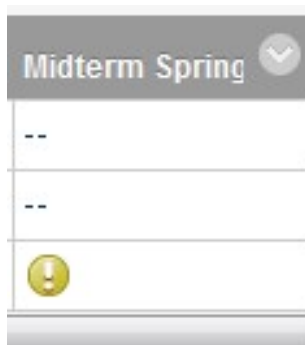


Blackboard Tests: How to Grade a Test

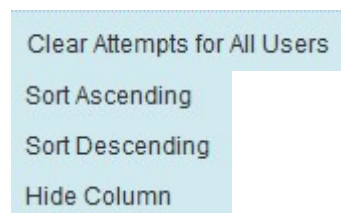
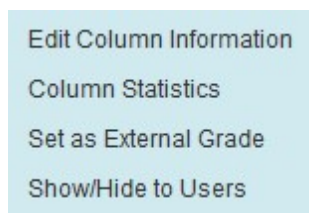
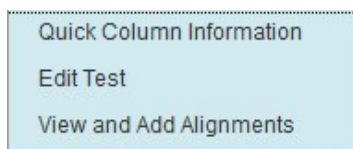
1. Tests which are fully comprised of automatically gradable question types such a multiple choice and true/false require no action by the instructor to grade the test. You can view the scores and submissions through the corresponding column in the course Grade Center. To access the grade columns, under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



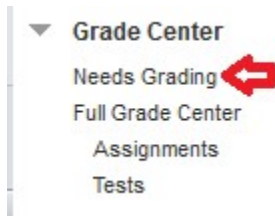
2. Next locate the column associated with the test.



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



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".

Needs Grading

Grade All Filter

Category: Test | Item: All Items | User: All Users | Date Submitted: Any Date Go

3 of 26 total items match current filter.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Test	Week 2 Test - History of Ocean Science	Bruce Lopez	April 13, 2016 3:09:04 PM	April 20, 2016
Test	Week 2 Test - History of Ocean Science	Mark Tsai	April 16, 2016 10:27:00 AM	April 20, 2016
Test	Week 2 Test - History of Ocean Science	Mei Wong	May 3, 2016 10:06:35 AM LATE	April 20, 2016

5. On the Grade Test page, you can navigate among students and attempts, view rubrics, grade anonymously, and view information about a test.

The screenshot displays the 'Grade Test: Unit 1 Test' interface. At the top right, there is a 'Jump to...' dropdown menu and a 'Hide User Names' button. Below this, a navigation bar shows 'Viewing 2 of 10 gradable items' with left and right arrow buttons. The current student is identified as 'Ashby Cooper (Attempt 1 of 1)' with a profile picture and a yellow warning icon. A 'Test Information' section is highlighted with a purple box, containing the following details: Current Grade (- out of 50 points), Status (Needs Grading), Attempt Score (0 out of 50 points), Time Elapsed (46 minutes), Started Date (3/17/16 8:02 PM) with an 'Access Log' button, Submitted Date (3/17/16 8:48 PM), Clear Attempt button, Edit Test button, and Instructions. Below this, 'QUESTION 1: ESSAY' is shown with a score of '- out of 20 points' and a 'View Rubric' button. The question text is 'What is the easiest object for us to observe and why?' and the student's answer is 'Given The moon is the easiest for us to observe because we can see it without a telescope and'.

Expand the Test Information link to view the status, instructions, and pertinent date and times. You can clear a test attempt so that a student can submit the test again. You can also submit a test that is in progress so that you can grade it.

If a test has questions that you need to assign scores for, the test status is Needs Grading and the Attempt Score is 0.

- On the Grade Test page, type a score for each question that isn't graded automatically. You can also change existing scores.
- Optionally, if you associated a rubric with Essay, Short Answer, or File Response questions, select View Rubric to grade the question with the rubric.
- Optionally, add Response Feedback specific to the individual question. If you want your feedback to show for individual questions such as Essays, select that option on the Questions Settings page. Though a Response Feedback text box displays by default, students won't see any

feedback you add unless you select the option. You can't provide individual feedback for answers to True/False, Ordering, and Matching questions.

- Optionally, type comments in the Feedback to Learner box.
 - Optionally, type comments in the Grading Notes box. This text is not seen by students.
6. Select Save and Exit to return to the Full Grade Center, the Needs Grading page, or the Grade Details page, based on where grading began.

-OR-

Select Save and Next to display the next student, if available.

-OR-

Use the arrows to navigate to the previous or next student, if available.