How to Use the Regrade Function

This document provides directions on how to use the regrade function in Navigate. It covers how to edit quiz questions and answers that have already been completed by students and how to regrade based on any changes made to the quiz, including changes to full or partial credit for certain answers.

1. Begin by navigating to and clicking on the quiz for which you would like to make changes before regrading.
2. Click on the **Results** menu option at the top of the page, then choose **Statistics** settings from the dropdown menu.
3. Scroll down to the **Quiz structure analysis** section. This table displays a report of how each individual question was answered. Click on the **Question Name** of the question that needs to be adjusted.

<table>
<thead>
<tr>
<th>Q#</th>
<th>Question name</th>
<th>Attempts</th>
<th>Random guess score</th>
<th>Intended weight</th>
<th>Effective weight</th>
<th>Discrimination index</th>
<th>Discriminative efficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TUESDAY Continuing education in EMS serves to:</td>
<td>1</td>
<td>37.50%</td>
<td>6.25%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EMS as we know it today had its origins in 1966 with the publication of:</td>
<td>1</td>
<td>25.00%</td>
<td>6.25%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>If a defibrillator manufacturer claims that its device terminates ventricular fibrillation on the first shock 95% of the time, you should:</td>
<td>1</td>
<td>25.00%</td>
<td>6.25%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Obtaining continuing medical education is the responsibility of the:</td>
<td>1</td>
<td>25.00%</td>
<td>6.25%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. The next page displays the Question Information, Question Statistics, and the Analysis of Responses, which indicates the percentage of students that selected something other than the correct response, marked as 100%. In the **Question Information** section, click on the Gear icon next to the **Question Name**.

**Question information**

- **Quiz:** Chapter 1 Quiz
- **Question name:** If a defibrillator manufacturer claims that its device terminates ventricular fibrillation on the first shock 95% of the time, you should:
- **Question type:** Multiple choice
- **Position(s):** 3

**Question statistics**

- **Attempts:** 1
- **Random guess score:** 25.00%
- **Intended weight:** 6.25%
- **Effective weight:**
- **Discrimination index:**
- **Discriminative efficiency:**
5. Make any necessary changes to the question such as assigning partial credit to a different response, adjusting the text of the question, or assigning complete credit to another response. Click on **Save Changes** at the bottom of the page.
6. Your changes will not automatically adjust any scores and acts as a safeguard should more editing be necessary. When you’re ready to regrade student attempts to reflect your updates, click on the Results menu option at the top of the page, then choose Grades settings from the dropdown menu.

7. Scroll as needed to find and click on the Regrade All button. Now, the student scores for every student who encountered the edited question(s) will be adjusted.