

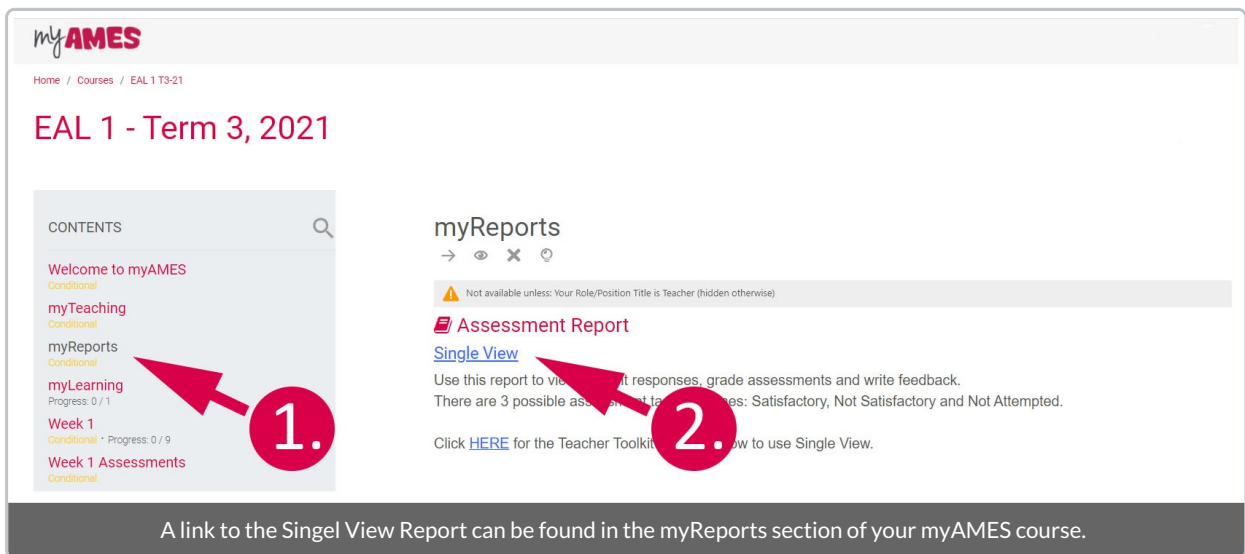
# Single View Report

Last Modified on 11/07/2021 10:53 pm AEST

## Introduction

The **Single View Report** is the most versatile report in myAMES. Teachers can use this report to view student responses, grade assessments, and write feedback.

## Where to find the report



The screenshot shows the myAMES interface for the course 'EAL 1 - Term 3, 2021'. On the left, a 'CONTENTS' menu lists various sections, with 'myReports' highlighted and a red arrow labeled '1.' pointing to it. On the right, the 'myReports' section is displayed, featuring a warning message and a link to 'Assessment Report'. Under 'Assessment Report', there is a link to 'Single View' and a red arrow labeled '2.' pointing to it. Below the screenshot, a dark grey bar contains the text: 'A link to the Singel View Report can be found in the myReports section of your myAMES course.'

## When to use the report

Use the Single View for everything to do with assessments.

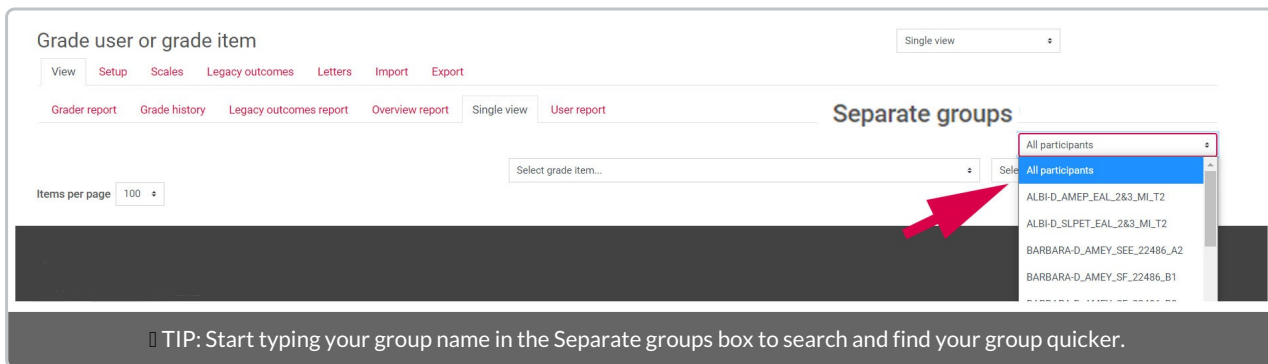
- Use filters to display the current week's assessments for the entire class, or all assessments for an individual student
- Check completed assessments by clicking on the grade analysis button
- Grade assessments by selecting one of the assessment task outcomes
- And if necessary, add feedback for each assessment task

