How to Grade Tests

This tutorial will show you how to grade tests and enter student grades. Once you are notified that a test has been submitted and it is ready for grading, you can go to Grade Center to grade the test and provide feedback.

1. Enter your course.

2. Under Course Management, click to open the Control Panel link if it is not already open, and then click on Grade Center.
3. Under Grade Center, click on Tests

4. In the new window Grade Center: Tests, scroll to locate the grade column that has been automatically created for your test. The tests that have been submitted, but not graded, are indicated with a green exclamation icon in the corresponding cell.

5. Mouse over the cell to see the Action Link and click the double arrow to access the contextual menu.
6. In the popup contextual menu, click Attempt to view the student assignment that you want to grade.

7. In the new window of Grade Assignment: Your Test Name, you can review the student’s test answers and grade any questions that needs manual grading.
   • For automatic grading question items, such as multiple choice questions, you can view their scores immediately.

8. For manual grading items, such as essay questions, you can view student answer first, then grade and provide Response Feedback if desired.
9. After reviewing test submission, under the section Feedback and Notes for Attempt, you can
   • Provide additional Feedback to User and add attachments for the students
   • Add private Grading Notes and attachments for your own reference

10. Once finished you have the option of exiting or submitting. This will be in the bottom right-hand corner.
11. After you click Save and Exit, you are now back in the Grade Center: Tests. The student’s grade will now show up in the grade cell.