



the New WVU eCampus

Tests, Surveys, and Pools

Application Support and Training

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Overview

This document provides an introduction to working with tests in the new version of WVU eCampus (Blackboard Learn 9). The areas covered include using **Course Tools** to create a test and test questions, making the test available to students in the **Course Content** area, and the grading of tests in the **Grade Center**.

About Tests, Surveys, and Pools

In Learn 9, “Tests, Surveys, and Pools” is the name of the course tool with which you can create and manage tests and surveys, as well as the database (pool) of questions.

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

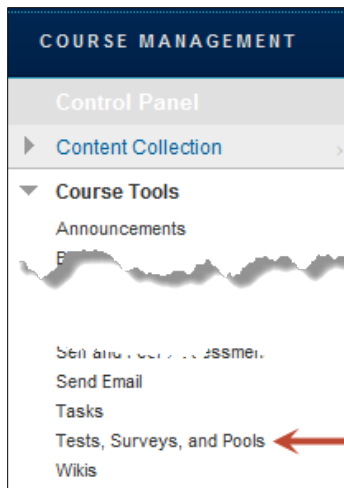
Pools

Pools are sets of questions that can be added to any test or survey. Pools are useful for storing questions and reusing them in more than one test or survey.

The difference between tests and surveys is test questions have points assigned to them for grading evaluation, whereas surveys do not. Tests and surveys are used to measure student knowledge, gauge progress, and gather information from students.

Because tests and surveys are so similar, this document will concentrate on tests.

Locating the Tests, Surveys, and Pools Tool



Find the **Tests, Surveys, and Pools** course tool in the **Course Management** panel, which is on the lower-left side of your course window. Note that you may first need to expand **Course Tools**.

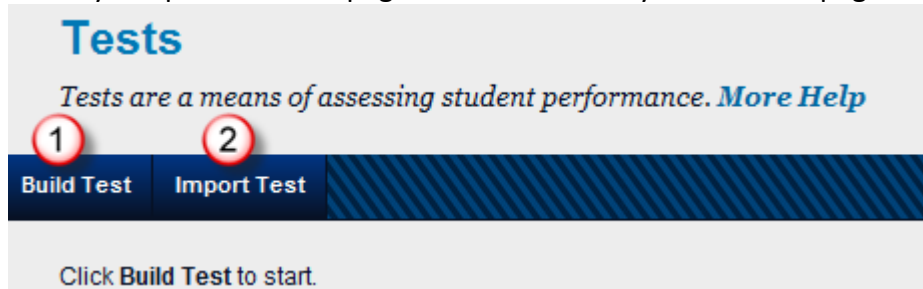
From the **Tests, Surveys, and Pools** course tool page, you can individually select one of the three tools.

Tests

Tests are sets of questions that are graded to measure student performance. In order for a test to be visible to students, it must be deployed within a content folder. Test results are reviewed in the Grade Center. Note that some question types, such as essays and short answers, are not automatically graded.

Getting Started with a Test

When you open the Tests page for the first time you will see a page like this:



The Test page has a horizontal action bar with the commands **Build Test** and **Import Test**.

1. Click the **Build Test** link to begin building a test.
2. Click the **Import Test** link to import a test. **Test Import** adds an exported test to the set of tests. This is a useful way to reuse a test from another Blackboard course. Note, however, that only test packages created by Blackboard Learn can be imported. Tests created by others, tests created at other institutions, and tests created with older versions of Blackboard Learn can be imported only if they are in the proper format.

Instructions from this point will only deal with the **Build Test** command.

Build Test: Test Information

After clicking on the Build Test command, the first screen that you will see is the **Test Information** screen. This screen has two parts: **Test Information** and **Submit**.