## Grade item view

Grade item view is used when you want to see a whole class's responses to a particular task or assessment.

## Step one

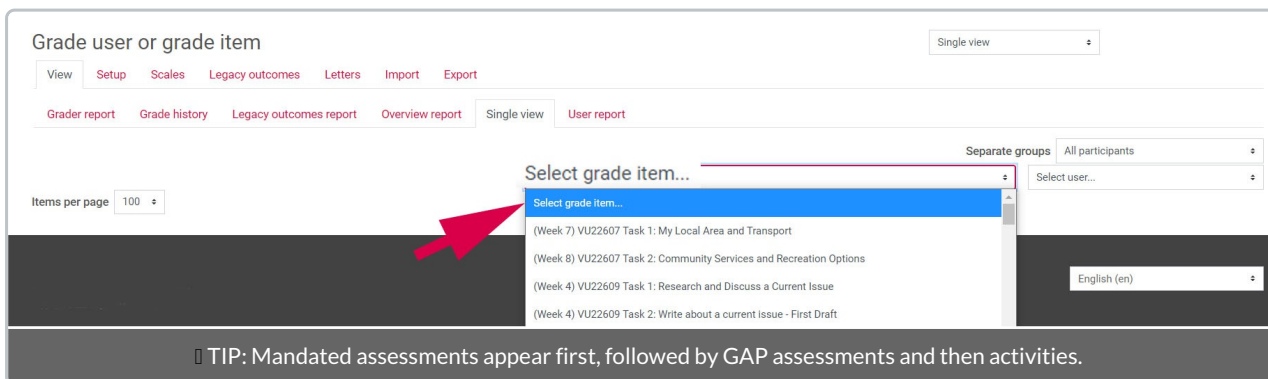
Filter the results to only show students in your class by selecting your Markbook group in the **Separate groups** box.



The screenshot shows the 'Grade user or grade item' page. At the top, there are navigation tabs: 'View', 'Setup', 'Scales', 'Legacy outcomes', 'Letters', 'Import', and 'Export'. Below these are sub-tabs: 'Grader report', 'Grade history', 'Legacy outcomes report', 'Overview report', 'Single view', and 'User report'. A 'Single view' dropdown is in the top right. The main area has a 'Items per page' dropdown set to 100 and a 'Select grade item...' dropdown. The 'Separate groups' dropdown is open, showing a list of groups: 'All participants', 'ALBI-D\_AMEP\_EAL\_2&3\_ML\_T2', 'ALBI-D\_SLPET\_EAL\_2&3\_ML\_T2', 'BARBARA-D\_AMEY\_SEE\_22486\_A2', and 'BARBARA-D\_AMEY\_SF\_22486\_B1'. A red arrow points to the 'All participants' option. A tip at the bottom reads: 'TIP: Start typing your group name in the Separate groups box to search and find your group quicker.'

## Step two

Search or browse the **Grade item** menu and select the activity you want to view.



The screenshot shows the 'Grade user or grade item' page with the 'Select grade item...' dropdown open. The dropdown lists several items: 'Select grade item...', '(Week 7) VU22607 Task 1: My Local Area and Transport', '(Week 8) VU22607 Task 2: Community Services and Recreation Options', '(Week 4) VU22609 Task 1: Research and Discuss a Current Issue', and '(Week 4) VU22609 Task 2: Write about a current Issue - First Draft'. A red arrow points to the first item. The 'Separate groups' dropdown is also visible, showing 'All participants' and 'Select user...'. A tip at the bottom reads: 'TIP: Mandated assessments appear first, followed by GAP assessments and then activities.'

