

WEST TEXAS A&M UNIVERSITY

Instructional Technology Services

WTClass Training Manual

Grading in Blackboard

April 2015

WTClass

Blackboard 9.1

For technical support call (806) 651-4357

Support website: <http://angel.wtamu.edu/online>

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GRADING ASSIGNMENTS

When you create an assignment, a column is added automatically to the Grade Center. An assignment that has been submitted, but not graded, is indicated with an exclamation mark (🚩)—the needs grading icon.

You can access assignments that have been submitted by students and need grading from the:

- Needs Grading page
- OR-
- Grade Center

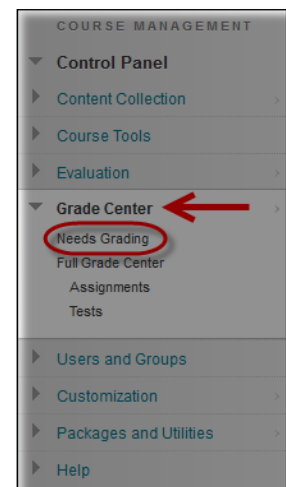
Depending on your grading style, you can access and grade one assignment attempt, view all the submissions for one assignment, or view all the assignments with submissions that need grading.

HOW TO ACCESS SUBMITTED ASSIGNMENTS FROM THE NEEDS GRADING PAGE

For courses with many enrolled students and gradable items, the **Needs Grading** page can help you determine which assignments need grading first. For example, you can sort by the date submitted to provide feedback to the earliest submitters first.

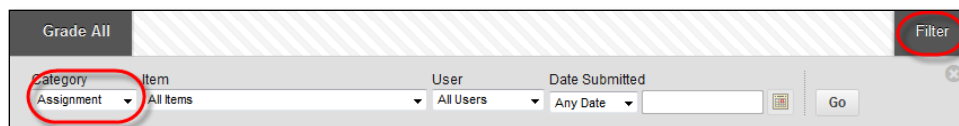
To access the **Needs Grading** page:

1. On the **Control Panel**, expand the **Grade Center** section.
2. Select **Needs Grading**. The total number of items to grade appears on the **Needs Grading** page.



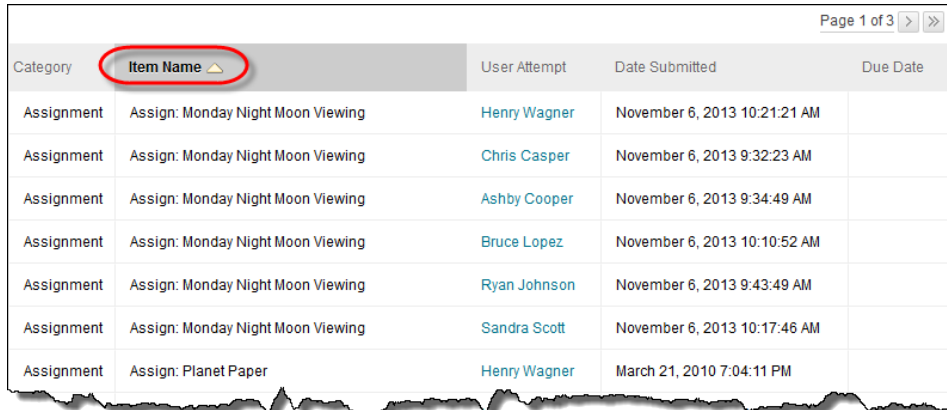
To filter and sort attempts:

1. Use the **Filter** drop-down lists to narrow the list of items to grade by **Category**, **Item**, **User**, and **Date Submitted**. For example, make selections in both the **Category** and **User** drop-down lists to display assignments submitted by a particular user.



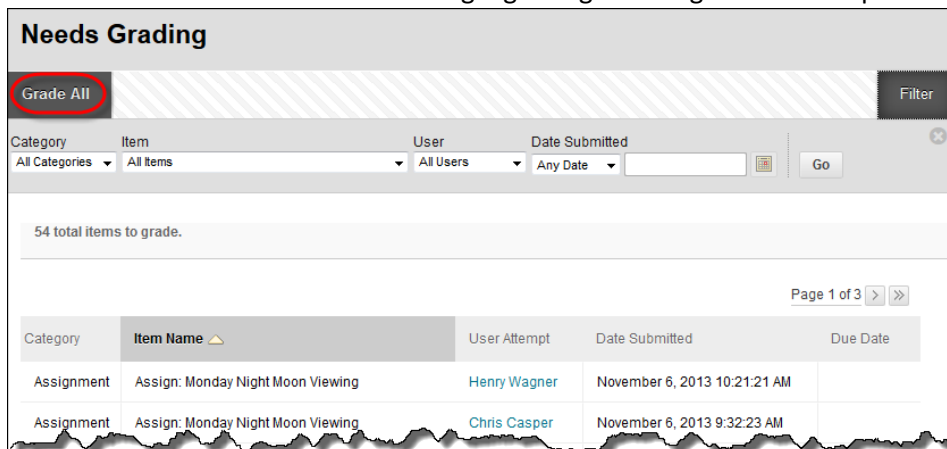
2. Click **Go**. The filtered items appear on the **Needs Grading** page.

- Click a column heading or the caret to sort the assignments. For example, sort the assignments by **Item Name**.



Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Assign: Monday Night Moon Viewing	Henry Wagner	November 6, 2013 10:21:21 AM	
Assignment	Assign: Monday Night Moon Viewing	Chris Casper	November 6, 2013 9:32:23 AM	
Assignment	Assign: Monday Night Moon Viewing	Ashby Cooper	November 6, 2013 9:34:49 AM	
Assignment	Assign: Monday Night Moon Viewing	Bruce Lopez	November 6, 2013 10:10:52 AM	
Assignment	Assign: Monday Night Moon Viewing	Ryan Johnson	November 6, 2013 9:43:49 AM	
Assignment	Assign: Monday Night Moon Viewing	Sandra Scott	November 6, 2013 10:17:46 AM	
Assignment	Assign: Planet Paper	Henry Wagner	March 21, 2010 7:04:11 PM	

- Click **Grade All** on the action bar to begin grading the assignment attempts.



Needs Grading

Grade All Filter

Category: All Categories Item: All Items User: All Users Date Submitted: Any Date Go

54 total items to grade.

Page 1 of 3

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Assign: Monday Night Moon Viewing	Henry Wagner	November 6, 2013 10:21:21 AM	
Assignment	Assign: Monday Night Moon Viewing	Chris Casper	November 6, 2013 9:32:23 AM	

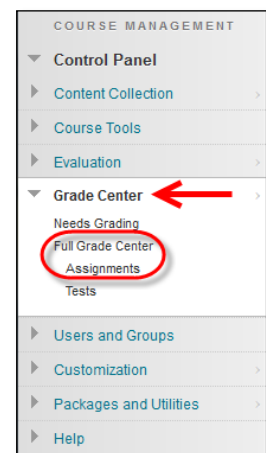
- The filtered assignment attempts appear on the **Grade Assignment** page in the order they were sorted and filtered on the **Needs Grading** page.