1. Test Information options include **Name**, **Description**, and **Instructions**.
 - a. Enter a **Name** for the Test. This is required.
Use a descriptive name to help users identify the test.
 - b. Enter a **Description** in the text box. The description is visible to students before they click on the link to take the test. This is a good place to explain test options that affect students, such as whether the test must be completed in one sitting, whether the test can be taken more than once, and other information important to students before they take the test.
 - c. Enter **Instructions** in the text box.
These instructions will appear when a student begins the test.
2. When you have completed entering test information, click on the **Submit** command.

Once the test information is submitted, the **Test Canvas** will open. Use the Test Canvas to build the test.

Building the Test in the Test Canvas


The Test Canvas allows you to add and edit questions, add question sets or random blocks, reorder questions, and review the test.

Following is an example test canvas for a test named “Chapter 1 Quiz,” which was entered in the previous **Test Information** screen:

The screenshot shows the 'Test Canvas: Chapter 1 Quiz' interface. At the top, a green banner displays the message 'Success: Chapter 1 Quiz created.' Below this, the title 'Test Canvas: Chapter 1 Quiz' is shown with a pull-down arrow. A descriptive paragraph follows: 'The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)'. An action bar contains four buttons: 'Create Question' (with a pull-down arrow), 'Reuse Question' (with a pull-down arrow), 'Upload Questions', and 'Question Settings' (with an up/down arrow). Below the action bar is a table with the following content:

Description	Questions in this quiz are based on key concepts from Chapter One.
Instructions	You have 30 minutes to complete this quiz once you have started it.
Total Questions	0
Total Points	0

Below the table, a note reads: 'Select a question type from the Create Question drop-down list.'

Clicking on the pull-down to the right of the name  allows you to go back and edit the Test Information screen. Note that if you change the name of a test after it has been created, you must manually edit the corresponding Grade Center column for that test.

Test-building commands and settings options are available via the action bar in the middle of the Test Canvas page:

Create Question

Use the Create Question drop-down list to create new questions. See the section **Question Types** for a more in-depth explanation.

Reuse Question

The Reuse Question drop-down list has three choices:

1. **Create Question Set.** A question set is a collection of questions retrieved from selected tests and pools. From this set, you specify how many questions to display. The specific questions displayed are randomly chosen each time the test is taken
2. **Create Random Block.** Random blocks are groups of questions that can be presented in a random fashion determined by the instructor. Random blocks are created by finding and selecting questions, deciding on the number of points per question, and then determining the number of questions to display to the user.
3. **Find Questions.** You can use the Find Questions page to filter and select questions when adding individual questions or a random block to a test.


Upload Question

Questions can be authored offline in a specially formatted text file and uploaded into Tests, Surveys, and Question Pools. Once uploaded, questions can be edited and used like questions that have been authored in the system. See the section **Upload Questions** for a more in-depth explanation.

Question Settings

Question Settings control the options available when creating Test questions. Not all options are available for all question types

Reorder Questions

New questions are added to the end of the test. Reorder questions by dragging and dropping, or use the **Reordering** tool.  Question numbers will update when items are reordered or randomized. For this reason, use caution when referring to specific question numbers in the question text.

After a test is deployed and students have submitted results, you can still edit, delete, reorder, and change the point values of existing questions. Any submissions affected by those changes will be regraded.

Question Types

Following is an alphabetic listing of the question types that are currently available for assessments.

Calculated Formula Questions

A calculated formula question contains a formula, the variables of which are set to change for each user. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated. The correct answer is a specific value or a range of values. Partial credit may be granted for answers falling within a range.

Calculated Numeric Questions

Presents students with a question that requires a numeric answer. Calculated numeric answers must be numeric, not alphanumeric (for example, 42, not forty-two). The question does not need to be a mathematical formula. You can provide a text question that requires a numeric answer. This type of question resembles a Fill in the Blank question in which the correct answer is a number. You can specify an exact numeric answer, or you can specify an answer and an allowable range.

Either/Or Questions

Either/or questions present students with a statement and asks them to respond using a selection of pre-defined two-choice answers, such as:

- Yes/No
- Agree/Disagree
- Right/Wrong

The Right/Wrong question type is a slight variation on the true/false question type, except more descriptive and meaningful answers may be used.

