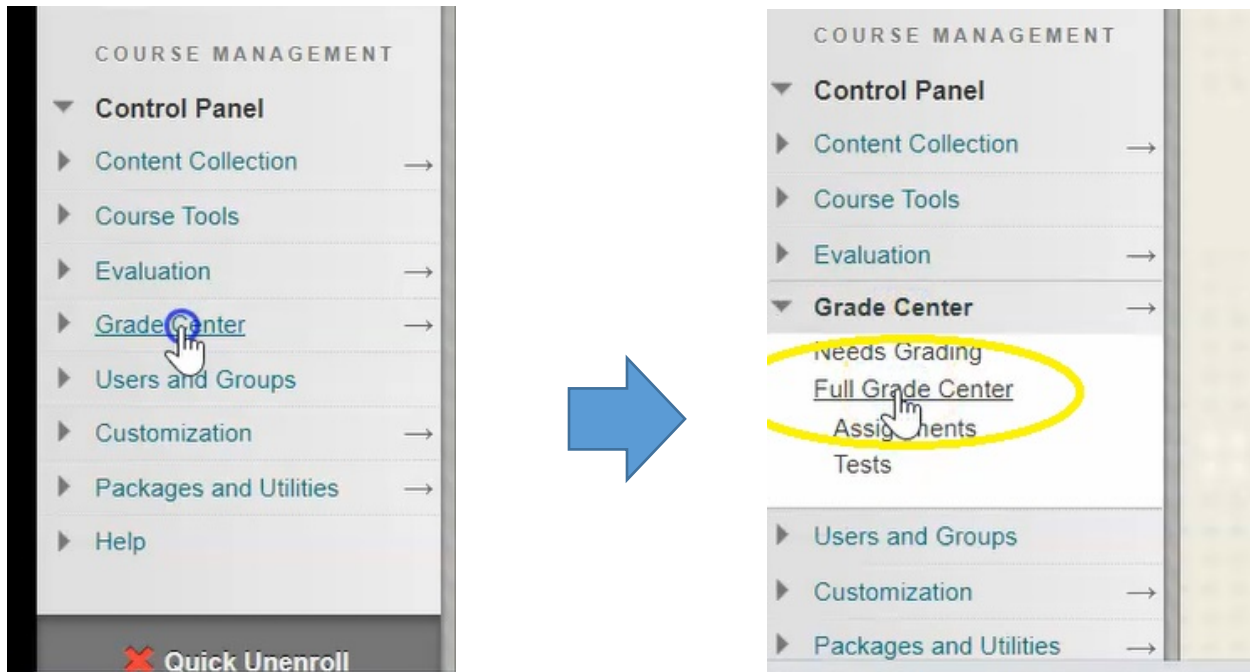


# ACCESSING & GRADING STUDENT TESTS

## STEP 1: Accessing Grade Center

Once the students have completed the test, in order to access their results and or grade any questions that need grading, you would navigate to **Grade Center**, then **Full Grade Center**.



You can see for the “teststudent”, underneath the column, **Test #1: How To**, is a yellow circle with a white “!” In it indicating that there is a submission there waiting for grading.

**Grade Center : Full Grade Center**

*The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)*

Create Column   Create Calculated Column   Manage   Reports   Filter   Work Offline

Move To Top   Email   Sort Columns By: Layout Position   Order: Descending   Last Saved May 25, 2020 11:39 AM

Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Weighted Total	Assignment #1	Assignment #1	Test # 1 - How
<input type="checkbox"/> Student	Kelly	studentkelly		April 30, 2020	Available	42.00	--	42.00(84.00%)	--	--
<input type="checkbox"/> Student	Test	teststudent		May 25, 2020	Available	30.00	--	30.00(60.00%)	--	Needs Grading