HOW TO ACCESS SUBMITTED ASSIGNMENTS FROM THE GRADE CENTER

The Grade Center shows all gradable items. The number of items may influence how you organize your time for grading tasks. You may also find it beneficial to view a student's previous grades as you grade.

To access the Grade Center:

- On the **Control Panel**, expand the **Grade Center** section.
- Select **Full Grade Center** or the **Assignments** smart view to access the assignment columns.

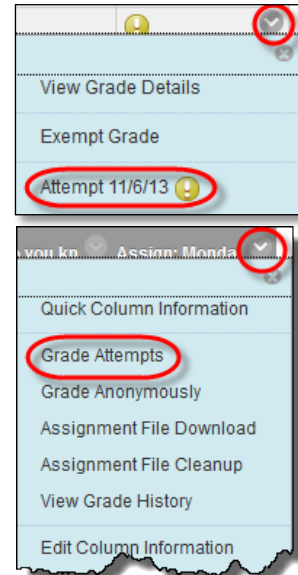


To grade a single assignment attempt:

1. Locate the cell for a student's assignment containing an exclamation mark.
2. Access the cell's contextual menu and select **Attempt**.
3. The **Grade Assignment** page appears.

To grade all submissions for an assignment:

1. Access the assignment column's contextual menu.
2. Select **Grade Attempts**.
3. The **Grade Assignment** page appears.



ABOUT THE GRADE ASSIGNMENT PAGE

You access the **Grade Assignment** page from the **Needs Grading** page or the Grade Center. You can navigate among users and attempts, view rubrics, grade anonymously, and view information about an assignment.

You can view, comment, and grade student-submitted assignment files without leaving the **Grade Assignment** page. When you view a document submitted in an assignment, that document is converted to a format that is viewable inside the web browser. Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF). The converted document is displayed in a viewer on the **Grade Assignment** page. Formatting and embedded images of the original document are preserved in the conversion.

Note: Assignment submissions created with the content editor are not compatible with inline grading. Submissions of this type show in the window, but annotation is not available.

Grade Assignment: Planet Paper

User: **Chris Casper (Attempt 2 of 2)** Jump to... Hide User Names

View: **Needs Grading** Exit < 62 of 62 >

1 of 1 Powered by crocodoc

Assignment Details

GRADE
Last Graded Attempt: /100

ATTEMPT 2
3/11/13 12:54 PM /100

SUBMISSION
Saturn.docx

COMMENTS

Grader Feedback

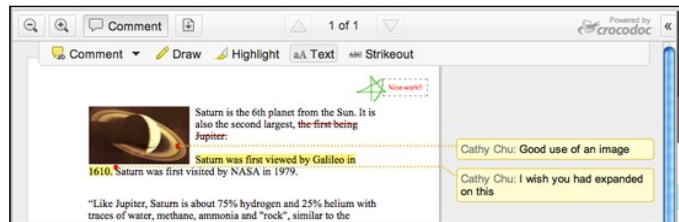
Character count: 0

Save as Draft Submit















- A. Review and comment directly in the document.
- B. From the inline viewer toolbar you can zoom the contents of the document in or out, open the annotation tools menu to comment in the document, download the document and move from page to page.
- C. Grade the submission from the inline grading sidebar. From here you can view the assignment details, the grading rubric and each attempt. You can type an overall grade and grades for each attempt as well as provide feedback to your students without leaving the page.
- D. On the action bar, you can:
 - Click **Hide User Names** to grade attempts anonymously. Click **Show User Names** to display user information.
 - Click **Jump to** and select another attempt to view or grade.
 - Navigate among available attempts.

HOW TO USE THE GRADE ASSIGNMENT PAGE INLINE ANNOTATION TOOLS

Files that have been uploaded and converted for display in the inline viewer can be annotated directly within the browser.

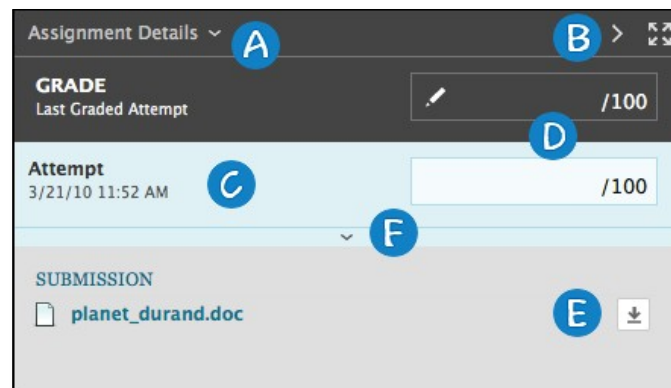


Click **Comment** in the inline viewer toolbar to expand the annotation tools. Select an annotation tool and comment, edit, highlight and draw in the document. Right-click on an annotation to remove it.

Button	Description
	Zoom out. Make the content of the file appear smaller. This button is also available to students when they review their submission.
	Zoom in. Make the content of the file appear larger. This button is also available to students when they review their submission.
 Comment	Expand the list of annotation tools.
	Download a copy of the file. If annotations have been made, you have the option to download a copy in the original format or download a PDF version that includes the annotations. This button is also available to students when they review their submission
	Move back a page. This button is also available to students when they review their submission.
	Move forward a page. This button is also available to students when they review their submission.
	View all annotations
 Point Comment	Add a comment to a specific point in the document.
 Area Comment	Add a comment to a selected area in the document.
 Text Comment	Add a comment to selected text in the document.
 Draw	Draw in the document using a pencil tool.
 Highlight	Highlight selected text in the document.
 Text	Add text to the document.
 Strikeout	Strike out text in the document.

INLINE GRADING

The inline grading sidebar gives you all of the tools you need to grade the assignment inline.



- A. Expand assignment details to show the information from the assignment content item.
- B. Collapse or expand the grading sidebar for more screen real estate.
- C. Select additional attempts from a drop-down list. Click the attempt to load the submission in the inline viewer and update the sidebar with the appropriate attempt-related data.
- D. Type a grade for the attempt.
- E. Download the originally submitted file. If more than one file was submitted for the attempt, all files are available here.
- F. Expand the rubric and comments fields.
 - Use the grading rubric associated with the assignment.
 - Add private notes, not visible to the student as feedback.
 - Type feedback the student can see and attach files. You can expand the feedback field to take advantage of the full content editor features.

SUPPORTED FORMATS

Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF).

NOTE: Inline assignment grading is available only with submitted files, not for content created using the content editor.

The converted document is displayed in a viewer on the Grade Assignment page. Formatting and embedded images of the original document are preserved in the conversion.

The viewer is supported on current versions of Firefox, Chrome, Safari, and Internet Explorer. No plug-in or other application is necessary.

NOTE: If a student has uploaded a file that is not in a format supported by the inline viewer, you are prompted to download the file in question. You will not see the inline viewer.





HOW TO GRADE ASSIGNMENTS ANONYMOUSLY

You can grade assignments anonymously to ensure impartial evaluation of student work. For example, an opinion-based assignment that you grade anonymously may offer students a higher level of comfort when expressing themselves.

In anonymous grading, all identifying information is hidden and attempts appear in random order. Each student is assigned a number, such as Student 8.

To grade anonymously from the **Needs Grading** page:

1. Access an assignment attempt's contextual menu.
2. Select **Grade Anonymously**. The **Grade Assignment** page appears.

