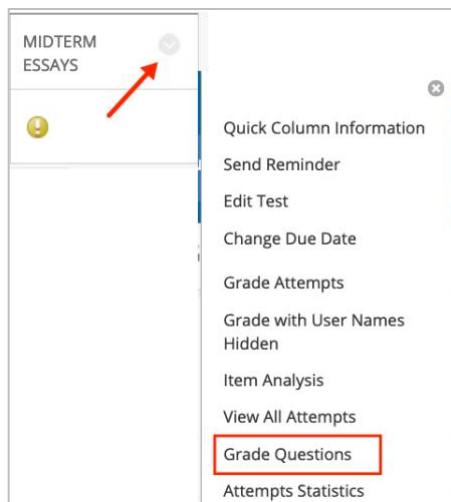


GRADE A TEST BY QUESTION

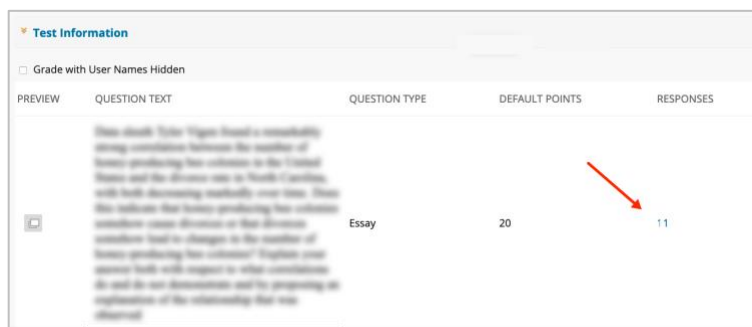
For any test or quiz, you can choose to grade all responses to a specific question at one time on one page. This makes grading short answer and essay questions more efficient and consistent. Grading by question also lets you review automatically fill-in-the-blank questions that may require score adjustments.


Instructions

1. Locate the column in the grade center for the test or quiz. From the **down arrow**, select **Grade Questions/**



2. On the next page, click **Responses** next to any question you want to grade.



PREVIEW	QUESTION TEXT	QUESTION TYPE	DEFAULT POINTS	RESPONSES
	<i>[Blurred text]</i>	Essay	20	11

3. You will be able to see all the attempts from all the students on one page. To edit and apply a grade, click **Edit** to the right of the student's response to that question.

GRADE A TEST BY QUESTION



Question Information

Displaying 1 to 1 of 1 items

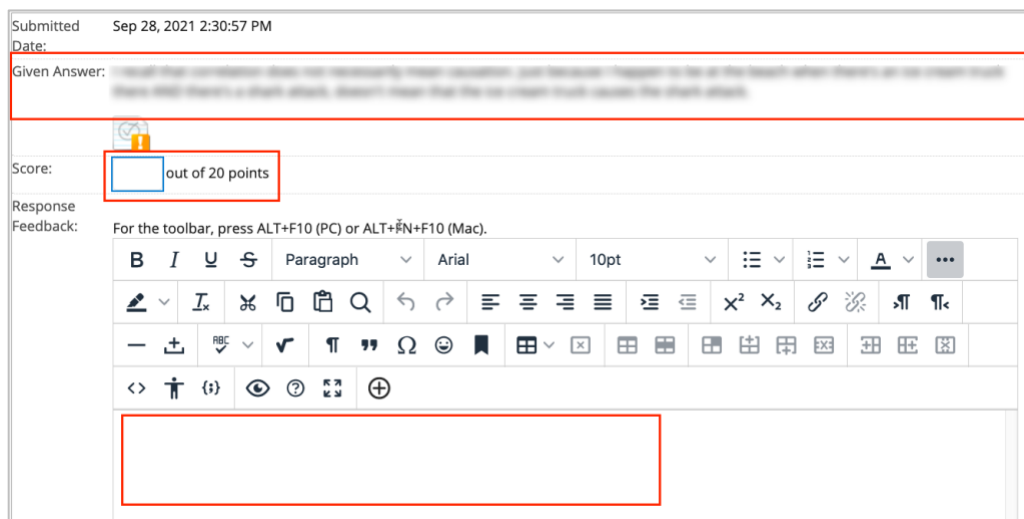
PreviewUser (Attempt 1 of 1) Score: - [Edit](#)

Submitted Sep 28, 2021 2:30:57 PM
Date:

Given Answer:



For essay or short answer questions, you can add the grade and leave feedback if desired. Click **Submit** when done. Click **Back to Questions** to return to the previous screen.



Submitted Sep 28, 2021 2:30:57 PM
Date:

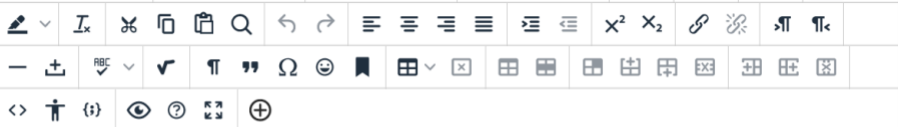
Given Answer:

Score: out of 20 points

Response Feedback:

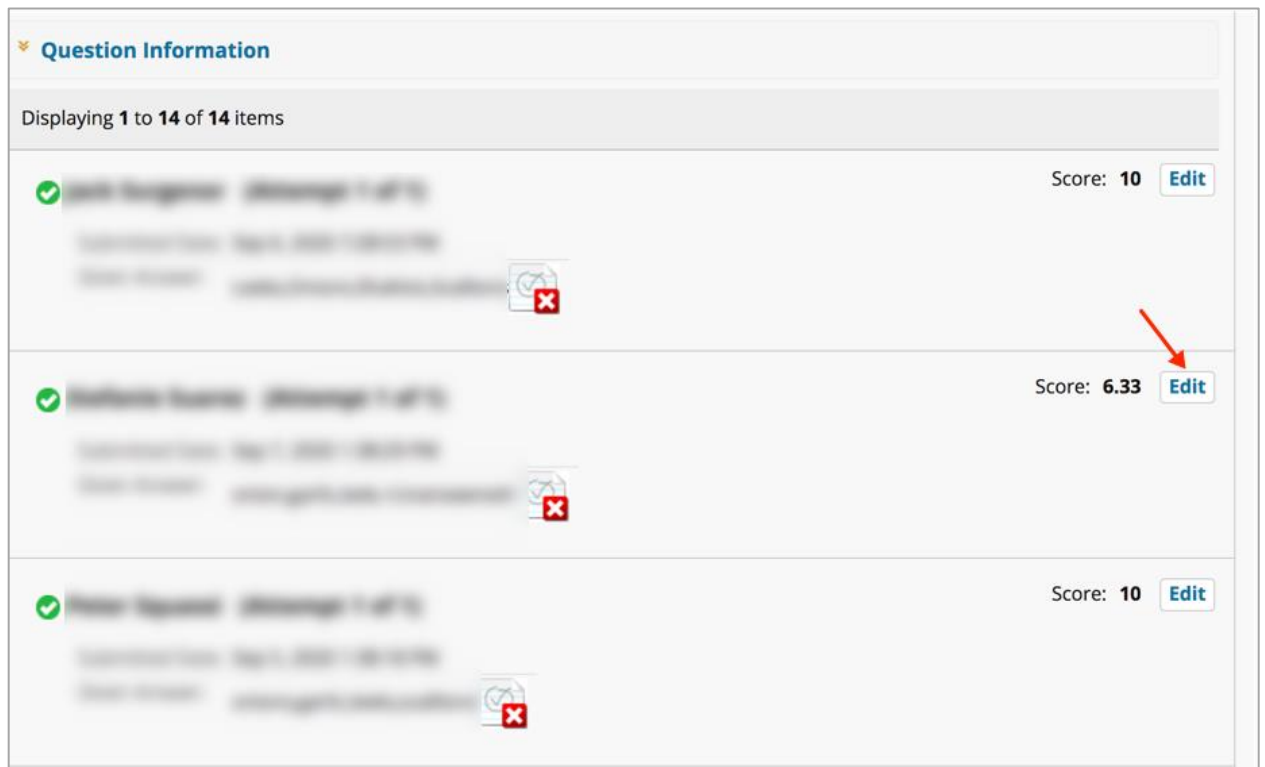
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U Paragraph Arial 10pt



For Fill in the Blank questions, you can review how students answered and edit the points earned if need be.

GRADE A TEST BY QUESTION

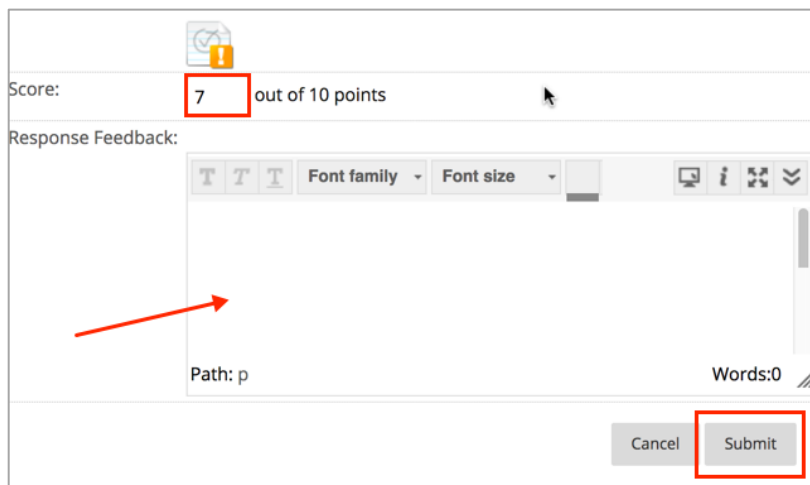


Question Information

Displaying 1 to 14 of 14 items

✓ [Question]	Score: 10	Edit
✓ [Question]	Score: 6.33	Edit
✓ [Question]	Score: 10	Edit

4. Enter a **Score** and **Response Feedback** as needed. When done, click **Submit**.



Score: 7 out of 10 points

Response Feedback:

Path: p Words:0

Cancel Submit

5. Click **Back to Questions** to review other essay or short answer questions that need grading.

