GRADE A TEST

Test grading is built on the grading of individual questions. All of the question types include the ability to set up automatic grading, except Short Answer, Essay, and File Response questions, which require instructors to assign grades. If your test contains any of these three question types, you will need to manually grade those questions.

Instructions

1. In the Course Management menu, under Grade Center, select Full Grade Center.

2. Navigate to the grade column of the test in question. (For tests that have been automatically graded, you will see a score in the grade cell. For tests that have questions needing manual grading, you will see an exclamation point icon.)

3. When you place your mouse over the cell of the grade that needs to be reset, the menu icon will appear. Click the icon and then select the Attempt option from the menu.
4. The completed test will open in uLearn. To see information about when the test attempt was started and when it was submitted, click **Test Information**.

5. Scroll down to review each test question. For the automatically graded items, make sure that the question and grading worked as intended. For the questions which indicate a grade is needed, click on the grade cell and enter the points in the box.

Below is an example of a correct response given by the student, earning the student 10 points.

Below is an example of an incorrect response given by the student, earning the student 0 points.

Below is an example of an essay answer, needing manual grading. Instructors can enter the maximum points for the question, or partial points, depending on the quality of the response. You may also leave comments in the Response Feedback box.
6. Whether the test was automatically or manually graded, you can leave overall test feedback in the **Feedback to Learner** text box.

7. You can also leave grading notes (seen only by the instructor) in the **Grading Notes** text box.

8. When all items have been reviewed and graded, click **Submit**. Students can view their grades and your feedback by clicking on **My Grades** in the course menu.