Selected Rows: 0

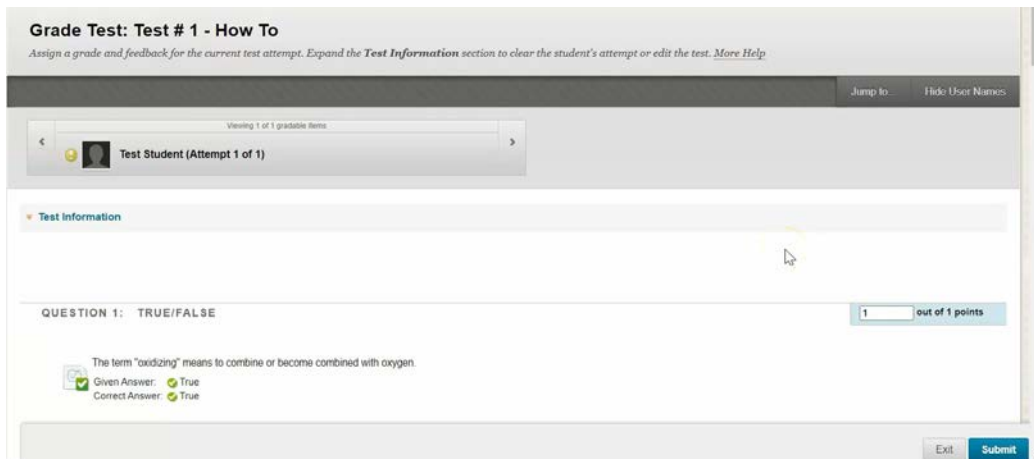
Move To Top   Email   Edit Rows Displayed

## STEP 2: Grade Your Test

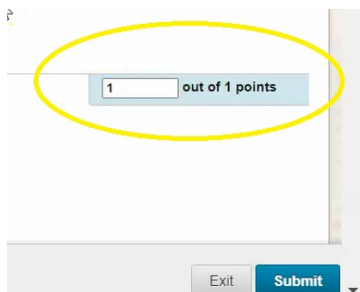
1. In order to start grading your test you click the down arrow, and then click on **Attempt**.



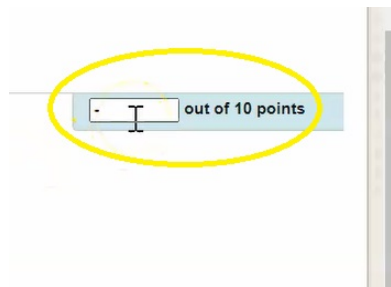
This has now opened up the students attempt on their tests:



2. Any questions that are marked automatically by Blackboard will have the value already indicated in the right hand side.



3. Any question needing you to grade it will be blank.



4. So for this essay question...

QUESTION 2: ESSAY - out of 10 points

In your own words please describe the process that happens during the cell cycle.

Given Answer: this is my answer

Correct Answer: [None]

Response Feedback:

A rich text editor interface for an essay question. It features a toolbar with various formatting options like bold, italic, underline, and text color. Below the toolbar is a large text area for writing the answer. At the bottom of the editor, it shows "Path: p" and "Words: 0".

...you can see that this is the student answer here:

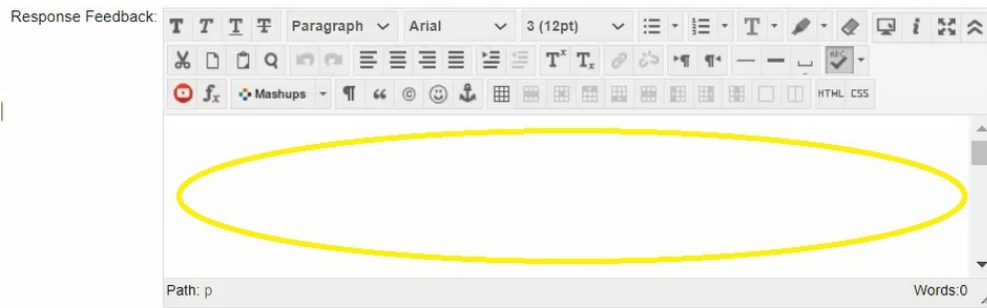
QUESTION 2: ESSAY

In your own words please describe the process that happens during the cell cycle.