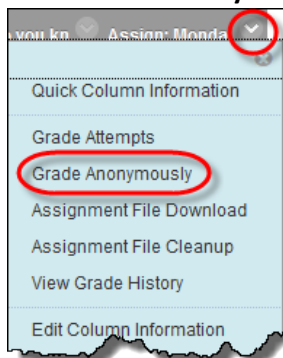
Category	Item Name 	User Attempt
Assignment	Assign: Monday Night Moon Viewing 	Henry Wagner
Assignment	Assign: Monday Night Moon Viewing	
Assignment	Assign: Monday Night Moon Viewing	

Grade All Users (6)

Grade Anonymously (6)

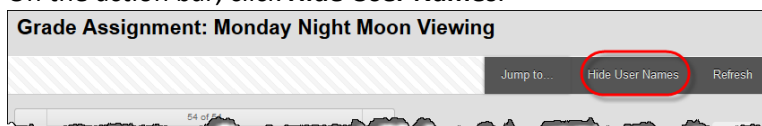
To grade anonymously from the Grade Center:

1. Access an assignment column's contextual menu.
2. Select **Grade Anonymously**. The **Grade Assignment** page appears.



To grade anonymously from the **Grade Assignment** page:

1. On the action bar, click **Hide User Names**.



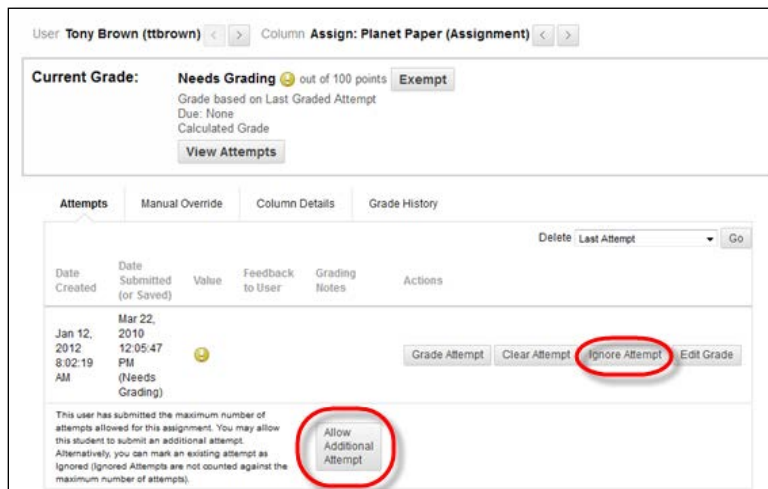
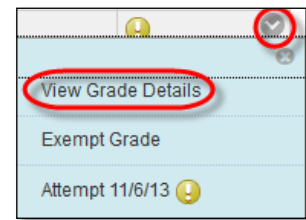
2. Click **OK** in the pop-up window to verify the action. If grading was in progress, any unsaved changes to the open attempt are lost. The **Grade Assignment** page refreshes and all identifying information is hidden.

HOW TO ALLOW ADDITIONAL ATTEMPTS

If a student has submitted the maximum number of attempts for an assignment, but you want to give them another opportunity, you can invite them to submit again.

To allow an additional attempt:

1. Locate the cell for a student's assignment containing an exclamation mark.
2. Access the cell's contextual menu.
3. Select **View Grade Details**. The **Grade Details** page appears.
4. Click **Allow Additional Attempt** and confirm.



The **Allow Additional Attempt** function only appears if the student has already submitted the maximum number of attempts allowed for that assignment. You can continue to offer opportunities to resubmit attempts each time the student reaches that maximum number. You do not have to grade previous attempts to allow a student to submit again.

Alternatively, click **Ignore Attempt** to ignore the attempt's score in grade calculations and not count it against the maximum number of attempts.

GRADING MULTIPLE ATTEMPTS

If you allowed multiple attempts for an assignment, and a student has submitted all attempts, they appear in the grade cell's contextual menu.

Johnson	Ryan	!	
Lopez	Bruce	!	
Perez	Javier	--	
Scott	Sandra	--	
Spooner	Sarah	--	
Selected Rows: 0			

All attempts appear in the contextual menu for the grade's cell.

On the **Grade Assignment** page, you can see how many attempts users have submitted next to their names on the action bar.

Grade Assignment: Planet Paper

User: **Ryan Johnson (Attempt 1 of 2)**

View: Full Grade Center

1 of 2

Assignment Details

GRADE
Last Graded Attempt /100

ATTEMPT 1
3/23/13 9:35 AM /100

ATTEMPT 1
3/23/13 9:35 AM

ATTEMPT 2
3/26/13 3:32 PM

Click **Attempts** to access other attempts. If you associated a rubric with the assignment, you can open it to refer to while grading.

After selecting an attempt, type a grade and feedback, and submit. The next attempt appears in the content frame.

If the one of the multiple attempts is ungraded, the exclamation mark remains in the cell along with the last graded attempt.

After you complete grading the attempts, the last attempt's grade appears in the cell by default. The last attempt's grade also appears on the **Grade Assignment** page.

80.00	!
View Grade Details	
Exempt Grade	
Attempt 3/23/13 80.00	
Attempt 3/26/13 !	

Last Name	First Name	Planet Paper
Cooper	Ashby	!
Durand	Porter	!
Herrera	Linda	!
Johnson	Ryan	95.00
Lopez	Bruce	!

Assignment Details

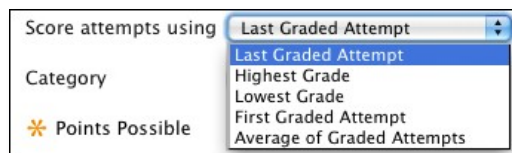
GRADE
Last Graded Attempt **95/100**

ATTEMPT 2
6/6/13 3:32 PM **95/100**

ATTEMPT 1
3/23/10 9:35 AM **80**

ATTEMPT 2
6/6/13 3:32 PM **95**

To change the displayed grade to the first attempt, highest grade, lowest grade, or an average of attempts, access the Grade Center column's contextual menu, select **Edit Column Information**, and select the attempt to score from the **Score attempts using** drop-down list.



NOTE: **My Grades** shows students their scores on the most recently graded assignment attempt, or your selection in the **Score attempts using** drop-down list, as soon as that item is scored.

My Grades

CURRENT GRADE

Total

Grade **178.00**/270

[Description](#) [Grading Criteria](#)

CALCULATED GRADES


Weighted Total

Grade **-**

[Description](#) [Grading Criteria](#)

GRADED

Planet Paper

Grade  **80.00**/100

[Comments](#) [Description](#)

HOW TO GRADE ASSIGNMENTS WITH RUBRICS

Before grading with a rubric, you need to associate it with one of the following gradable items:

- Assignments
- Essay, Short Answer, and File Response test questions
- Blogs and journals
- Wikis
- Discussion board forums and threads

Use the following steps to grade using rubrics.

NOTE: The **Raw Total** displays the score rounded to two decimal places.

1. Access the gradable item in the Grade Center, on the **Needs Grading** page, or from the tool.

Grade Center : Assignments

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. With the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to move between cells.