## Step three

From here you can view your student's grades and any feedback you have given on the activity.

Grade item: (Gap) VU22596 - Task 2: Computer health and safety Single view ▾

View Setup Scales Legacy outcomes Letters Import Export

Grader report Grade history Legacy outcomes report Overview report **Single view** User report

◀ (VU22596 L2) 8: Exercises for computer users (Week 1) 1: Zeba wants to learn English ▶

Separate groups NANCY-F\_AMEY\_SF\_22484VIC\_A3 ▾

Select grade item... ▾ Select user... ▾ Save

User full name	Range	Grade	Feedback	Override All / None	Exclude All / None
██████████	1.00 - 3.00	No grade ▾ 🔍	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
██████████	1.00 - 3.00	No grade ▾ 🔍	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
██████████	1.00 - 3.00	No grade ▾ 🔍	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
██████████	1.00 - 3.00	No grade ▾ 🔍	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
██████████	1.00 - 3.00	No grade ▾ 🔍	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
██████████	1.00 - 3.00	No grade ▾ 🔍	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

TIP: Click on the pencil icon next to the student's name to switch to Grade user view.

## Grade user view

Grade user view is used when you want to see a single student's grades and feedback for all the assessments and activities in the course.

### Step one

Filter the results to only show students in your class by selecting your Markbook group in the **Separate groups** box.

Grade user or grade item Single view ▾

View Setup Scales Legacy outcomes Letters Import Export

Grader report Grade history Legacy outcomes report Overview report **Single view** User report

**Separate groups**

Items per page 100 ▾

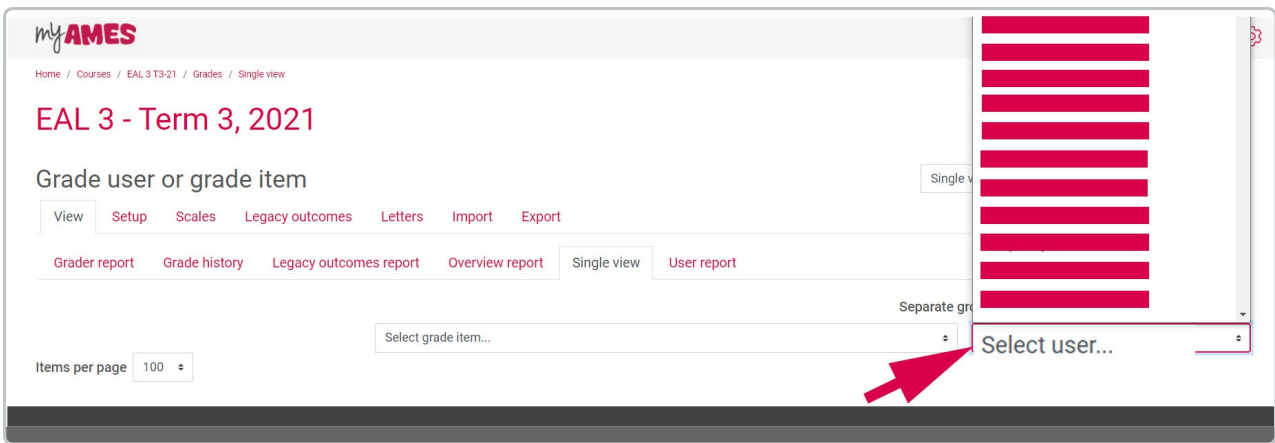
Select grade item... ▾ Select ▾

- All participants
- All participants
- ALBI-D\_AMEP\_EAL\_2&3\_ML\_T2
- ALBI-D\_SLPET\_EAL\_2&3\_ML\_T2
- BARBARA-D\_AMEY\_SEE\_22486\_A2
- BARBARA-D\_AMEY\_SF\_22486\_B1

TIP: Start typing your group name in the Separate groups box to search and find your group quicker.

