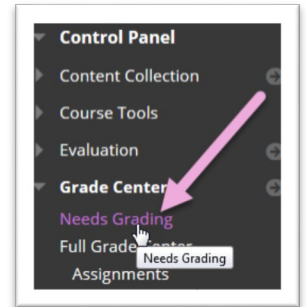


GRADING TESTS AND QUIZZES

When you create a test or quiz, a column is added automatically to the Grade Center. A test that has been submitted, but not graded, is indicated with an exclamation mark in the Grade Center—the needs grading icon. Although Blackboard will automatically score many question types, the instructor must grade some questions, such as Short Answer, Essay, and File Response question types, manually.



The **Needs Grading** page in Blackboard will also bring up a listing of all outstanding gradable items that have been submitted. To access the Needs Grading page:

1. Expand the **Grade Center** option in the Control Panel and click on **Needs Grading**.
2. A listing of all items in need of grading for all students will appear. To grade a student's attempt for a test, **click on their name** in the **User Attempt** field of the **Needs Grading** table. This will bring up the student's submission.

6 total items to grade.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED
Participation	Module 1 Discussion: Getting to Know Each Other	Carrie Teststudent	July 18, 2019 12:30:53 PM
Participation	Module 1 Discussion: Getting to Know Each Other	Millie Teststudent	July 23, 2019 2:04:58 PM
Assignment	Project Paper	Carrie Teststudent	September 3, 2019 1:18:20 PM
Projects	Project Paper	Carrie Teststudent	September 3, 2019 3:15:02 PM
Test	Final Exam	Carrie Teststudent	September 19, 2019 3:17:56 PM

Displaying 1 to 6 of 6 items Show All Edit Paging ...

3. As you scroll through the questions, you can review the questions that the student submitted and the number of points Blackboard assigned based on your answer key. For questions with no grade entered, you can simply **click in the points box and type the number of points** the student should receive based on their answer.

QUESTION 2: TRUE/FALSE 5 out of 5 points

The sound a dog makes is "oink".

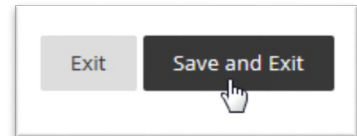
Given Answer: False
Correct Answer: False

QUESTION 3: SHORT ANSWER 0 | 5 out of 5 points

The Learning Management System we have at SUNY Broome is _____.

Given Answer: ANGEL
Correct Answer: [None]

4. Provide any feedback for the individual questions or the test as a whole and click the **Save and Exit** button.



VIEWING THE TEST INFORMATION

When viewing a student's attempt on a test, it is possible to see additional information about the submission including when they started and submitted the test and the total time elapsed. The Test Information area will also let you clear the attempt for the student to allow them to take it again even if multiple attempts are not set.

Note: Clearing an attempt on a test will permanently delete any answers that the student submitted on their first attempt. If you clear an attempt, the student will need to complete the entire test again and answer all questions.

To expand the Test Information area, **click on the double downward pointing chevrons** next to the Test Information title.

The screenshot shows a "Test Information" section. At the top left, there is a small icon of two downward-pointing chevrons next to the title "Test Information". A pink arrow points to this icon. Below the title, the following information is displayed:

Current Grade	10.00000 out of 15 points
	Grade based on Last Evaluated Attempt
Status	Completed
Attempt Score	10 out of 15 points
Time Elapsed	0 minute out of 1 hour
Started Date	9/19/19 3:17 PM
	Access Log
Submitted Date	9/19/19 3:17 PM
Clear Attempt	Clear Attempt <i>Click Clear Attempt to clear this user's attempt.</i>
Edit Test	Edit Test <i>Click Edit Test to make changes.</i>
Instructions	

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Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty, and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

