GRADE A TEST BY QUESTION

For any test, you can choose to grade all responses to a specific question at one time. This makes grading short answer and essay questions more efficient and consistent. Grading by question also lets you review automatically fill-in-the-blank questions that may require score adjustments. For any question, you have the option to grade anonymously, which means that you will not know which student gave each response while you are grading.

Instructions

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

2. Click the down arrow of the test you would like to grade. Click Grade by Question.
3. To grade anonymously, which means you will not see which student gave each response, check the box to the right of the **Grade with User Names Hidden**.

4. Choose a question to grade and click on the corresponding number under **Responses**. You will see a list of all student responses to that question.

5. To display the question text, click the double arrow to the left of **Question Information**.
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6. To grade each student’s answer, click **Edit** to the right of the student attempt.

![Image of student attempt]

7. Enter a **Score** and **Response Feedback** as needed.

![Image of score and feedback input fields]

8. Click **Submit** and scroll down to grade the next answer.

![Image of submit button]

9. Click **Back to Questions** to return to the full list of test questions.

![Image of back to questions button]