Blackboard Tests: How to Grade a Test

1. Tests which are fully comprised of automatically gradable question types such as multiple choice and true/false require no action by the instructor to grade the test. You can view the scores and submissions through the corresponding column in the course Grade Center. To access the grade columns, under the Course Management menu go to Grade Center -> Full Grade Center.

2. Next locate the column associated with the test.

Clicking on the action-link to the right of the column’s title presents a menu with options.
3. For tests that require manual grading such as for essay questions, go to the **Needs Grading** section of the Grade Center. To access Needs Grading, go to Grade Center -> Needs Grading.

4. Within Needs Grading, you may access a student’s attempt by clicking on their name under the “User Attempt”.

![Image of Needs Grading section with a student's attempt highlighted.](image-url)
5. aaaaa

6. Aaaaa

7. Aaaaa

8. Aaaaaa

9. Aaaaaa

10. Aaaaaaa

11. Aaa