Create Column Create Calculated Column Manage Reports

Move To Top Email

Sort Columns

	Last Name	First Name	Username	Assign: Mon	Group Plan	Assign: Photo I	Assign: Celestia	Assign: Planet I	Group
	Brown	Tony	ttbrown	--		--	--	99.00	--
	Casper	Chris	cccasper		--	--	--	--	
	Cooper	Ashby	aacooper			--	--	90.00	--
	Durand	Porter	ppdurand	--		--	--	50.00	

2. Choose the inline or grid view to review or begin grading with the associated rubric.

Assignment Details

GRADE /100

Last Graded Attempt

Attempt /100

3/21/10 7:04 PM

SUBMISSION

mars_wagner.doc

Expand to see the rubric option.

Assignment Details

GRADE /100

Last Graded Attempt

Attempt /100

3/21/10 7:04 PM

GRADE BY RUBRIC

PLANET PAPER Used for Grading

Inline (list) View

☐ Show Descriptions ☐ Show Feedback

Grid view

3. In **List View** select an option for each criterion to apply that point value to the grade. Optionally, select the check boxes to **Show Descriptions** for criteria and to **Show Feedback** text boxes.
4. In **Grid View**, click a cell to apply that point value to the grade. If a rubric with point ranges is used, select the appropriate value from the drop-down list. To change the selection, click another cell in the same row. Optionally, type **Feedback** to the student in the text box that appears when a cell is selected.

GRID VIEW

5. A running **Raw Total** score appears as you make point selections. Optionally, type a score in the **Change the number of points box** to override the selected score, and type overall **Feedback** to the student using the full features of the content editor.
 6. When grading is complete, click **Exit** to leave the rubric without saving your selections, or click **Save** to save the score and feedback and return to the attempt.
- Click **Save and Next** to use another associated rubric for evaluation.

LIST VIEW

GRADING TESTS

A Grade Center column is created automatically for each test you create and link in your course. A test that has been submitted, but not graded, is indicated with an exclamation mark—the needs grading icon. Although Blackboard Learn scores many question types, you must grade some questions manually such as Essays, Short Answer, and File Response questions.

Tests that you need to grade are accessed from the **Needs Grading** page or from the **Grade Center**.

You have the options to grade tests anonymously, to grade all responses to a specific question, and to give full credit for all responses to a question. You can also delete questions from a test or clear a test attempt to allow a student to retake a test.

HOW TO ACCESS TEST ATTEMPTS FROM THE NEEDS GRADING PAGE

For courses with many enrolled students and gradable items, the **Needs Grading** page can help you determine which tests need grading first. For example, you can sort by the due date to ensure your final tests are graded before your institution's deadline.

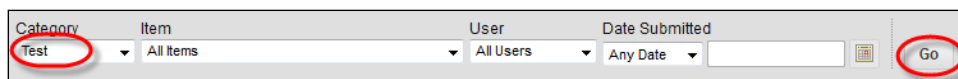
If you have a designated turnaround schedule set for all gradable items, the Needs Grading page allows you to customize the view of items with a needs grading status. You can sort and filter the list and grade the most urgent tests first.

To access the **Needs Grading** page:

1. On the **Control Panel**, expand the **Grade Center** section.
2. Select **Needs Grading**. The total number of items to grade appears on the **Needs Grading** page.

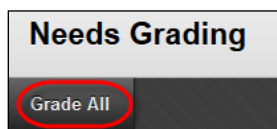
To filter and sort attempts:

1. Use the **Filter** drop-down lists to narrow the list of items to grade by **Category**, **Item**, **User**, and **Date Submitted**. For example, make selections in both the **Category** and **User** drop-down lists to display tests submitted by a particular user.

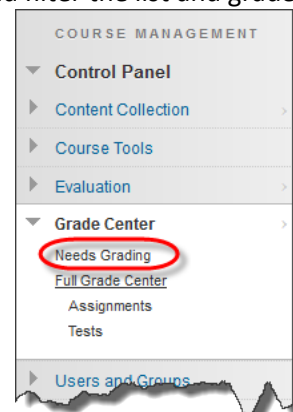


The screenshot shows a filter interface with four dropdown menus: Category (set to 'Test'), Item (set to 'All Items'), User (set to 'All Users'), and Date Submitted (set to 'Any Date'). A 'Go' button is located to the right of the Date Submitted dropdown. Red circles highlight the 'Test' selection in the Category dropdown and the 'Go' button.

2. Click **Go**. The filtered items appear on the **Needs Grading** page.
3. Click a column heading or the caret to sort the tests. For example, sort the tests by **Item Name**.
4. On the action bar, click **Grade All** to begin grading test attempts.



The screenshot shows the 'Needs Grading' page header and action bar. The 'Needs Grading' text is in a bold, black font. Below it, the 'Grade All' button is highlighted with a red circle.



5. The filtered test attempts are placed in a queue for easy navigation among items. Test attempts appear on the **Grade Test** page in the order you sorted and filtered them on the **Needs Grading** page.

HOW TO ACCESS TEST ATTEMPTS FROM THE GRADE CENTER

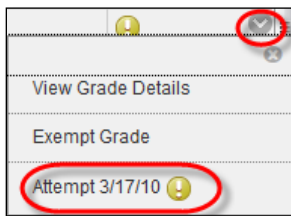
The Grade Center shows all gradable items. The number of items may influence how you organize your time for grading tasks. You may also find it beneficial to view a student's previous grades as you grade.

To access the Grade Center:

1. On the **Control Panel**, expand the **Grade Center** section.
2. Select **Full Grade Center** or the **Tests** smart view, if available, to access test attempts.

To grade a single test:

1. Locate the cell for a student's test containing an exclamation mark.
2. Access the cell's contextual menu and select **Attempt**. The **Grade Test** page appears.



To grade all attempts for a particular test:

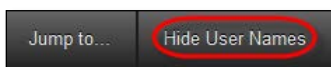
1. Access the test column's contextual menu.
2. Select **Grade Attempts**. The **Grade Test** page appears.

ABOUT THE GRADE TEST PAGE

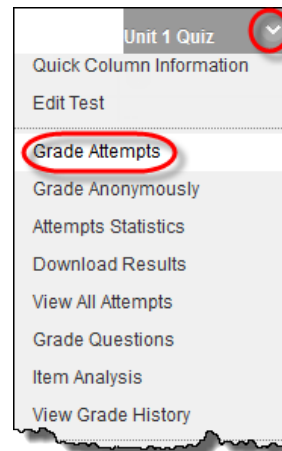
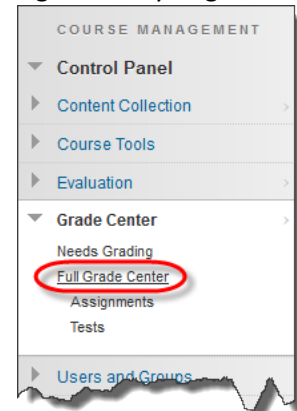
Access the **Grade Test** page from the **Needs Grading** page or the Grade Center. You can navigate among users and attempts, view rubrics, grade anonymously, and view information about a test.

On the action bar, you can perform the following actions:

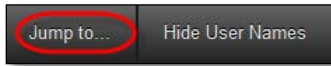
- Click **Hide User Names** to grade attempts anonymously, if needed. Click **Show User Names** to display user information.



