

## 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.

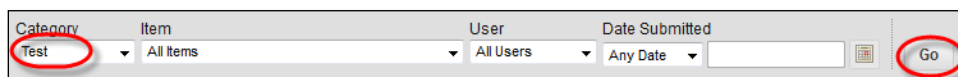
If you have a designated turnaround schedule set for all gradable items, the Needs Grading page allows you to customize the view of items with a needs grading status. You can sort and filter the list and grade the most urgent tests first.

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.

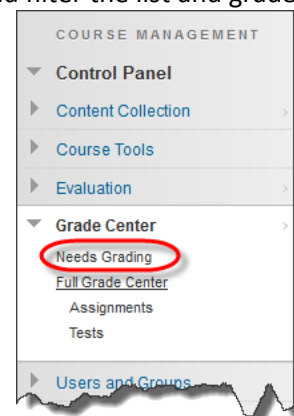
To filter and sort attempts:

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. Both the 'Test' selection in the Category dropdown and the 'Go' button are circled in red.

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**.



- On the action bar, click **Grade All** to begin grading test attempts.



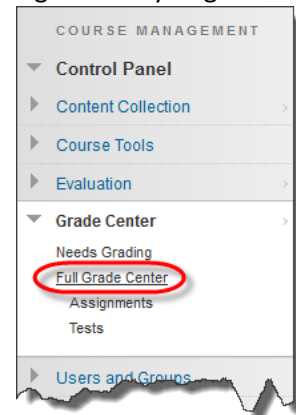
- The filtered test attempts are placed in a queue for easy navigation among items. Test attempts appear on the **Grade Test** page in the order you sorted and filtered them on the **Needs Grading** page.

## 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.

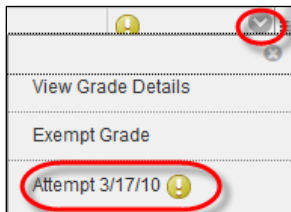
To access the Grade Center:

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



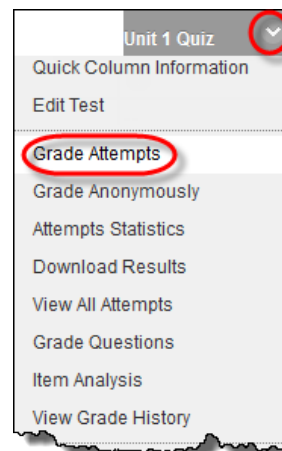
To grade a single test:

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



To grade all attempts for a particular test:

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

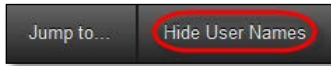


## ABOUT THE GRADE TEST PAGE

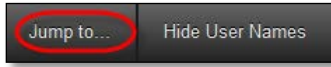
Access the **Grade Test** page from the **Needs Grading** page or the Grade Center. You can navigate among users and attempts, view rubrics, grade anonymously, and view information about a test.

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.

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

- **Instructions:** Any instructions associated with the test.
- **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.

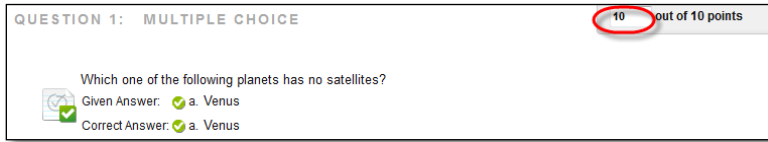
*NOTE:* If a test is listed as in progress, either you or the student taking it must submit the test for you to grade it.

## HOW TO USE THE GRADE TEST PAGE

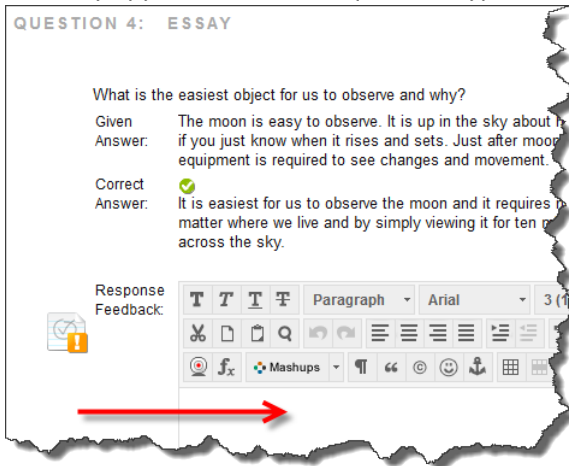
You access the **Grade Test** page from the **Needs Grading** page or the Grade Center.