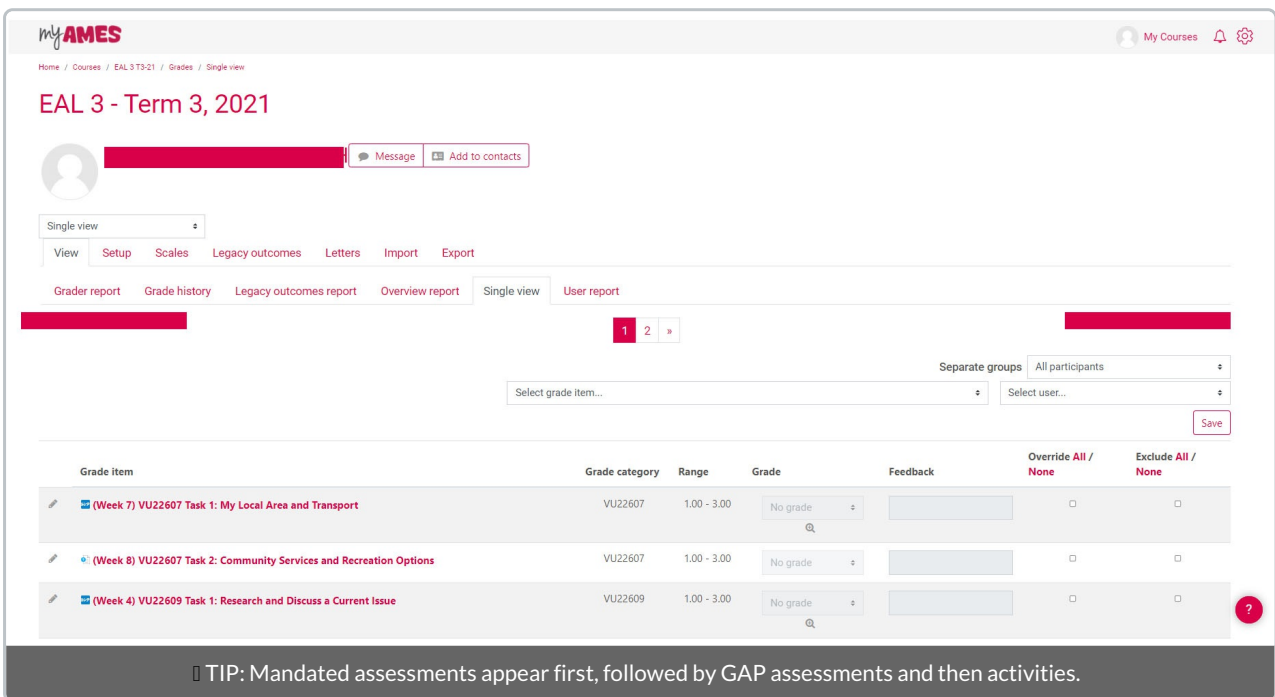
### Step two

Search or browse the **User** menu and select the student you want to view.



## Step three

From here you can view all of a student's grades and any feedback you have given them.



## Grades and feedback

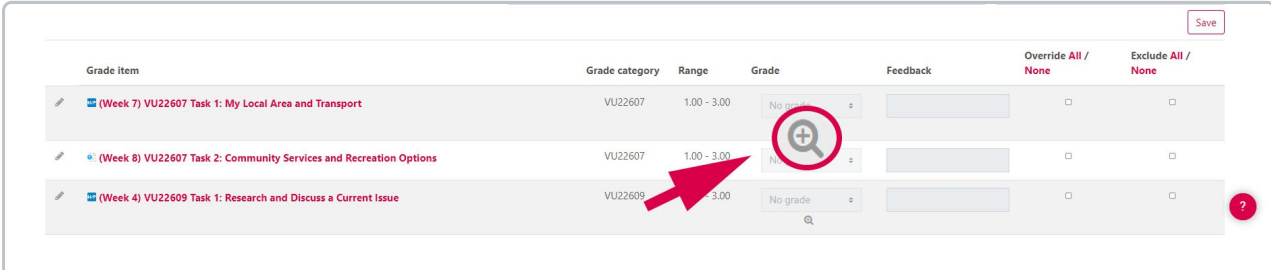
Most learning activities are automatically graded out of 100 by the system. Teachers can view students' answers, override system-generated grades and leave feedback.