- Click **View Rubric** to view the rubrics you associated with a test's column in the Grade Center.



- Click **Jump to** and select another attempt to view or grade.



Expand the Test Information link to view the following information:

- Status:** Shows the status of the test—**Needs Grading, In Progress, or Completed.**
- Score:** The score awarded for the test. If the test needs grading, this number is blank.
- Time Elapsed:** If you chose the **Set Timer** option, the time a student spent taking the test is recorded and appears here.
- Started Date:** The date the student began.
- Submitted Date:** The date the student submitted the test for grading.
- Instructions:** Any instructions associated with the test.

Test Information	
Current Grade	- out of 50 points
Status	Needs Grading
Attempt Score	0 out of 50 points
Time Elapsed	2 minutes Access Log
Started Date	1/12/12 8:02 AM
Submitted Date	3/21/10 6:44 PM
Clear Attempt	Clear Attempt
Edit Test	Edit Test
Instructions	

- Clear Attempt:** Clears the current test attempt. Use when you want to give a student another chance to start over on a test. For example, if a student started a test that forced completion and a technical issue prevented him from finishing, you could allow him to retake the test.
- Submit Attempt:** This function overrides an **In Progress** test attempt and submits it for grading.

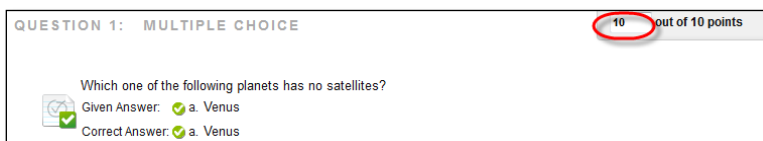
NOTE: If a test is listed as in progress, either you or the student taking it must submit the test for you to grade it.

HOW TO USE THE GRADE TEST PAGE

You access the **Grade Test** page from the **Needs Grading** page or the Grade Center.

NOTE: If you allowed multiple attempts for a test, a student's grade is not released until you have graded all of the attempts.

- On the **Grade Test** page, type a score for each question. You can overwrite scores for questions graded automatically.



- Optionally, if you associated a rubric with Essay, Short Answer, or File Response questions, click **View Rubric** to grade the question using the rubric.

3. Optionally, add **Response Feedback** specific to the individual question. The **Response Feedback** box only appears for certain question types, such as Essays.

QUESTION 4: ESSAY

What is the easiest object for us to observe and why?

Given Answer: The moon is easy to observe. It is up in the sky about 1/2 the size of the Earth. If you just know when it rises and sets. Just after moon equipment is required to see changes and movement.

Correct Answer: It is easiest for us to observe the moon and it requires no matter where we live and by simply viewing it for ten minutes across the sky.

Response Feedback:

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent, Undo, Redo, Link, Unlink, Image, Video, Audio, Table, Insert, Mashups, Quote, Unquote, Smiley, Anchor.

4. Optionally, type comments in the **Feedback to User** box. Optionally, use the content editor functions to format the text and include files, images, links, multimedia, and mashups.

FEEDBACK AND NOTES FOR ATTEMPT

Feedback to User

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent, Undo, Redo, Link, Unlink, Image, Video, Audio, Table, Insert, Mashups, Quote, Unquote, Smiley, Anchor.

5. Optionally, type comments in the **Grading Notes** box. This text is not seen by students.

Grading Notes

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent, Undo, Redo, Link, Unlink, Image, Video, Audio, Table, Insert, Mashups, Quote, Unquote, Smiley, Anchor.

6. Click **Save and Exit** to return to the **Full Grade Center**, the **Needs Grading** page, or the **Grade Details** page, depending on where grading began.

-OR-

Exit Save and Exit Save and Next

Click **Save and Next** to display the next user, when available.

-OR-

Use the arrows on the action bar to display the previous or next user, when available.

1 of 10

⏪ Tony Brown (Attempt 1 of 1) ⏩

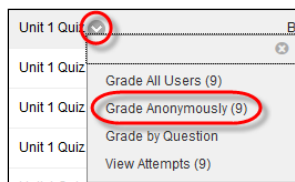
HOW TO GRADE TESTS ANONYMOUSLY

You can choose to grade tests anonymously to ensure an impartial evaluation of student work. Grading anonymously allows you to remain objective and not unduly influenced by a student's behavior or previous performance. This practice can also contribute to the student-instructor relationship because students are assured that grading was unbiased.

When grading anonymously, all identifying information is hidden and assessment attempts appear in random order. Each student is assigned a number, such as Student 8.

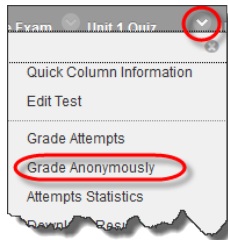
To grade anonymously from the **Needs Grading** page:

1. Access a test attempt's contextual menu.
2. Select **Grade Anonymously**. The **Grade Test** page appears.



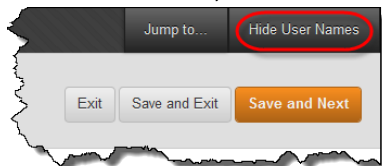
To grade anonymously from the Grade Center:

1. Access the test column heading's contextual menu.
2. Select **Grade Anonymously**. The **Grade Test** page appears.

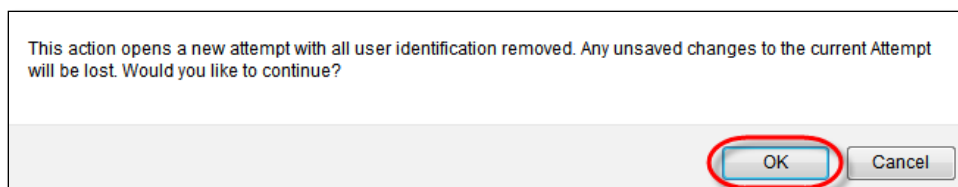


To grade anonymously from the **Grade Test** page:

1. On the action bar, click **Hide User Names**.



2. Click **OK**. If grading was in progress, any unsaved changes to the open attempt are lost. The **Grade Test** page refreshes and all identifying information is hidden.

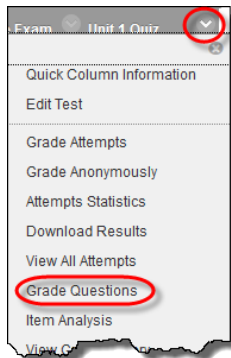


HOW TO GRADE TESTS BY QUESTION

For each test, you can choose to grade all responses to a specific question. This allows you to move from test to test, viewing and scoring the same question for each student. Grading this way can save time as you concentrate only on the answers for a single question. You can see how all students responded, providing immediate feedback about how the group performed on that particular question. Also, grading by question is useful when you want to revisit a question that requires a score adjustment for all or many students.

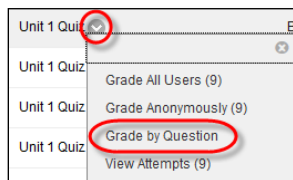
At the same time, you can grade questions anonymously. All test attempts remain in needs grading status until you have graded all of the responses for all questions.