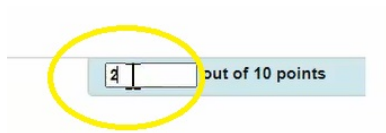
Given Answer: this is my answer

Correct Answer: [None]

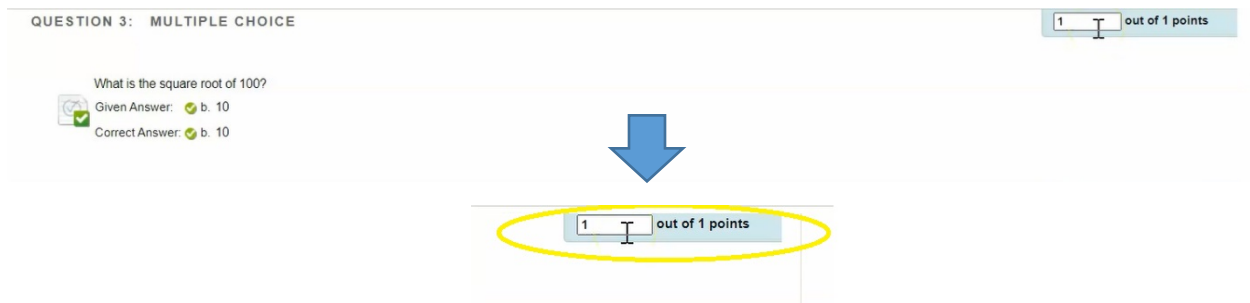
5. You can provide feedback on the answer...



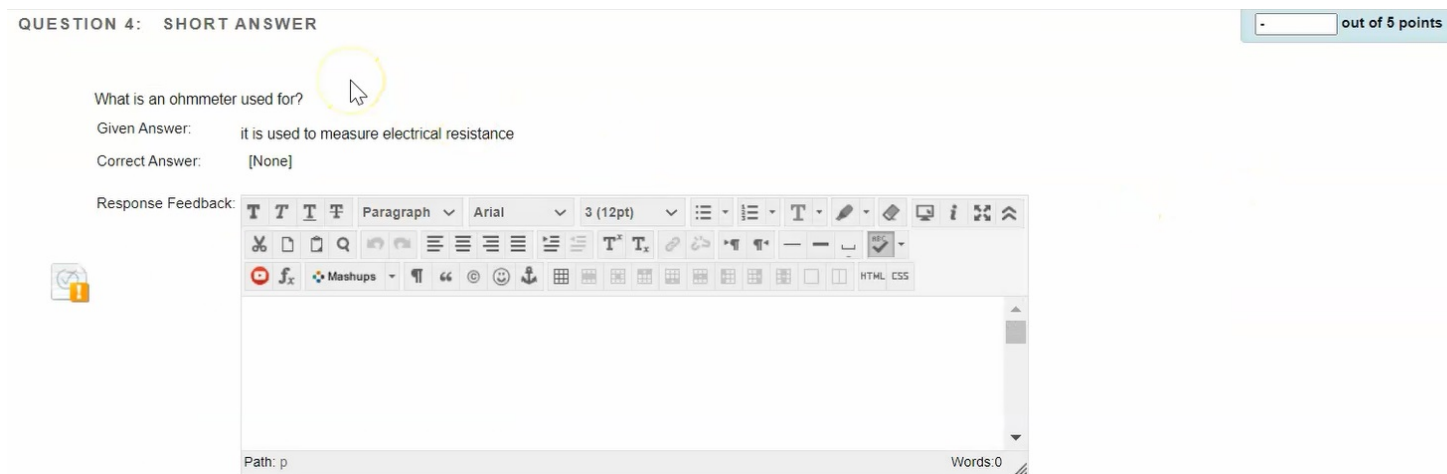
6. ...and you can also indicate the student's mark. I'm going to give this student a mark of two.



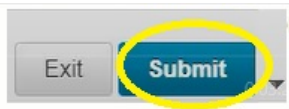
7. This multiple choice question, again, has already been marked



