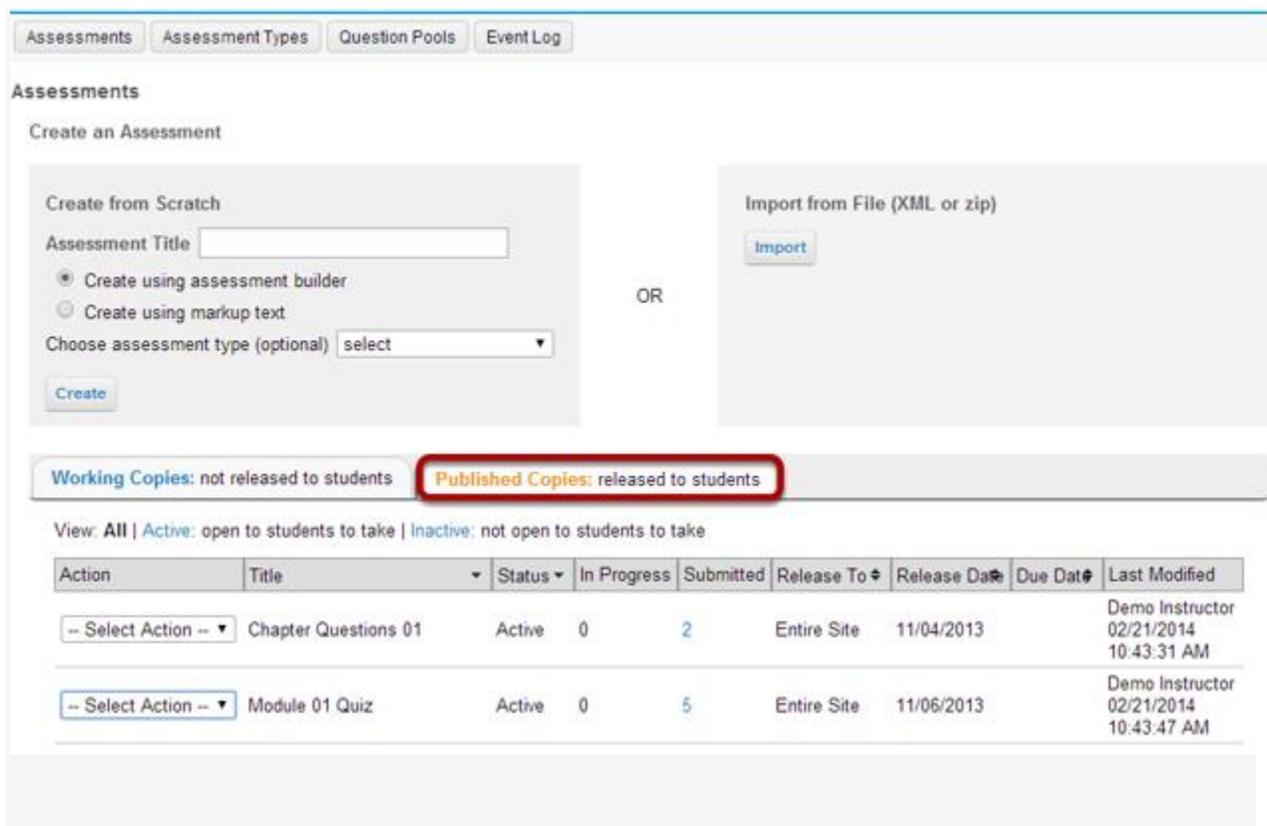# How do I grade Tests & Quizzes?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay items, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

Go to Tests & Quizzes.

Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

Click on the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

Enter score adjustment and comments.

To make a grade adjustment to the overall assessment score:

1. Enter a positive or negative score into the **Adjustment** column to add or subtract points from the student's overall score.
2. You may also enter comments in the **Comments for Student** column if you like. Students will see these comments when they view the assessment feedback.
3. Scroll down to the bottom of the list and click the **Update** button to save your changes.

Note: The Final Score column will display the adjusted score after you save your changes.

Grade by student.

If you would like to grade an individual student submission, click on the student's name.

View and enter grades/comments for the individual student.

Fifth Student

Submission Status   Total Scores   Questions   Statistics

Module 01 Quiz

Comments for Student: [   ]

Table of Contents

Part 1 of 1

Question 1 of 20: [1.0   ] / 1.0 Points

About _____ percent of Earth's surface is covered by water

- ○
- ○
- ○
- ○
- ✔

A. 71
B. 90
C. 66
D. 90

Answer Key: A

Comments for Student: [   ]

Attachments
No Attachment(s) yet
Add Attachments

The individual student submission will be displayed, showing all of the questions and answers for that student. You may enter or modify comments and points for any of the questions in the assessments as needed. You may also add attachments to provide additional feedback for a particular question if desired.

Save your changes.

Question 20 of 20: 1.0 / 1.0 Points

Contributions by early Chinese scientists and philosophers include:

○
○
○
◉

     A. developing seagoing methods that allowed them to stay at sea for nearly four months
     B. retrofitting their ships with multi-masts to sail more efficiently with changing winds
     C. designing and developing rudders and watertight compartments
✔   D. all of the above

Answer Key: D

Comments for Student:

Attachments
No Attachment(s) yet

Add Attachments

Email Fifth

Update Cancel

Be sure to scroll down to the bottom and click **Update** to save your changes!

Grade by question.

⬍ OCE101 001 SU14: Tests & Quizzes

| Assessments | Assessment Types | Question Pools | Event Log |

Total Scores: Chapter Questions 01

| Submission Status | Total Scores | Questions | Statistics | Item Analysis | Export |

Max Score Possible: 10

Apply This Score [ ] to all participants with "No Submission".

View Highest Submission ▾ for Entire Site
Search Student name or ID Find Clear

If you prefer to grade all of the student submissions for one question at a time, click on the **Questions** link in the assessment menu.

Select the question and enter grades/comments.

All of the student responses will be displayed by question. To grade by question:

1. Select the question number that you would like to grade from the list of question numbers at the top.
2. Enter the score for each student for the selected question.
3. Enter comments and/or add an attachment in the **Comments for Student** column if desired.

Save your changes.

Be sure to scroll down to the bottom and click **Update** to save your changes!