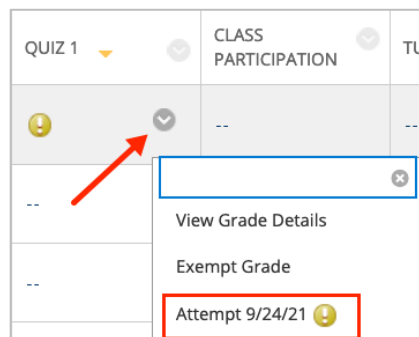# GRADE A TEST

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.**
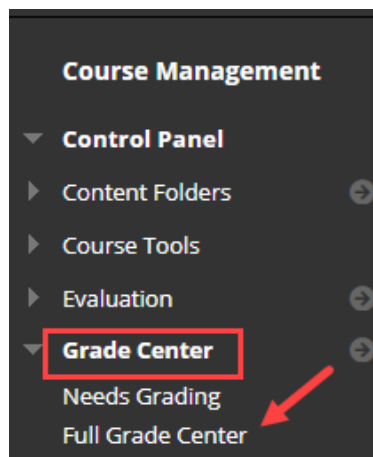
2. Navigate to the grade column of the test in question for a student. Tests that have questions needing manual grading will show the needs grading icon in the grade cell.) Click the **down arrow** next to the Needs Grading Icon and select the **Attempt** (followed by date of submission).

3. 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 the full value of points.

QUESTION 1: TRUE/FALSE

5   out of 5 points

~~Durkheim is considered the father of Sociology.~~

Given Answer: ✅ False
Correct Answer: ✅ False

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

QUESTION 4: MULTIPLE CHOICE

0   out of 2 points

Given Answer: ❌ c. socialism
Correct Answer: ✅ a. capitalism

Below is an example of a short answer question 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.

QUESTION 3: SHORT ANSWER

-   out of 5 points

A theory considered to look at everyday interactions via micro sociology

Given Answer: symbolic interaction

Correct Answer: ✅ Symbolic Interaction

Response Feedback: For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B   I   U   S   Paragraph   Arial

4. Whether the test was automatically or manually graded, you can leave overall test feedback in the **Feedback to Learner** text box. You can also leave grading notes (seen only by the instructor) in the **Grading Notes** text box if desired.

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

Instructional Design & Technology

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