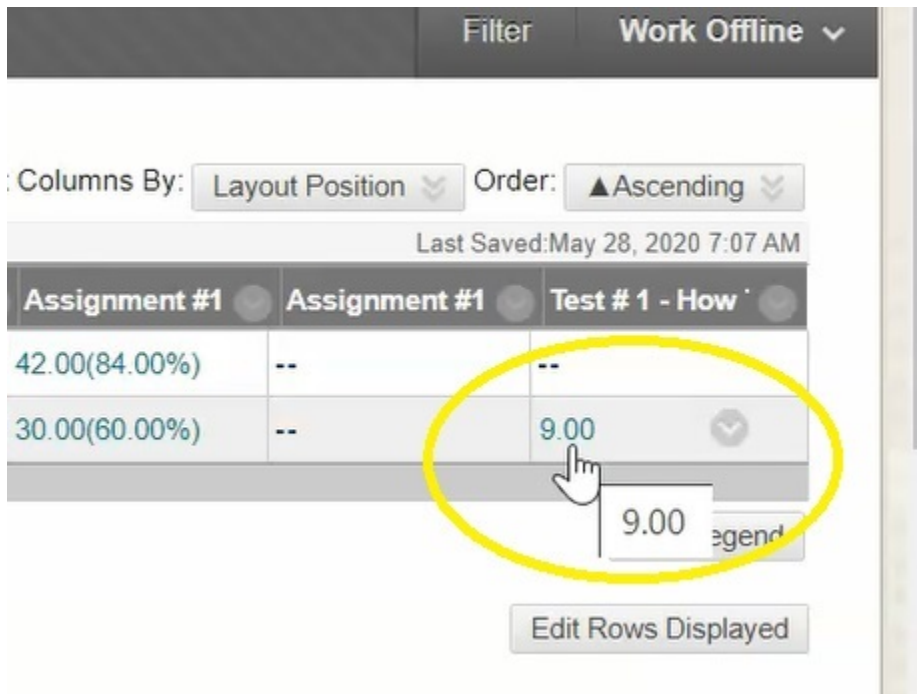
8. The last question is a short answer that I need to mark.



9. Once complete, hit submit at the bottom of the page...



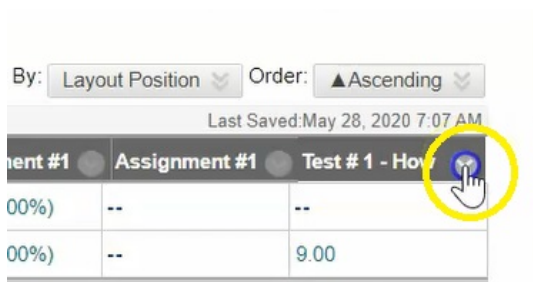
...and now instead of the yellow circle, you will see a grade for that students test.



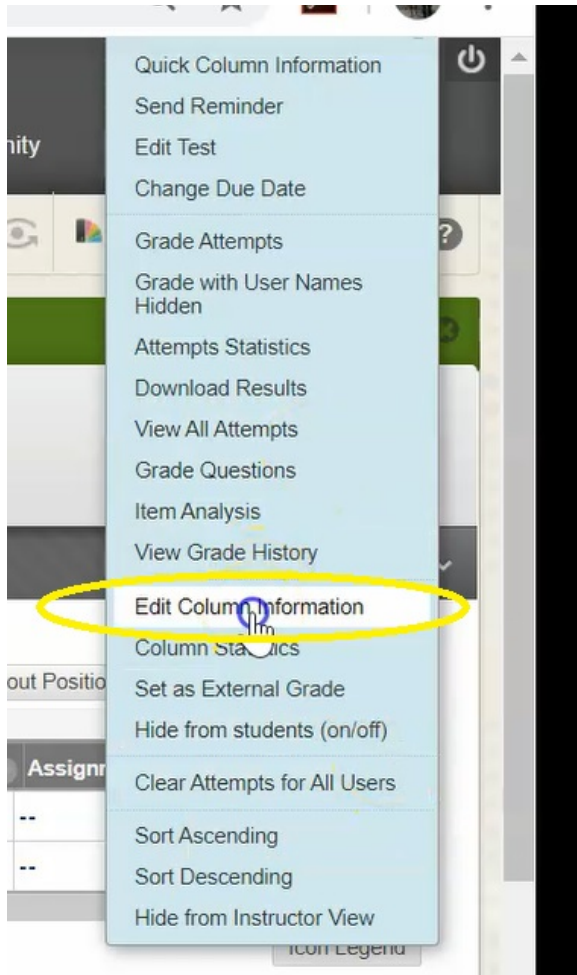
In this instance, this column was set up to show the grade and not a percentage.