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

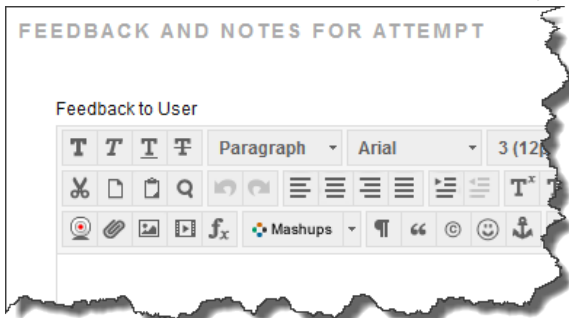
1. On the **Grade Test** page, type a score for each question. You can overwrite scores for questions graded automatically.



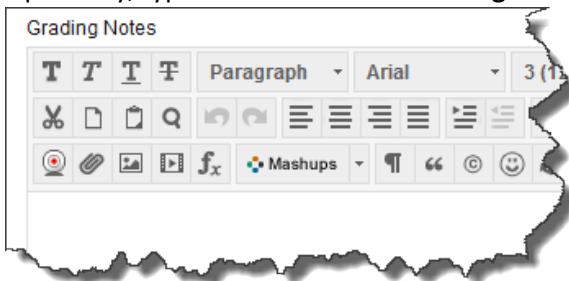
2. Optionally, if you associated a rubric with Essay, Short Answer, or File Response questions, click **View Rubric** to grade the question using the rubric.
3. Optionally, add **Response Feedback** specific to the individual question. The **Response Feedback** box only appears for certain question types, such as Essays.



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.



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



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.

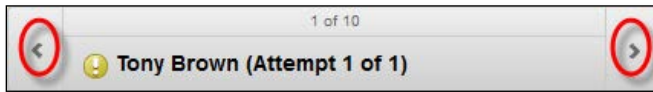


-OR-

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.



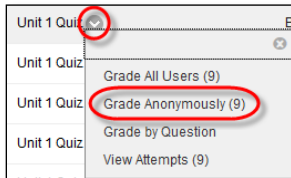
## HOW TO GRADE TESTS ANONYMOUSLY

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.

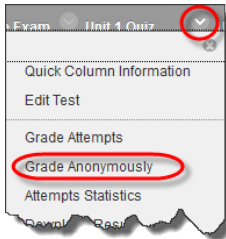
To grade anonymously from the **Needs Grading** page:

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



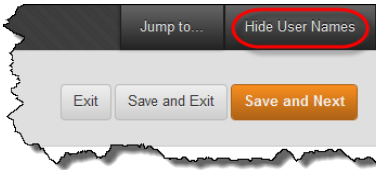
To grade anonymously from the Grade Center:

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

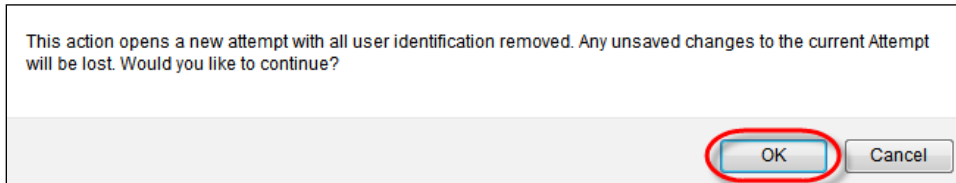


To grade anonymously from the **Grade Test** page:

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.

