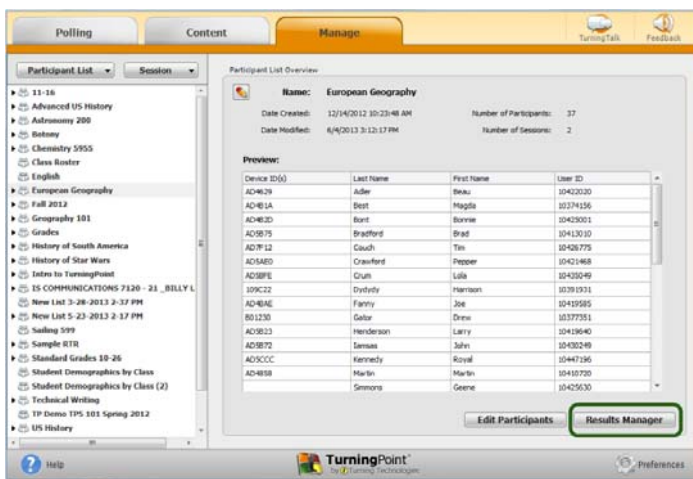# Results Manager

Results Manager, a session manager designed like a gradebook, organizes session files associated with a participant list. Participant and session data can be viewed as well as edited within Results Manager.

Opening Results Manager

1   From the Dashboard, select the **Manage** tab.

2   Select the appropriate **participant list** from the left panel.

3   Click **Results Manager** in the bottom right corner.

The Results Manager screen is displayed.

Results Manager Overview

Viewing Options

1 Expand **View Options** within the Results Manager Overview.

Click to change the view of both the Performance and/or Attendance points.

   a Attendance points can be added to the session's total points.

- Expand **Attendance** within the Results Manager Overview and enter the attendance points in the box provided.

- Enter the **session threshold** in the box provided. The session threshold is the percentage of questions a participant is required to answer to earn attendance points.

b A benchmark in Results Manager is a standard by which a grade can be measured.

- Expand **Benchmarks** within the Results Manager Overview and enter a benchmark in the box provided.
- Click the **Performance Scale** icon to set a percentage range indicating how participants performed across all sessions.

Participants

Viewing Participant and Grade Overview Information

The Grade Overview displays the number of session and the amount of performance points, attendance points and the total points earned each participant earned.

1. From the **Manage** tab, select a **participant list** and click **Results Manager**.

2. Select the **participant row** and expand either the **Participant Information** or the **Grade Overview** category in the right panel.

Other Assignments

Adding a Manual Grade Column

Manual grade columns can be added to Results Manager for assignments *not* conducted in a polling environment. The values of these assignments will be added to the overall average scores and will be included in the export options.

1   From the **Manage** tab, select a **participant list** and click **Results Manager**.

2   Select a **column**, click **Columns** and select **Add Manual Column**.

3   Enter the column **name**, **date**, **performance point(s)** and **attendance point(s)**.
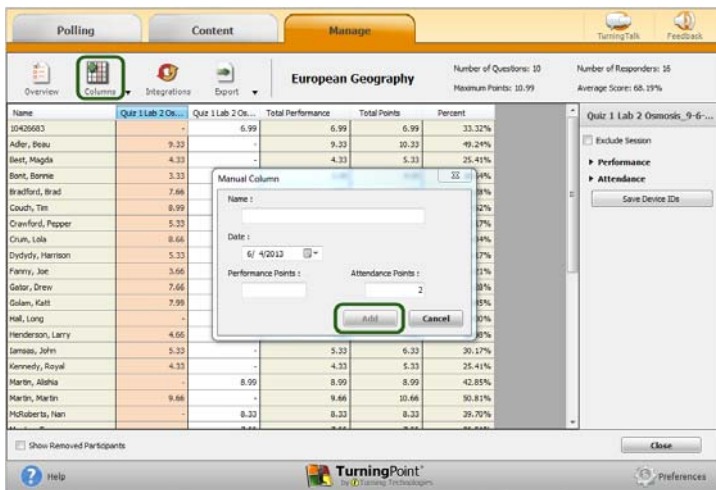
4   Click **Add**.

5   Double-click a **cell** in the new column to manually enter a participant's grade.

Turning Technologies

Devices

Assigning an Unassigned Device

Unassigned devices are devices (ResponseCards or ResponseWare) that responded during a session but are not assigned a participant within the participant list.

1   From the **Manage** tab, select a **participant list** and click **Results Manager**.

2   Select the **unassigned device** in the Results Manager Overview.

3   Expand the **Assign Device** category in the right panel.

4   Select the appropriate **participant** from the **Choose Participant** drop-down menu and click **Assign to Participant**.