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BerkeleyHaas

TEACHING TIP OF THE WEEK

Online Teaching Strategies

Tip of the week: Preparing, proctoring, and grading exams and assignments as the semester comes to an end.

Preparing Exams:

To prepare your exams, use the [Quizzes](#) feature in bCourses. You can also create [question banks](#) to [randomize](#) questions. Prepare a detailed [rubric](#) that you and your GSIs can use for evaluating exams and consider sharing it with students after the exam.

Proctoring Exams:

- The Haas School of Business has licensed Honorlock to provide on-demand online proctoring services for exams administered through bCourses. Follow this [guide](#) on how to set up Honorlock.
- Browse Haas Digital's [Remote Proctoring webpage](#) for more information on how to use Honorlock for exams. It is very easy to use and has many customizable features!

Grading Exams:

Grading final exams and assignments can be stressful, with tight deadlines and GSIs' availability limited by their own commitments. [Speedgrader](#) is a tool that is built into bCourses for grading assignments. It can save you time and make grading your final exam or assignment much easier and more transparent. Here are three tips for leveraging Speedgrader:

1. Use assignment groups to organize your course and [assign weights](#) to each group to make final grading calculations easier and faster.

2. Speedgrader allows you to add comments to specific parts of the answers to explain why you added or deducted points. Use [annotated comments](#) and refer to your grading rubric to help students understand their grade.
3. If you are splitting the grading among yourself and your GSIs, you might consider turning on the [Anonymous Instructor Annotation](#) feature and ask students to direct all inquiries to one person to better manage discussions about grades.

TELL US WHAT TEACHING TIP TOPICS YOU WOULD LIKE TO LEARN MORE ABOUT: Follow this [link](#) to let us know what topics you would like us to cover.

The Online Teaching Tip of the Week is a series produced for Haas Faculty by the Associate Dean for Learning Strategies' Online Teaching Tips Team.