### STEP 3 – Edit Column Information

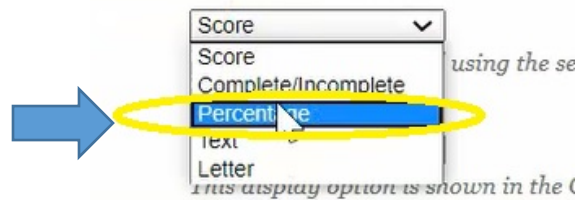
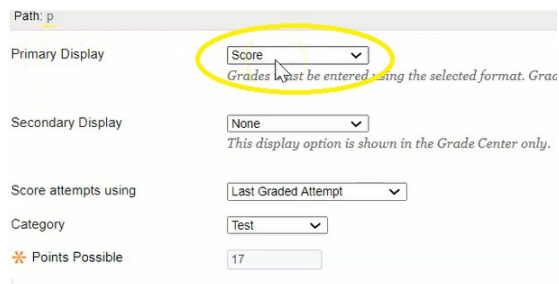
1. If you would like to see the percentage for this test, you can click the down arrow on the column...



2. Go to “Edit Column Information”...



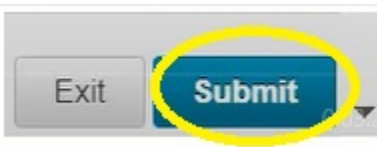
3. Where it says “Primary Display”, you can change it from a Score to a Percentage.



4. If you would like to see both the percentage and the score, you can change secondary display to a score.



5. Click **Submit**.



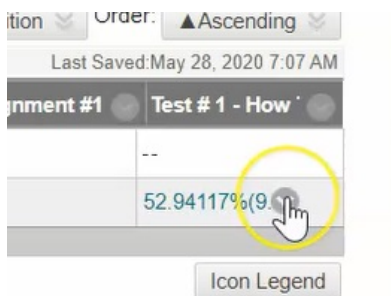
Now for this test, you will see the percent that the student received as well as the grade beside it. This is the view that the students will also see.

A screenshot of a table showing student scores and grades. The table has columns: 'Total', 'Assignment #1', 'Assignment #1', and 'Test # 1 - How'. The 'Test # 1 - How' column contains the value '52.94117%(9)'. A yellow circle is drawn around this cell, and a tooltip is visible below it showing '52.94117% (9.00)'. Above the table, there are sorting options: 'Sort Columns By: Layout Position' and 'Order: ▲Ascending'. Below the table, there is a 'Last Saved: May 28, 2020 7:07 AM' timestamp and an 'Icon Legend' button.

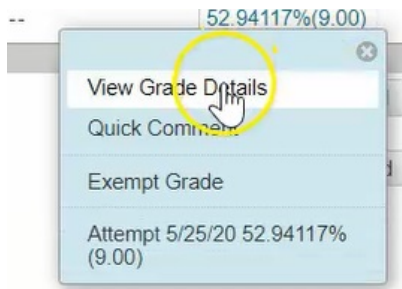
Total	Assignment #1	Assignment #1	Test # 1 - How
42.00(84.00%)	--	--	--
30.00(60.00%)	--	--	52.94117%(9)

### STEP 5: Grade Details

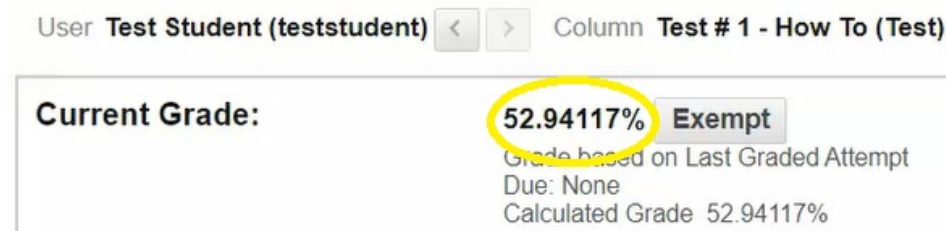
1. If you wanted to have access to a little bit more detail about the students' attempt, you can click the down arrow...