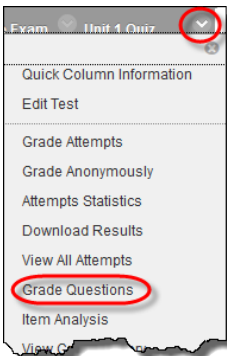


## HOW TO GRADE TESTS BY QUESTION

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.

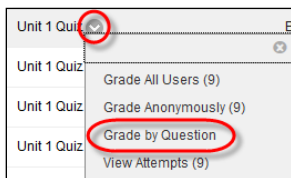
At the same time, you can grade questions anonymously. All test attempts remain in needs grading status until you have graded all of the responses for all questions.

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

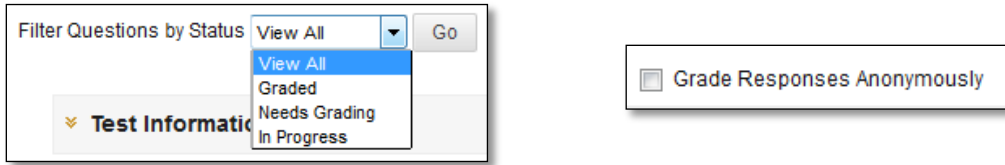


–OR–

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



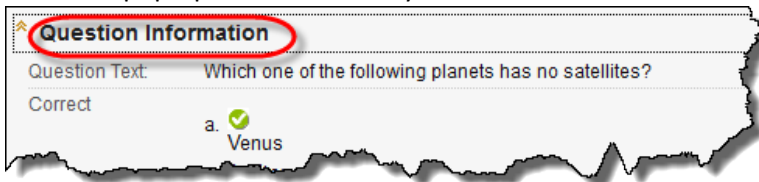
- On the **Grade Questions** page, you can filter the questions by status: **Graded**, **Needs Grading**, or **In Progress**. You may also select the check box for **Grade Responses Anonymously**, if needed.



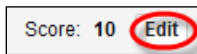
- For each question, click the number in the **Responses** column.

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

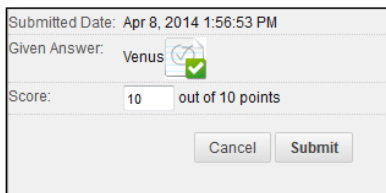
- On the **Grade Responses** page, expand the **Question Information** link to view the question. If you did not previously select anonymous grading, click **Hide User Names** on the action bar. Click **OK** in the pop-up window to verify the action.



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

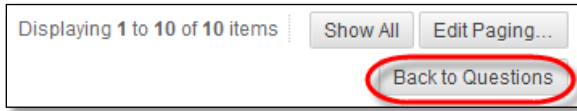


- Type a grade in the **Score** box. Optionally, add **Response Feedback** specific to the individual question. The feedback box only appears for certain question types, such as Essays. Optionally, use the content editor functions to format the text and add files, images, links, multimedia, and mashups.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



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

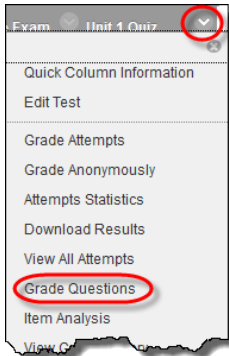
- When you have graded all student responses, click **Back to Questions** to return to the **Grade Questions** page.



## HOW TO GIVE OR REMOVE FULL CREDIT

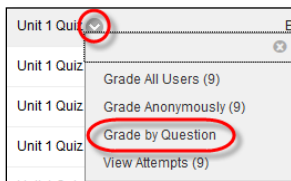
You can **Give Full Credit** for all test submissions for the question you are viewing. Subsequent submissions are given full credit as well. After giving full credit, you can **Remove Full Credit** to revert to the automatic grade or to a previously entered manual grade.

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

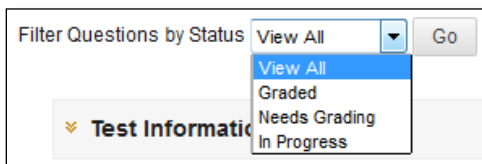


–OR–

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







- 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.



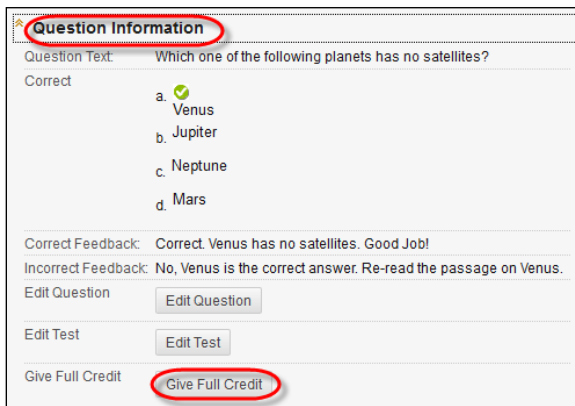
**Question Information**

Question Text: Which one of the following planets has no satellites?

Correct

a.  Venus


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



**Question Information**

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!

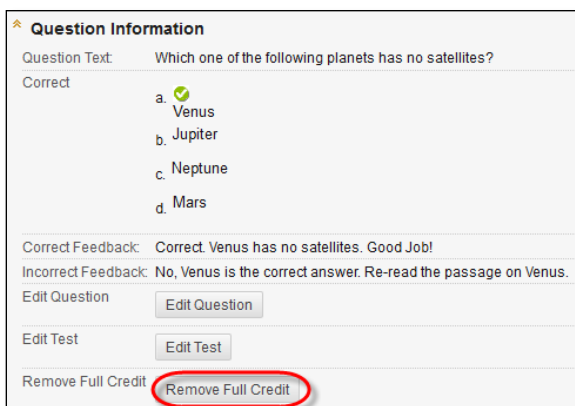
Incorrect Feedback: No, Venus is the correct answer. Re-read the passage on Venus.

Edit Question

Edit Test

Give Full Credit


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.



**Question Information**

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!

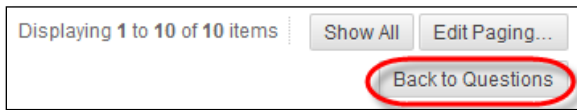
Incorrect Feedback: No, Venus is the correct answer. Re-read the passage on Venus.

Edit Question

Edit Test

Remove Full Credit

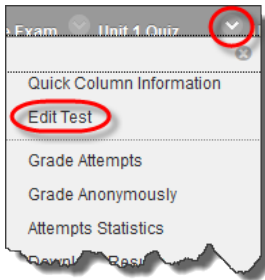
7. Click **Back to Questions** to return to the **Grade Questions** page.



## HOW TO DELETE QUESTIONS

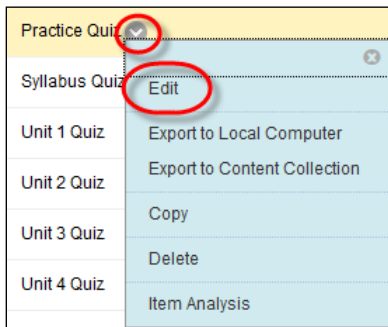
You can delete questions freely before you deploy a test -OR- after you deploy it but no students have taken the test. However, if test submissions exist, deleting a question removes it from the test, along with any possible points earned. Test attempts are regraded as if the question was not included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

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

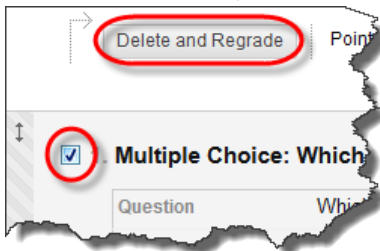


-OR-

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

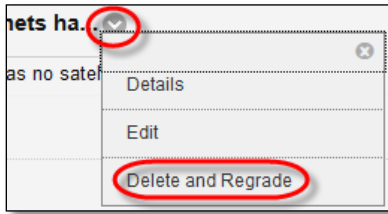


2. On the **Test Canvas**, select one or more questions to delete and click **Delete and Regrade**.



-OR-

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



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