1. In the Grade Center, access a test column's contextual menu and select **Grade Questions**.

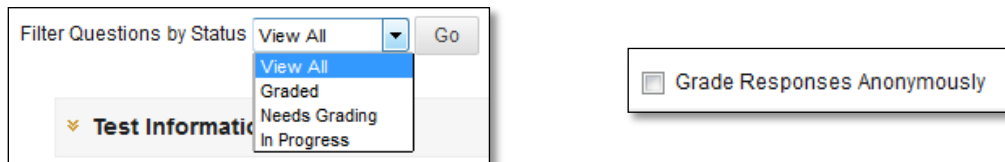


—OR—

On the **Needs Grading** page, access a test's contextual menu and select **Grade by Question**.



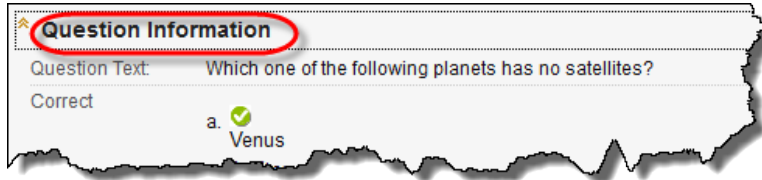
2. On the **Grade Questions** page, you can filter the questions by status: **Graded**, **Needs Grading**, or **In Progress**. You may also select the check box for **Grade Responses Anonymously**, if needed.



3. For each question, click the number in the **Responses** column.

Preview	Question Text	Question Type	Default Points	Responses
	Which one of the following planets has no satellites?	Multiple Choice	10	10
	Between which two planets does the Asteroid Belt lie?	Multiple Choice	10	10
	Which of the following is the largest planet orbiting Sol?	Multiple Choice	10	10
	What is the easiest object for us to observe and why?	Essay	20	10

4. On the **Grade Responses** page, expand the **Question Information** link to view the question. If you did not previously select anonymous grading, click **Hide User Names** on the action bar. Click **OK** in the pop-up window to verify the action.



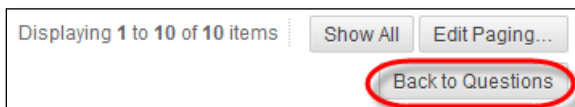
5. Click **Edit** next to the score for a user.



6. Type a grade in the **Score** box. Optionally, add **Response Feedback** specific to the individual question. The feedback box only appears for certain question types, such as Essays. Optionally, use the content editor functions to format the text and add files, images, links, multimedia, and mashups. Click **Submit**.

A screenshot of the grade response form. It shows 'Submitted Date: Apr 8, 2014 1:56:53 PM', 'Given Answer: Venus' with a green checkmark, and 'Score: 10 out of 10 points'. There are 'Cancel' and 'Submit' buttons at the bottom.

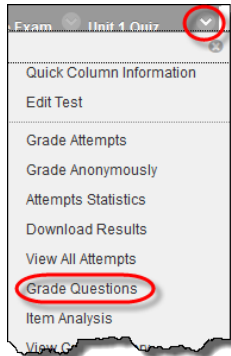
7. Optionally, if you associated a rubric with Essay, Short Answer, or File Response questions, click **View Rubric** to grade the question using the rubric.
8. When you have graded all student responses, click **Back to Questions** to return to the **Grade Questions** page.



HOW TO GIVE OR REMOVE FULL CREDIT

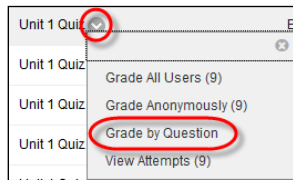
You can **Give Full Credit** for all test submissions for the question you are viewing. Subsequent submissions are given full credit as well. After giving full credit, you can **Remove Full Credit** to revert to the automatic grade or to a previously entered manual grade.

1. In the Grade Center, access a test column heading's contextual menu and select **Grade Questions**.

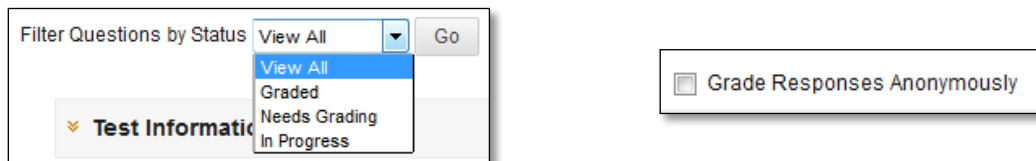


–OR–

On the **Needs Grading** page, access a test's contextual menu and select **Grade by Question**.



2. On the **Grade Questions** page, you can filter the questions by status: **Graded**, **Needs Grading**, or **In Progress**. You may also select the check box for **Grade Responses Anonymously**, if needed.



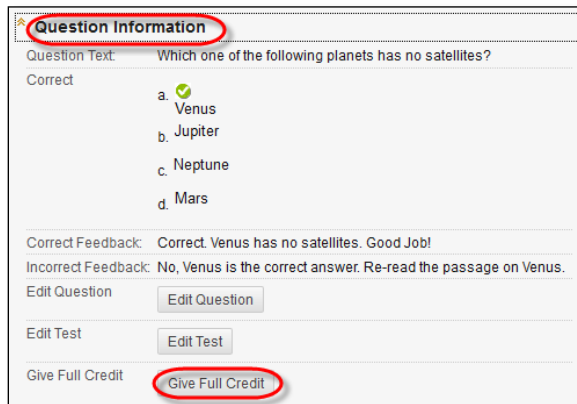
3. For each question, click the number in the **Responses** column.

Preview	Question Text	Question Type	Default Points	Responses
	Which one of the following planets has no satellites?	Multiple Choice	10	10
	Between which two planets does the Asteroid Belt lie?	Multiple Choice	10	10
	Which of the following is the largest planet orbiting Sol?	Multiple Choice	10	10
	What is the easiest object for us to observe and why?	Essay	20	10

4. On the **Grade Responses** page, expand the **Question Information** link to view the question.



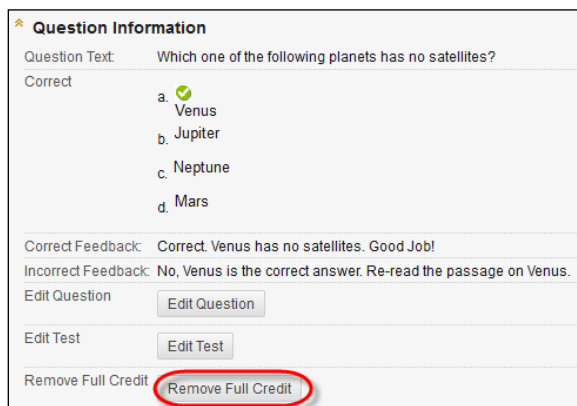
5. Click **Give Full Credit** to assign full credit for the question.



