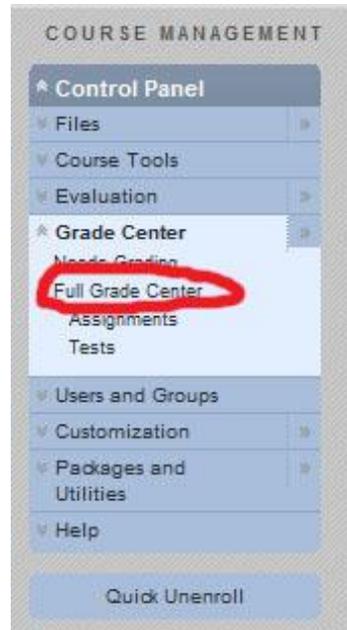


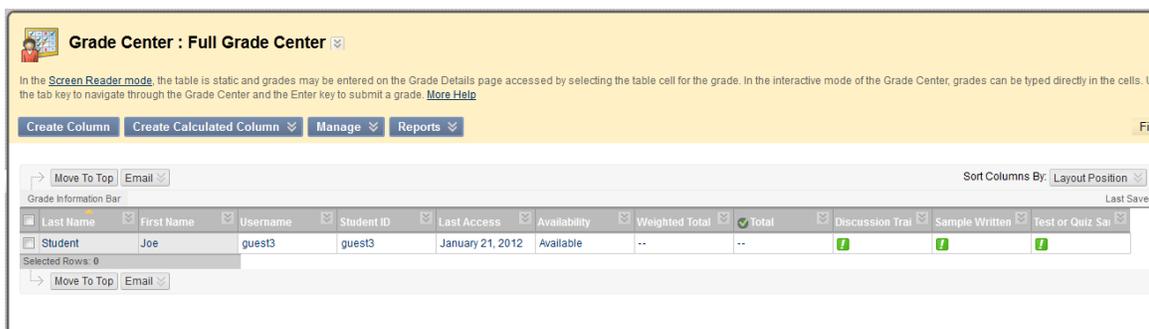
Grading A Test or Quiz

Purpose Statement: The purpose of this document is to walk the viewer through the process of grading a Test or Quiz in Blackboard.

1 The first step is to access the Grade Center. Starting at the Home Page from within the course, Access the Grade Center tab from the Course Management Control Panel. *This is located just below the main course menu on the left hand side of the screen.* Click on “Full Grade Center” in order to enter.



2 The following picture represents a view of the grade center.  This Green Exclamation Symbol informs the instructor that there is an item in this assignment that requires grading.



3 When you Mouse Over, or place your mouse in the cell with the , and small icon appears on the right side of the cell. This is called a Chevron, and it will activate a menu as shown below:

+

Grade Center : Full Grade Center

In the **Screen Reader mode**, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Grade Information Bar

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Discussion Trai	Sample Written	Test or Quiz Sai
Student	Joe	guest3	guest3	January 21, 2012	Available	--	20.00	20.00	!	!

Sort Columns By: Layout Position Order: Ascending

Selected Rows: 0

View Grade Details
Exempt Grade
Attempt 1/21/12 !

4 In order to begin grading the discussion, simply click on the item labeled “Attempt 1/21/12 !”.

Grade Center : Full Grade Center

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Student	Joe	guest3	guest3	January 21, 2012	Available	--	20.00	20.00	!	!

Sort Columns By: Layout Position Order: Ascending

Selected Rows: 0

View Grade Details
Exempt Grade
Attempt 1/21/12 !

5 Once you have opened the “Attempt 1/21/12 !” shown below, you will find a list of test questions:

- Objective questions will be scored by the computer.
- Short Answer and Essay Questions require the instructor to grade.

Grade Test: Test or Quiz Sample

Assign a grade and feedback for the current test attempt. When available, click Save and Next or use the arrow buttons to navigate through or grade the attempts in the queue one at a time. If no grade is assigned to the attempt, clicking Save and Next will not change the status of the attempt. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click Hide User Names to grade attempts anonymously. Click Show User Names to display user information. [More Help](#)

Jump to... Hide User Names

User: **Joe Student (Attempt 1 of 1)** View: Full Grade Center Exit Submit < 1 of 1 >

Test Information

Question 1: True/False 10 out of 10 points
An online education can be just as effective as an on-ground education.
Given Answer: True
Correct Answer: True

Question 2: Multiple Choice 10 out of 10 points
An online instructor may be viewed as more of a _____ in the online course, while the traditional instructor may be view as more of a _____ in a on-ground course.
Given Answer: facilitator; lecturer
Correct Answer: facilitator; lecturer

Question 3: Short Answer 0 out of 10 points
A short answer question or essay question cannot be graded by the computer, and therefore any test that utilizes short answer or essay questions will require....?
Given Answer: We have to grade and offer feedback ourselves!
Correct Answer: Tests that utilizes short answer or essay questions will require that instructors enter each test from the grade center for each student to assign points and provide feedback on those questions.

Response Feedback: Text Editor is: ON

1 In order to actually grade the a short answer or essay question, the instructor must:

- Simply click in the points box to assignment a point grade.
- A feedback text box is open for detailed feedback if necessary. *This can be left blank, and it is*

at the sole discretion of the instructor to use.

Question 3: Short Answer . out of 10 points

A short answer question or essay question cannot be graded by the computer, and therefore any test that utilizes short answer or essay questions will require.....?

Given Answer: We have to grade and offer feedback ourselves!

Correct Answer: Tests that utilizes short answer or essay questions will require that instructors enter each test from the grade center for each student to assign points and provide feedback on those questions.

Response Feedback:

2

Text Editor is: ON

Path: body

Feedback and Notes for Attempt

2 Once you have completed you grading, please remember to hit the SUBMIT button to preserve your work.

Exit Submit < 1 of 1 >

3 Please note the score is now entered into the appropriate column in the grade center.

Grade Center : Full Grade Center

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Create Column Create Calculated Column Manage Reports

Grade Information Bar Sort Columns By: Layout Position Last Saved

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Discussion Trai	Sample Written	Test or Quiz Sa
Student	Joe	guest3	guest3	January 21, 2012	Available	--	50.00	20.00		30.00

Selected Rows: 0

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