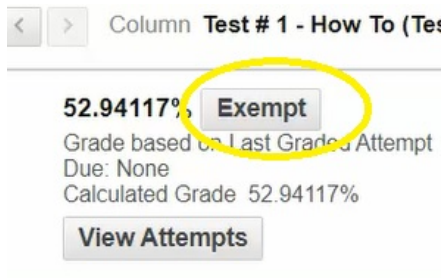
2. ...then click “View Grade Details”.



3. This provides you with a look at the student’s percentage.

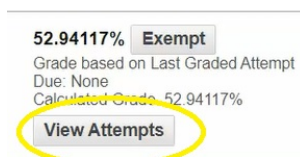


4. I also have the opportunity to **Exempt** this grade if you would like.



## STEP 6: View Attempts

1. If you Click **View Attempts**, it would take you back into the test to show you all of the questions





2. This section tells you the date and time that the test was completed and again, what their value is.

Date Created	Date Submitted (or Saved)	Value
May 25, 2020 11:36:52 AM	May 25, 2020 11:39:41 AM (Completed)	52.94117%

3. You also have the opportunity to **Clear** the students attempt if you wanted to delete this and let them try again, or simply **Ignore** the attempt, which would not let them try again but does not provide the grade.

Delete

Actions

### STEP 7: Manual Grade Override

1. Click **Manual Override**.

ts  Column Det

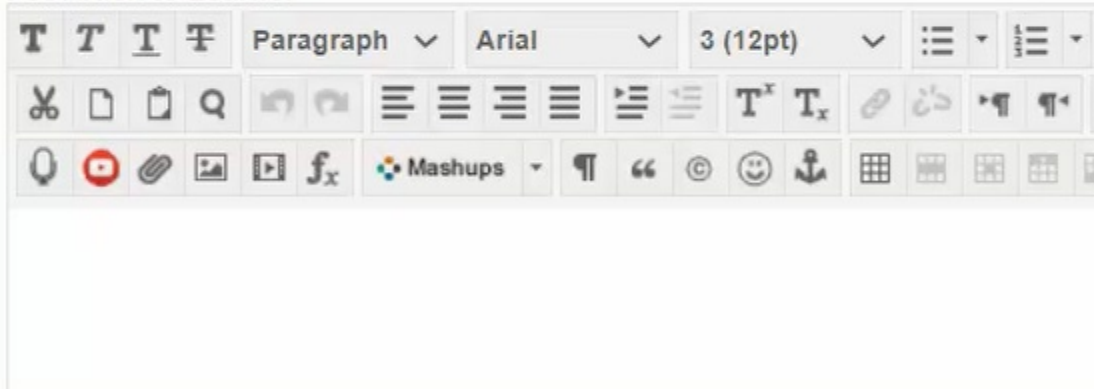
id Date Submitted (

2. If for some reason you wanted to give the student a different mark than what was calculated by Blackboard, you could put that here, it also provides an opportunity to put in information as to why you may have done this.

### Override Grade

This grade is calculated as a percentage. Please enter a grade value and include a percentage sign (%).

### Feedback to Learner



The image shows a rich text editor toolbar with various icons for text formatting, alignment, and media insertion. The toolbar includes options for bold, italic, underline, strikethrough, paragraph style, font face, font size, bulleted list, numbered list, link, unlink, text color, background color, indent, outdent, link, unlink, video, audio, image, formula, Mashups, and other icons.

### STEP 8: Column Details

1. If you click **Column Details**, it gives you a look at the column details and how everything is set up.

Attempts	Manual Override	Column Details	Grade History
Column Name		Test # 1 - How To (Test)	
Column Description			
Primary Display		Percentage	
Show to Users		Yes	
Included in Calculations		Yes	
Average Score		9.00	
Median		9.00	

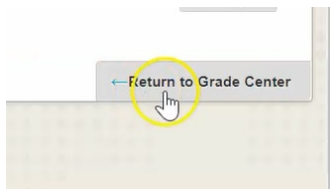
## STEP 9: Grade History

1. Click **Grade History**.

Attempts	Manual Override	Column Details	Grade History	
Date		Last Edited by	Value	Comments
May 28, 2020 7:07:58 AM		Angela Bourgeois	Attempt Grade <b>9.00</b>	
May 25, 2020 11:39:41 AM		Test Student	Attempt submitted (needs grading).	