Assessments are **not** automatically graded by the system. Teachers must review students' responses and assign a grade.

There are 3 possible assessment task outcomes: Satisfactory, Not Satisfactory and Not Attempted.

## Viewing student responses

Click the magnifying glass next to a grade in either user or item view to see a detailed report of a student's attempts and responses.

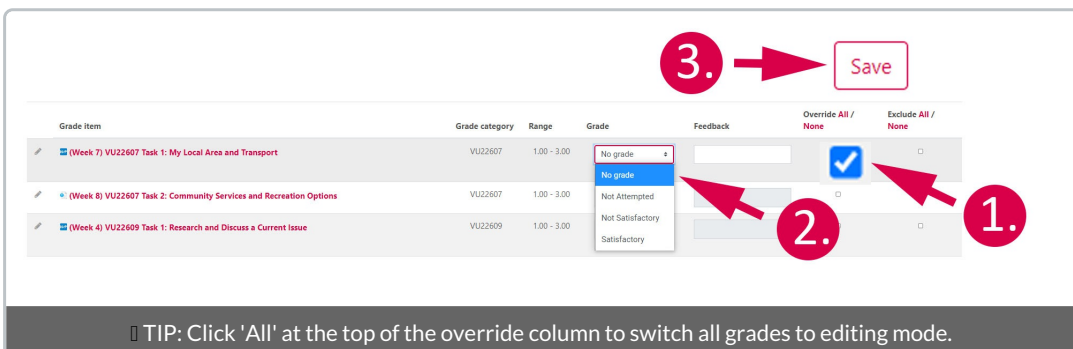


The screenshot shows a table with columns: Grade item, Grade category, Range, Grade, Feedback, Override All / None, and Exclude All / None. The first row is "(Week 7) VU22607 Task 1: My Local Area and Transport" with grade "No grade". A magnifying glass icon is over the "No grade" dropdown. A red arrow points to the "No grade" dropdown. A "Save" button is in the top right. A red question mark icon is in the bottom right.

TIP: The detailed report can also be accessed by opening an activity and clicking on attempts.

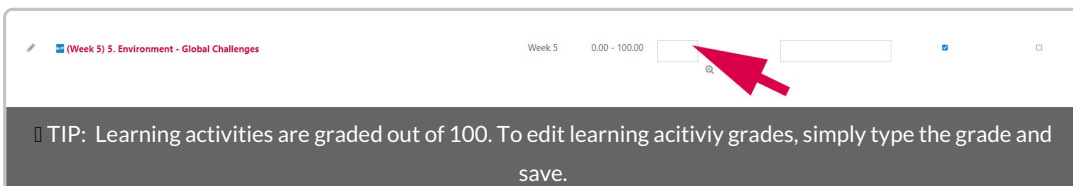
## Adding grades

First, tick the box in the override column to turn on editing, then select the grade from the drop down menu and click save.



The screenshot shows the same table as above. Annotation 1 points to the "Override All / None" checkbox, which is checked. Annotation 2 points to the "Grade" dropdown menu, which is open and shows options: "No grade", "Not Attempted", "Not Satisfactory", and "Satisfactory". Annotation 3 points to the "Save" button. A red arrow points from the "Save" button to the "Save" button.

TIP: Click 'All' at the top of the override column to switch all grades to editing mode.



The screenshot shows a single row: "(Week 5) 5. Environment - Global Challenges" with grade "Week 5" and range "0.00 - 100.00". A red arrow points to the grade input field.

TIP: Learning activities are graded out of 100. To edit learning activity grades, simply type the grade and save.

## Adding feedback

First, tick the box in the override column to turn on editing, then type your feedback and click save.

Select grade item...

Separate groups All participants  
Select user...

Save

Grade item	Grade category	Points	Grade	Feedback	Override All / None	Exclude All / None
(Week 7) VU22607 Task 1: My Local Area and Transport	VU22607			need 2nd attempt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(Week 8) VU22607 Task 2: Community Services and Recreation Options	VU22607	1.00 - 3.00	No grade		<input type="checkbox"/>	<input type="checkbox"/>

1. 2. 3.