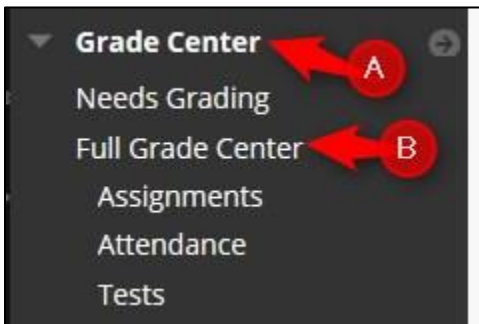


Grade By Question

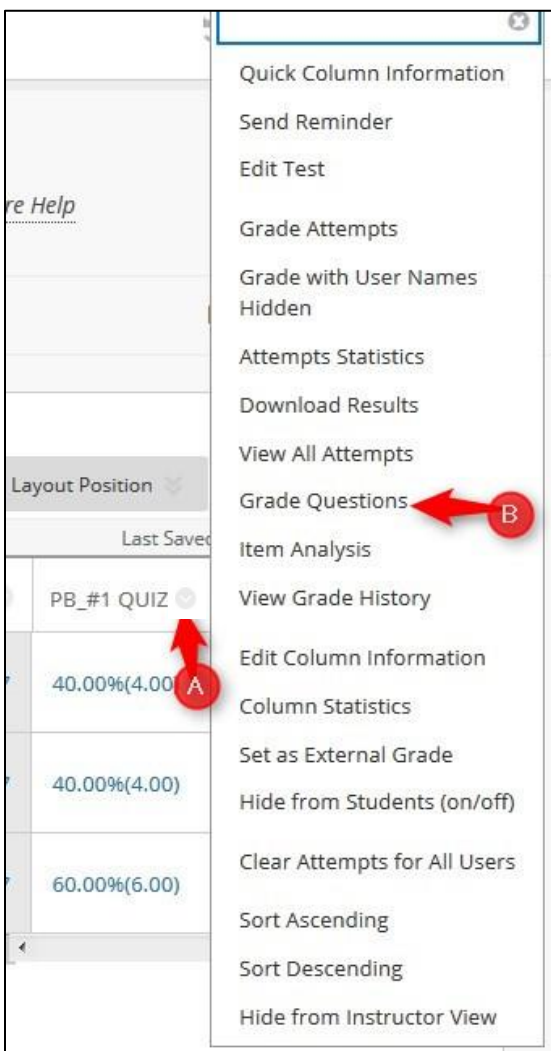
You can grade by question. This is helpful when grading fill-in-the-blank, short answer, and essay questions.

Directions:

1. Go to the Full Grade Center – Click **Grade Center** and the **Full Grade Center**



2. Go to the Test – click the **arrow** and then **Grade Questions**






3. Click the **number** in the Responses column.

| Test Information | | | | |
|---|---|-------------------------|----------------|-----------|
| <input type="checkbox"/> Grade with User Names Hidden | | | | |
| PREVIEW | QUESTION TEXT | QUESTION TYPE | DEFAULT POINTS | RESPONSES |
| <input type="checkbox"/> | 1. What is workplace drug testing primarily concerned with? | Multiple Choice | 2 | 3 |
| <input type="checkbox"/> | The best season is [1] [2] | Fill in Multiple Blanks | 2 | 3 |
| <input type="checkbox"/> | Which of these are described by mission statements? | Multiple Choice | 2 | 3 |
| <input type="checkbox"/> | The planning process begins with which of these? | Multiple Choice | 2 | 3 |

4. Click **Edit** to grade the student's responses.

Displaying 1 to 3 of 3 items

| | |
|--|-------------------------------|
| <p>✔ Student02 Student02 (Attempt 1 of 1)</p> <p>Submitted Date: Sep 5, 2017 11:46:15 AM</p> <p>Given Answer: fall,<Unanswered> </p> | Score: 0 Edit |
| <p>✔ student03 student03 (Attempt 1 of 1)</p> <p>Submitted Date: Sep 5, 2017 11:29:25 AM</p> <p>Given Answer: spring,summer </p> | Score: 2 Edit |
| <p>✔ Student01 Student01 (Attempt 1 of 1)</p> <p>Submitted Date: Jun 26, 2017 4:20:28 PM</p> <p>Given Answer: SPRING,SUMMER </p> | Score: 2 Edit |

5. Click the **Score**, **add points**, and then click **Submit**

✔ **Student02 Student02 (Attempt 1 of 1)**

Submitted Date: Sep 5, 2017 11:46:15 AM

Given Answer: fall,<Unanswered>

Score: **1** out of 2 points

A → → **B**

Cancel Submit

6. When you are done, click **Back to Questions**

Question Information

Displaying 1 to 3 of 3 items

✔ **Student02 Student02 (Attempt 1 of 1)** Score: 1 [Edit](#)

Submitted Date: Sep 5, 2017 11:46:15 AM

Given Answer: fall,<Unanswered>

✔ **student03 student03 (Attempt 1 of 1)** Score: 2 [Edit](#)

Submitted Date: Sep 5, 2017 11:29:25 AM

Given Answer: spring,summer

✔ **Student01 Student01 (Attempt 1 of 1)** Score: 2 [Edit](#)

Submitted Date: Jun 26, 2017 4:20:28 PM

Given Answer: SPRING,SUMMER

Displaying 1 to 3 of 3 items [Show All](#) [Edit Paging...](#)

Back to Questions

7. Click **OK** to return to the Full Grade Center

Test Information

Grade with User Names Hidden

| PREVIEW | QUESTION TEXT | QUESTION TYPE | DEFAULT POINTS | RESPONSES |
|---------|---|-------------------------|----------------|-----------|
| | 1. What is workplace drug testing primarily concerned with? | Multiple Choice | 2 | 3 |
| | The best season is [1] [2] | Fill in Multiple Blanks | 2 | 3 |
| | Which of these are described by mission statements? | Multiple Choice | 2 | 3 |
| | The planning process begins with which of these? | Multiple Choice | 2 | 3 |

Displaying 1 to 4 of 4 items

Show All Edit Paging...

← OK