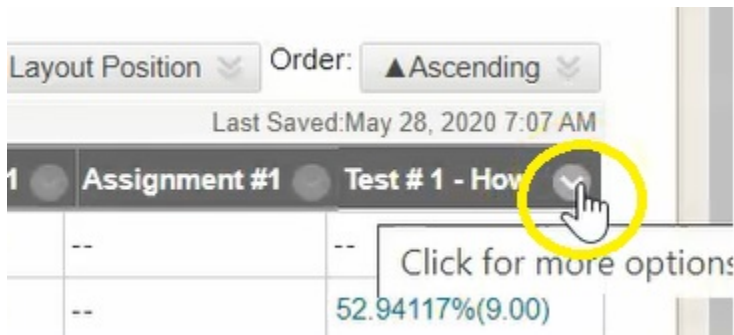
When the test was submitted, what it was graded at, and if you would have put a manual override in here, that would show as well.

2. Click **Return to Grade Center**.

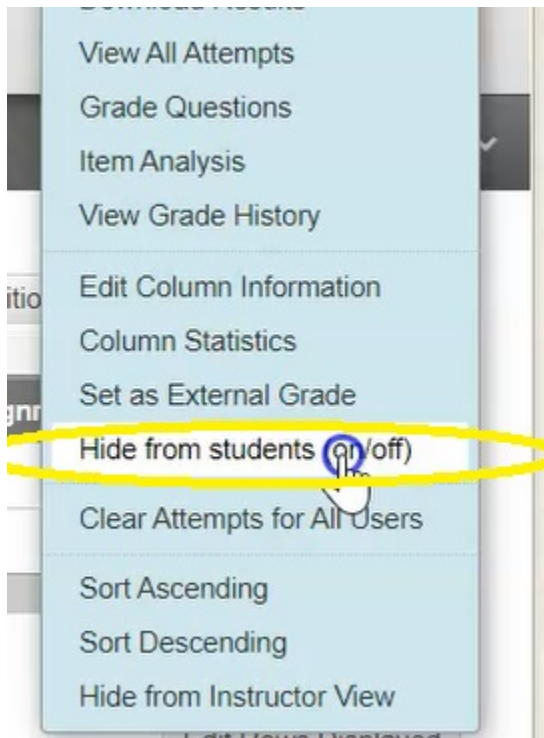


## STEP 10: Hide Test Results

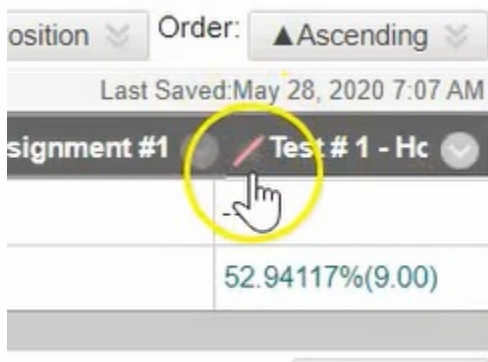
1. If you do not wish my students to see their results for their test right away, you can click the down arrow on the column heading...



