



Access and Grade Tests Results

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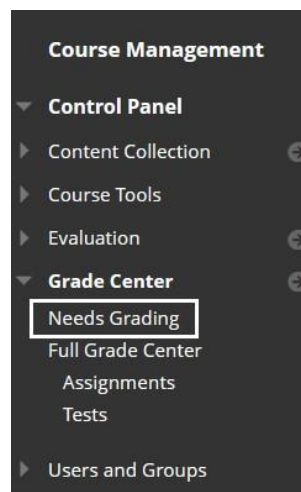
Tests built in Blackboard can be accessed and graded through the Grade Center. Tests that have predetermined answers set by the instructor can be self-graded. Tests that include Essay questions must be manually graded by the instructor.

Test attempts can be accessed two ways:

- Using the Needs Grading section.
- Using the Grade Center.

Accessing a Test Submission Through the Needs Grading Section

1. In the course, scroll down to **Course Management > Grade Center > Needs Grading**.



2. Click the **name of the student** to access their test.

Needs Grading

View all items ready for grading or review on the Needs Grading page. Select Grade All to begin grading immediately, or sort

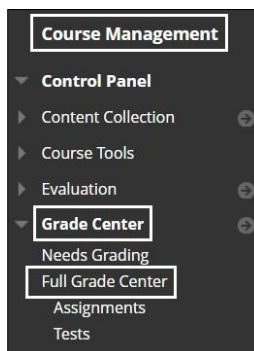
Grade All

1 of 8 total items match current filter.

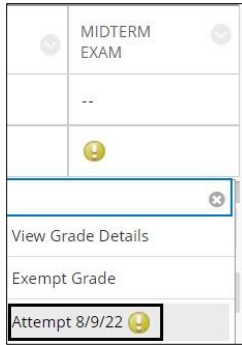
CATEGORY	ITEM NAME	USER ATTEMPT
Test	Test 5	Nicole Debonet_PreviewUser

Accessing a Test Submission Through the Full Grade Center

1. In the course, navigate to the **Course Management panel** in the lower left. Select **Grade Center > Full Grade Center**.

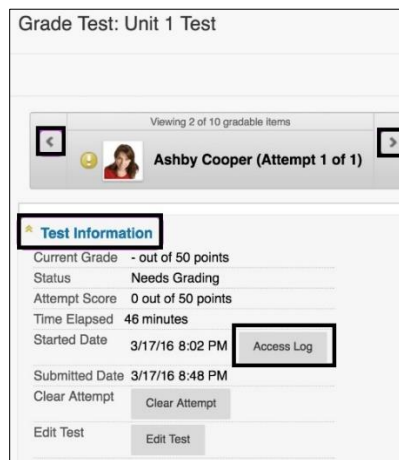


2. On the **Full Grade Center** page, scroll to the **Test Name Column**. Mouse over the Needs Grading symbol in the student's cell > Select the **downward arrow** > Select **Attempt**

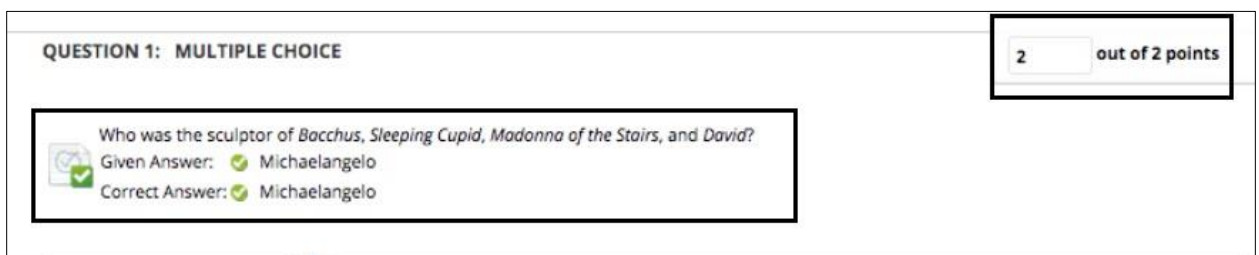


Grading Student's Test Attempts

1. On the **Grade Test** page, the student's attempt will appear. Select the **Test Information** link below the student's name to view important test time feedback such as the date/time of submission and the Access Log.



2. On the **Grade Test** page, the test itself will be displayed showing the questions and the student's selections, as well as the points possible. Depending on the type of question that has been chosen you will see different results. For example, for a Multiple-Choice question you will see the following results:



Given Answer – This is what the student selected.

Correct Answer – This is the answer that was added when the test was created.

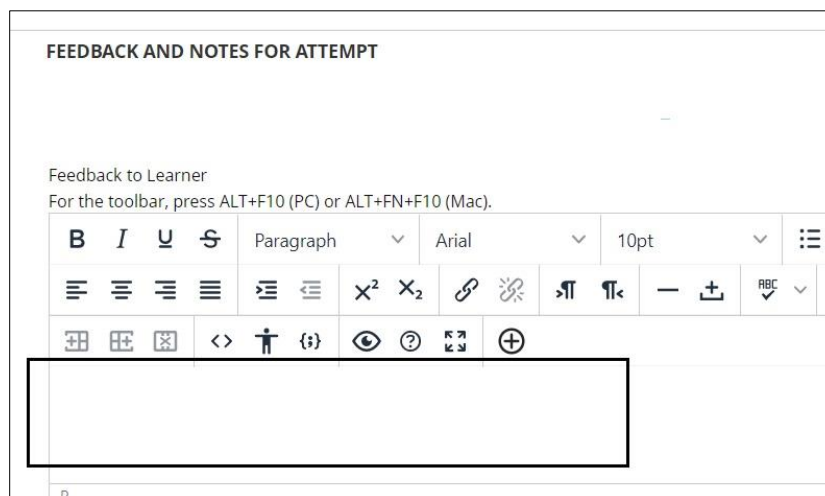
Points Box – The number of points received. This can be overridden and changed by the instructor.

Note: The overall points (out of points) must be changed in the **Test Canvas**.

Tests that have all multiple-choice questions will automatically grade themselves. Instructors can still access a student’s test and manually override any questions if needed.

Note: If an exam is multiple choice but has **at least one essay question**, the test will auto grade all multiple-choice questions and leave the essay question as Needs Grading. This will hold all test results and not release to students until the essay question is manually graded by the instructor.

3. Written feedback can be entered in the **Feedback to Learner** box. This is used for overall feedback for the test. Depending on the type of questions used for a test, for example an Essay Test, there might be individual feedback boxes under each question.



4. Once all the test is graded and feedback is entered, make sure to select **Submit** to save any changes.

For more information on access [Grade Tests](#).

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu