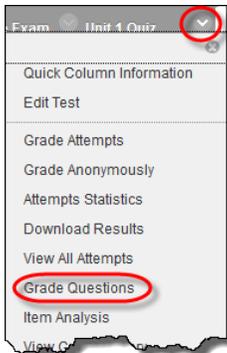


HOW TO GRADE TESTS BY QUESTION

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.

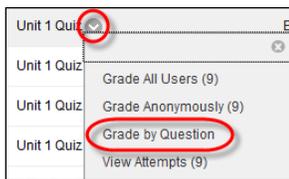
At the same time, you can grade questions anonymously. All test attempts remain in needs grading status until you have graded all of the responses for all questions.

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

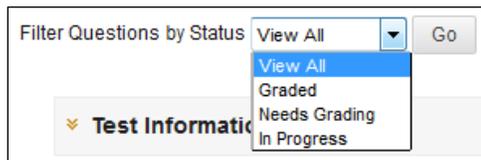


–OR–

- 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**.

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.