Essay Questions

Essay questions require students to enter an answer into a text box. Sample answers (optional) can be added for users or graders to use as a reference. **Essay questions must be graded manually.**

File Response Questions

File response questions require students to upload a file from their local drive or from the Content Collection as the answer to the question. **This type of question is graded manually**, and it enables students to work on something before a test and submit it with a test, particularly if it requires a large amount of text. Submitting the answer this way also allows you to download, review, and assess the submission without an active Internet connection, although you will still need to access the Grade Center to assign a grade.

Fill in Multiple Blanks Questions

This type of questions presents students with text containing up to ten blanks. Students complete the sentence by typing the appropriate word or phrase for each blank. For questions with a single blank, use **Fill in the Blank Questions**.

Fill in Multiple Blanks questions are graded automatically. Answers are scored based on whether the student answer matches the correct answers you provide. You can require student answers to match exactly, contain part of the correct answer, or match a pattern that you specify. You can choose whether or not the answer is case sensitive.

Fill in the Blank Questions

Fill in the blank questions consist of a phrase, sentence, or paragraph with a blank space indicating where the student should provide the missing word or words. Use **Fill in Multiple Blanks Questions** to create a question with multiple answers.

Scoring is based on whether the student answer matches the correct answers you provide. You can require student answers to match exactly, contain part of the correct answer, or match a pattern that you specify. You also choose whether or not the answer is case sensitive.

Hot Spot Questions

With Hot Spot questions, students are presented with an image and are asked to select or identify a particular area. The hot spot is limited to a rectangular shape.

Jumbled Sentence Questions

Jumbled Sentence questions require students to complete a sentence by selecting words or phrases from a drop-down list. The same drop-down list appears for all blanks and can include both correct answers and distractors. Up to 20 different words or phrases can appear on the list

Matching Questions

Matching questions allow students to pair items in one column to items in another column. You may include a different numbers of questions and answers in a matching question. For example, the question may include a list of animals and a list of food they eat (herbivore, carnivore, omnivore). Students would match each animal with their diet.

Multiple Answer Questions

Multiple answer questions allow students to choose more than one answer. This type of question may be used when more than one answer is correct. For example, in the medical field, this type of question could be used to select symptoms associated with a medical condition.

Multiple Choice Questions

Multiple choice questions allow students several choices with only one correct answer selected by a radio button.

Opinion Scale and Likert Questions

Opinion Scale/Likert questions are designed to measure students' attitudes or reactions using a comparable scale. By default, there are five answer choices ranging from Strongly Agree to Strongly Disagree, and a sixth option that allows students to select Not Applicable. A correct answer can be assigned to any question on the scale. You can change the text of the answer choices and adjust the number of answers from 2 to 20.

Ordering Questions

Ordering questions require students to provide an answer by selecting the correct order of a series of items. For example, you can give students a list of historical events and ask them to place these events in chronological order.

Quiz Bowl Questions

With Quiz Bowl questions, students are presented with an answer to which they must provide the question. The student's response must be in the form of a question that begins with an interrogative, such as who, what, or where. For example, the statement, "It is the only country that is a continent," requires the answer, "What is Australia?"

Short Answer Questions

Short answer questions are similar to Essay Questions. Although the student taking the test is not limited in the length of the answer, the number of rows in the text box can help provide a rough guideline as to instructor expectations. **Short answer questions must be graded manually.**

True or False Questions

True/False questions allow students to choose either true or false in response to a statement question. Answer options are limited to the words True and False.

Categories and Keywords: About Question Metadata

Adding metadata values to questions helps with finding and organizing questions for later use.

Questions can have the following metadata values:

- Categories
- Topics
- Levels of Difficulty
- Keywords

Your use of metadata is entirely optional, but if you are working to develop a bank of exam questions, you should at least consider using categories. For example, you could create categories based upon textbook chapters or learning units.

You can use metadata values to search for questions to reuse on the **Find Questions** page.

Pools


Pools are sets of questions that can be used in multiple tests or surveys. Pools are comparable to Question Database categories in the earlier version of eCampus.

The **Pool Canvas** page for a question pool represents an inventory of all of the questions that can be managed and searched.

Within pools, you have the choice of **Building Pool** or **Import Pool**.

The following instructions will deal only with aspects of the Build Pool function.

Pool Construction

1. In the Course Management Control Panel, click **Course Tools** to expand it. See the section **Locating the Tests, Surveys, and Pools Tool** if you don't remember how to find Course Tools.
2. Select **Tests, Surveys, and Pools**.
3. Click on **Pools**.
4. The Pools panel has an action bar with two links: **Build Pool** and **Import Pool**.

Click on the **Build Pool** link.
5. Complete the **Pool Information** page and click **Submit**.
6. Once you have created a pool, you are placed within a **Pool Canvas**, which represents an inventory list of questions that can be managed and searched.
7. To add questions, you can **Create Questions**, **Find Questions** in other tests, surveys, and pools, or **Upload Questions**.

Creating and Editing Pool Questions

The three options in the Pool Canvas are:

Create Questions

Presents the same menu of question types that are discussed in **Question Types**.

Find Questions

Questions that are available to be reused appear in a pop-up window, and they are organized by the criteria listed on the page. You can use the **Browse Criteria** drop-down lists to search for questions grouped under:

- Pools
- Tests
- Question types
- Categories
- Topics
- Level of Difficulty
- Keywords

If you have implemented categories, topics, level of difficulty, and keywords, you can filter for those metatags.

Upload Questions

Questions can be authored offline in a specially formatted text file and uploaded into Tests, Surveys, and Question Pools. Once uploaded, you can edit these questions or attach images. See the section **Uploading Questions** for guidelines.

Uploading Questions

Questions can be authored offline in a specially formatted text file and uploaded into Tests, Surveys, and Question Pools. Once uploaded, questions can be edited and used like questions that have been authored in the system.

Batch File Guidelines

Follow these general guidelines for uploading files:

- Each file must be a tab-delimited .txt file.
- Do not include blank lines between records. The blank line will be processed and return an error.
- Blackboard recommends that each batch file not exceed 500 records because of timeout restrictions associated with most browsers.

File Format Rules

Questions in the text file must conform to the following structure to be uploaded successfully

- No header row for the file
- One question per row
- Duplicate questions are allowed
- Fields in a row are separated by a TAB
- Each field in the question correlates to the fields of the respective system-created question
- Point values for questions in an uploaded file cannot differ but can be edited after the upload
- The first field in every row defines the type of question
- The keywords (Correct, Incorrect, True, False, and other words that identify answers) must be in English.

See **More Help** in the Upload Questions panel for specific file format examples.

It can be difficult to create a properly formatted tabbed document. Excel or a similar spreadsheet program can be of help in formatting your questions. Just remember to save the end result as a text tab-delimited file.

The following illustration shows how a few question types can be formatted in Excel:

	A	B	C	D	E	F	G	H
1	FIB	Mountaineer is the mascot for what university?	WVU	West Virginia University				
2	MAT	Match the state with its capital city:	Augusta	Maine	Topoka	Kansas	Boise	Idaho
3	MC	Which is not an additive primary color in RGB?	red	incorrect	green	incorrect	white	correct
4	MA	Which are additive primary RGB colors?	red	correct	green	correct	white	incorrect
5	ORD	List these US presidents in chronologic order:	Harrison	Tyler	Polk	Taylor	Fillmore	Pierce
6	TF	A TV set is a typical RGB device.	TRUE					