The screenshot shows a 'Question Information' form. At the top, the title 'Question Information' is circled in red. The form contains the following fields and buttons:

- Question Text:** Which one of the following planets has no satellites?
- Correct:** a. ☒ Venus, b. ☐ Jupiter, c. ☐ Neptune, d. ☐ Mars
- Correct Feedback:** Correct. Venus has no satellites. Good Job!
- Incorrect Feedback:** No, Venus is the correct answer. Re-read the passage on Venus.
- Edit Question:**
- Edit Test:**
- Give Full Credit:** (This button is circled in red)

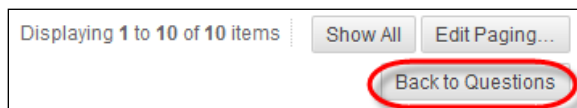
6. If you already assigned full credit and you want to remove it, click **Remove Full Credit**. The question reverts to the automatic grade or a previously entered manual grade.



The screenshot shows the same 'Question Information' form as above. The 'Remove Full Credit' button at the bottom is circled in red.

- Remove Full Credit:** (This button is circled in red)

7. Click **Back to Questions** to return to the **Grade Questions** page.



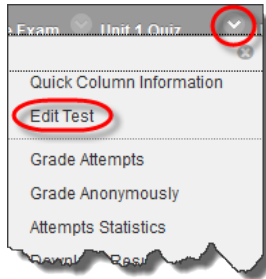
The screenshot shows a pagination bar with the following elements:

- Displaying 1 to 10 of 10 items
-
- (This button is circled in red)

HOW TO DELETE QUESTIONS

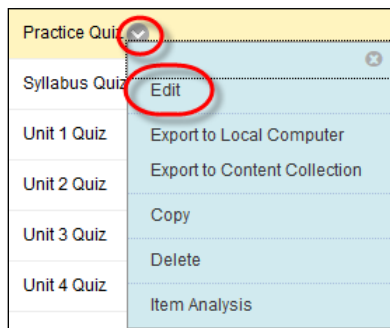
You can delete questions freely before you deploy a test -OR- after you deploy it but no students have taken the test. However, if test submissions exist, deleting a question removes it from the test, along with any possible points earned. Test attempts are regraded as if the question was not included in the test.

1. In the Grade Center, access a test column heading's contextual menu and select **Edit Test**.

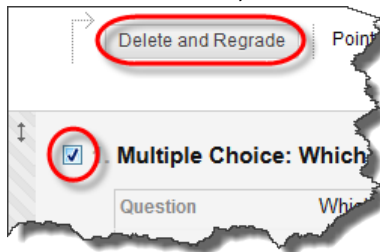


-OR-

From **Course Tools**, click **Tests, Surveys, and Pools**, then click **Tests**.
Access a test's contextual menu and select **Edit**.



2. On the **Test Canvas**, select one or more questions to delete and click **Delete and Regrade**.



-OR-

Access a test question's contextual menu and select **Delete and Regrade**.



3. Click **OK** to return to the previous page.

GRADE DISCUSSIONS

In a face-to-face classroom setting, students are expected to participate in class discussions and that participation is part of the equation when assessing performance. You may find that assessing this type of participation is ambiguous. How do you differentiate between a student who is active, but does not advance the discussion, from a student who speaks less frequently, but with greater impact?

Student interactions with the discussion board create a permanent record of participation, yet you also need to have reasonable expectations about what can be accomplished in an online discussion. Due to its nature, more time may be needed for well-articulated points to emerge in the online environment. In addition to providing a practical number of course discussion opportunities, students need timely and constructive responses regarding the quality of their contributions. Evaluation not only lets them know how they performed, but shapes the improvement of future interactions.

You can assign discussion grades within a forum or thread. You can assign grades based on student participation, on the quality of their posts, or a combination of the two. You can create rubrics and refer to them while grading forums and threads, but you need to create and associate the rubrics in advance.

The following table details the four steps in the discussion grading process.

Activity	Description
Create	When you create a graded forum or thread, a column is created automatically in the Grade Center. The name of the forum or thread is used as the column title. You can edit the title in the Grade Center.
Participate	Students participate in the discussion. As the discussion progresses, you can participate and provide feedback by replying to, rating, and moderating posts.
Grade	You view students' posts and assign grades. You can lock threads after they are graded.
View Grade	The grades are saved in the discussion board and the Grade Center. Students can view their grades in My Grades .

HOW TO ENABLE DISCUSSION GRADING

When you create or edit a forum, you can enable grading options. After you enable grading, a Grade Center column is created automatically.

The grade settings appear in the **Forum Settings** section of the **Create Forum** page and the **Edit Forum** page.

- Select **Grade Discussion Forum** and type a point value to evaluate participants on performance throughout a forum.
- Select **Grade Threads** to evaluate participants on performance in each thread.

The screenshot shows the 'Forum Settings' dialog box. The 'Grade' section is highlighted with a red rounded rectangle. It contains three radio button options: 'No Grading in Forum', 'Grade Discussion Forum: Points possible: 60' (which is selected), and 'Grade Threads'. Below this, there is a checkbox for 'Show participants in "needs grading" status' which is checked, followed by a dropdown menu set to '1' and a 'Posts' column. At the bottom, there is a 'Due Date' section with a calendar icon and an 'Associated Rubrics' section with an 'Add Rubric' button.

- Optionally, select the check box for **Show participants in needs grading status** and the number of posts required to show participants in needs grading status. Applying this setting will show the needs grading icon—the exclamation mark—in the Grade Center. The posts are placed in the queue on the Needs Grading page after a user makes the specified number of posts. If you select a grading option and do NOT select the check box, the needs grading icon does not appear in the Grade Center and posts do not appear on the Needs Grading page.

Forum Settings

Viewing Threads/Replies: ☒ Standard View ☐ Participants must create a thread in order to view other threads in this forum.

Grade: ☐ No Grading in Forum ☒ Grade Discussion Forum: Points possible: 60 ☐ Grade Threads

☒ Show participants in "needs grading" status after every 2 Posts

Due Date:

Associated Rubrics:

Note: If you choose three posts from the drop-down list and a user submits two, the in progress icon appears in the Grade Center cell and the discussion board until the specified number of posts is met.

- Optionally, associate a rubric by pointing to Add Rubric. This option appears in the Forum Settings section when Grade Forum is selected, and in the Grading section of the Create Thread page when Grade Threads is selected.

ENABLE THREAD GRADING BEFORE OR AFTER THREAD CREATION

If you chose to grade threads when you created a forum, you decide on a thread-by-thread basis whether to grade a thread.

Note: If you select the **Grade Threads** option, users cannot create new threads.

- On the **Create Thread** page, select the **Grade Thread** check box and type the **Points possible**. You can determine when posts go into needs grading status by selecting the check box for **Show participants in needs grading status** and selecting the number of posts from the drop-down list.

Forum: Oceans in the News, Part Two

Create Thread Search Display

Thread Actions	Collect	Delete	Date	Thread	Author	Status	Unread Posts	Total Posts	Grade
<input type="checkbox"/>			4/3/13 4:07 PM	Coastal Erosion	Cathy Chu	Published	0	1	Grade
<input type="checkbox"/>			4/3/13 4:04 PM	Noise Pollution in the Oceans	Cathy Chu	Published	0	2	Grade Thread

- Click **Submit**.
- In the forum, the **Grade Thread** function appears in the thread's **Grade** column.

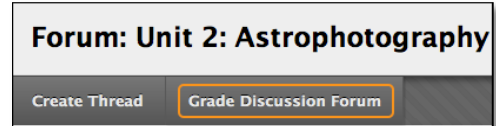
You can also enable thread grading directly from the thread list in a forum.