2. Choose **Hide from students on/off**.

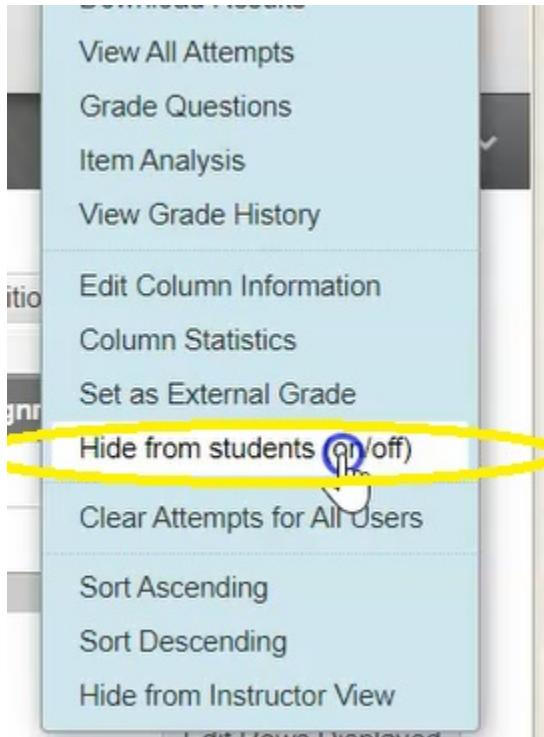


3. You can now see as indicated by this black circle in red line that this column is hidden from students.

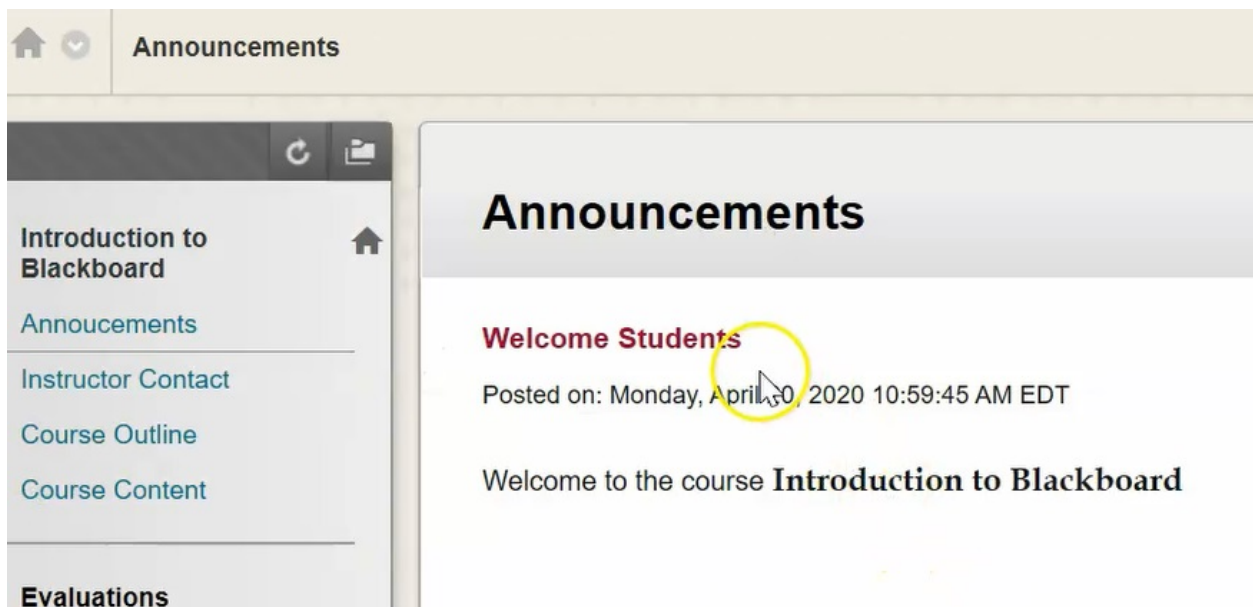


So when the student signs in to check their grades they would not see this result.

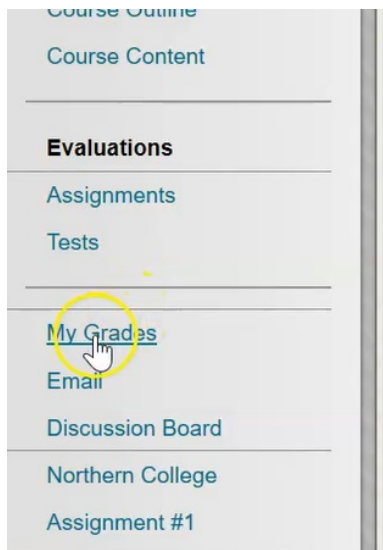
4. For students to check their grade you need to make sure that the column is not hidden, click again on the drop down arrow and select **Hide from students on/off**.



5. The students then simply sign into your course



6. Click on the **My Grades** link on the left hand side.



7. This will show them all of the grades that they have received for your course.

### My Grades

All  Upcoming Submitted Order by: Last Activity

ITEM	LAST ACTIVITY	GRADE
<b>Test # 1 - How To</b> Test	May 28, 2020 7:07 AM GRADED	<b>52.94117%</b>
<b>Assignment #1</b> DUE: APR 29, 2020 Assignment	Apr 29, 2020 7:02 PM GRADED	<b>30.00</b> /50