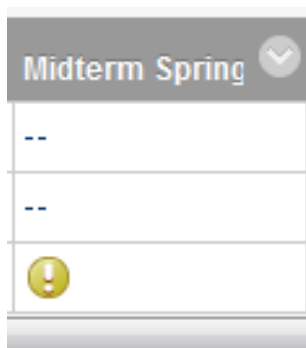


Blackboard Tests: How to Grade a Test

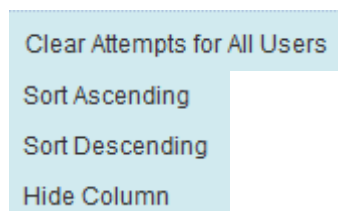
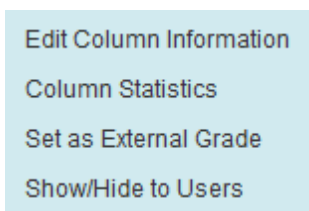
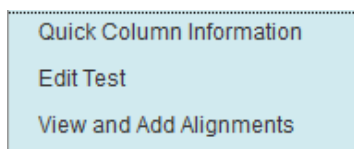
1. Tests which are fully comprised of automatically gradable question types such a multiple choice and true/false require no action by the instructor to grade the test. You can view the scores and submissions through the corresponding column in the course Grade Center. To access the grade columns, under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



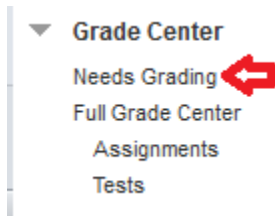
2. Next locate the column associated with the test.



Clicking on the action-link to the right of the column's title presents a menu with options.



- 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.



- Within Needs Grading, you may access a student's attempt by clicking on their name under the "User Attempt".

Category	Item Name	User Attempt	Date Submitted
Test	Midterm Spring 2013	William Windsor	March 18, 2013 10:34:22 AM



User: William Windsor (Attempt 1 of 1) Exit Submit < 1 of 1 >

View: Needs Grading

Test Information

Question 1: Essay - out of 10 points

Please share your thoughts on the new Pope.

Given Answer: He's 76 years old.

The pope is from Argentina.

He's 76 years old.

Correct Answer: [None]

Response Feedback

Paragraph Arial 3 (12pt)

Path: p Words: 0

Feedback and Notes for Attempt

5. aaaaa

6. Aaaaa

7. Aaaaa

8. Aaaaaa

9. Aaaaaa

10. Aaaaaa

11. Aaaa

<p>Quick Column Information Edit Test View and Add Alignments</p>	<p>Grade Attempts Grade Anonymously Attempts Statistics Download Results View All Attempts Grade Questions Item Analysis View Grade History</p>	<p>Edit Column Information Column Statistics Set as External Grade Show/Hide to Users</p>	<p>Clear Attempts for All Users Sort Ascending Sort Descending Hide Column</p>
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