- Click the **Grade** function in a thread's **Grade** column.
- Type the **Points possible**.
- Click **Submit**. The **Grade Thread** function appears in a thread's **Grade** column.

HOW TO GRADE FORUM PARTICIPATION

You can assign discussion grades to evaluate participants on performance throughout a forum. When you create or edit a forum, you can enable forum grading options and a Grade Center column is created automatically. Only users with a role of manager or grader can assign grades for posts. However, a grader cannot view his or her own work. You can create rubrics and refer to them while grading forums, but you must create and associate the rubrics in advance.

1. Access the discussion forum where you enabled forum grading and click **Grade Discussion Forum** on the action bar.



2. On the **Grade Discussion Forum Users** page, click **Grade** in a user's row with a number in the **Posts** column.

Grade Discussion Forum Users				
Email				
<input type="checkbox"/> Last Name ▲	First Name	Username	Posts	Grade
<input type="checkbox"/> Brown	Tony	tbrown	3	-- Grade
<input type="checkbox"/> Casper	Chris	ccasper	0	-- Grade
<input type="checkbox"/> Cooper	Ashby	acooper	2	-- Grade

3. On the **Grade Discussion Forum** page, a collection of the student's posts made to the graded forum appears. Since you can assign a forum grade based on multiple threads, all messages posted by a student are included for review. On the action bar, click **Print Preview** to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.

Grade Discussion Forum: Tony Brown

Print Preview **Filter**

Sort by: Author's Last Name Order: Descending

Select: All None

Mark

Thread: I got a few good shots Posted Date: June 20, 2013 5:32 PM
Post: I got a few good shots Status: Published
Author: Tony Brown

Well, I finally tried and got a few good shots of the moon and one good shot of Saturn.

I used a 4.5" zhummell eclipse telescope with a 20mm and 9mm lense and a SONY Cybershot digital camera just put up to the lense.

The best moon shot was with a wide angle (20mm) and a zoomed in (9mm). The only good shot of Saturn was with the 9mm.

Reply Quote Mark as Unread

Thread: help with equipment Posted Date: June 17, 2013 9:13 AM
Post: RE: help with equipment Status: Published
Author: Tony Brown

I don't think you can go wrong with that Nikon. I'd like to hear what others say about

Forum Statistics

Tony Brown (3)

Grade
6/17/13 9:13 AM **10/10**





FEEDBACK - SHOWN TO LEARNER
You provided great, detailed information.

Character count: 0

Add Notes

Submit

4. The grading sidebar contains the following areas:
 - **Forum Statistics:** Click to access the drop-down area that includes information about a user's posts, such as **Total Posts**, **Date of Last Post**, **Average Post Length**, and **Average Post Position**.
 - Click the down-pointing arrow next to the current user's name to view a list and select a user with posts ready to grade. The selected user's posts appear in the content frame. Use the left- and right-pointing arrows to navigate to the previous or next student.
 - Area to add grade, feedback, and private notes for yourself.
5. In the content frame, evaluate the currently selected user's posts. In the grading sidebar, type a grade. If you associated a rubric for this forum, expand and complete the rubric. To edit an existing grade, click in the Grade box and change the grade.
6. Optionally, type **Feedback** for the user. In the **Add Notes** section, make notes that appear only to you (forum manager) and the grader role. You can use the spell check function in the bottom of each text box. The icon for **Click to open full content editor** gives you access to all the content editor functions.
7. Click **Submit** to add the grade, feedback, and grading notes to the Grade Center. The grade appears on the **Grade Discussion Forum Users** page.

Grade Discussion Forum Users					
	Email				
<input type="checkbox"/>	Last Name ▾	First Name	Username	Posts	Grade
<input type="checkbox"/>	Brown	Tony	 tbrown	3	10.00 <input type="button" value="Grade"/>
<input type="checkbox"/>	Casper	Chris	 ccasper	0	-- <input type="button" value="Grade"/>
<input type="checkbox"/>	Cooper	Ashby	 acooper	2	-- <input type="button" value="Grade"/>

HOW TO ACCESS THREADS FOR GRADING

You can assign discussion grades to evaluate participants on performance in each thread. When you create or edit a forum, you can enable thread grading options and a Grade Center column is created automatically.

Only users with a role of manager or grader can assign grades for posts. However, a grader cannot view his or her own work.

Note: Students cannot create new threads in a forum where threads are graded.

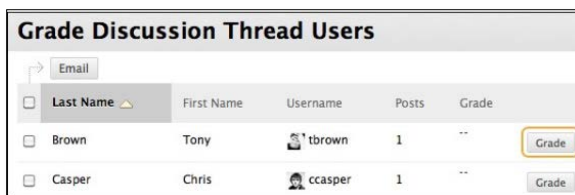
You can create rubrics and refer to them while grading threads, but you must create and associate the rubrics in advance.

After accessing the user's threads to grade, follow the steps outlined in the previous section for inline forum grading.

1. Access the discussion forum containing a thread you want to grade.
2. On the thread listing page, in **List View**, click **Grade Thread** in the thread's row.



3. On the **Grade Discussion Thread Users** page, click **Grade** in a user's row with a number in the **Posts** column.



4. On the **Grade Discussion Thread** page, a collection of the student's posts made to the graded thread appears. Since you can assign a thread grade based on multiple messages, all messages posted by a student are included for review. On the action bar, click **Print Preview** to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.
5. Provide a grade, feedback, and grading notes. After clicking **Submit**, the information is added to the Grade Center. The grade appears on the **Grade Discussion Thread Users** page.

HOW TO EMAIL USERS WHILE GRADING DISCUSSIONS

While assigning grades, you can use the email tool in the discussion board to quickly contact students. For example, send a student a question prior to assigning a grade or send feedback after assigning a grade.


1. Navigate to a forum or thread to assign a grade.
2. On the **Grade Discussion Thread Users** page -OR- the **Grade Discussion Forum Users** page, select one or multiple users' check boxes, or select the check box in the header row to select all the users you want to email.
3. On the action bar, click **Email**.
4. On the **Email Forum User** page, edit the **Subject**, if needed.
5. Type a question or feedback in the **Message** box.

6. Click **Submit**.

HOW TO DISABLE DISCUSSION GRADING

Even if grades exist, you can disable grading for graded forums and threads.

1. Access the discussion board and access a forum's contextual menu.
2. Select **Edit**.
3. On the **Edit Forum** page, in the **Forum Settings** section, change the grading option to **No Grading in Forum**.
4. Click **Submit**. If you already assigned grades for a forum or its threads, a warning message appears stating that disabling grading will delete all existing grades. This action is final.
5. Click **OK** to continue or click **Cancel** to preserve the Grade Center items.



The screenshot shows a 'Forum Settings' dialog box. It has two main sections: 'Viewing' and 'Grade'. The 'Viewing' section has two radio buttons: 'Standard View' (selected) and 'Participants must create a thread in order to view other threads in this forum.' The 'Grade' section has three radio buttons: 'No Grading in Forum' (selected), 'Grade Discussion Forum: Points possible: 50', and 'Grade Threads'. The 'Grade' section is highlighted with a yellow border.