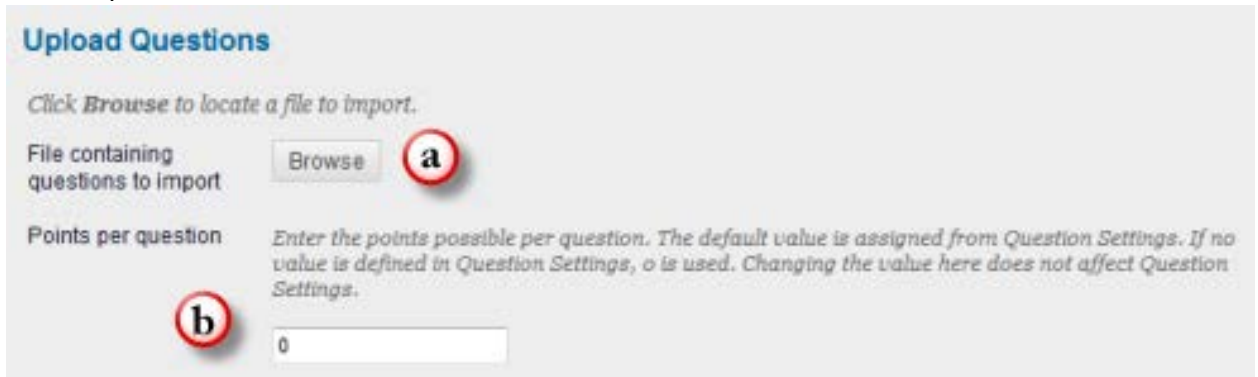
Upload Questions

When you are creating a Test or a Pool, you can import questions from a tab-delimited text file.

1. In the action bar, click on the **Upload Questions** command:



- In the Upload Questions screen,



- Click on the **Browse** command to locate the text file on your computer. Select the file and click **Open**.
 - In the **Points per question** section, you can assign point values. If you don't assign point values at this point, you can still assign values afterwards.
- When you are ready to upload, click on the **Submit** command. If there are no errors, you will see the message "Question upload successful" at the top of the panel.

Question upload successful.

If there were errors in the upload file, one or more questions may be skipped.

The fact that there are no errors does not necessarily mean that mistakes might not exist. A mistyped keyword (e.g., "correct" or "incorrect") in a multiple answer question can create unforeseen grading problems.

Adding Images to a Test Question/Answer

You can add an image to a test question or an answer.

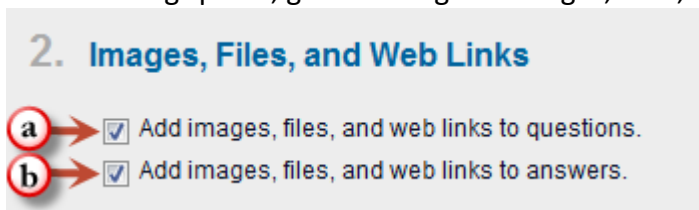
Configure Question Settings to Allow Images

If you want to include an image in a test question, you must first configure either the Test Canvas or the Pool Canvas.

- In the action bar, click on the **Question Settings** command



- In the Settings panel, go to setting #2: Images, Files, and Web Links:



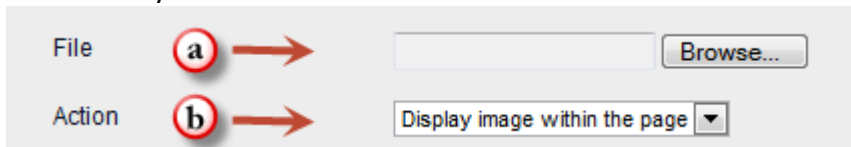
- a. Place a check in the “Add images, files, and web links to questions” box if you want to include an image with the question.
 - b. Place a check in the “Add images, files, and web links to answers” box if you want to include images with the answers.
3. Click the **Submit** command to exit the Settings panel.

If you plan to use images in your test, you may as well configure settings for both questions and answers.

Adding the Image

When adding the actual image, you can either create a new test or pool question, or you can select and edit an existing question.

1. In the **Create/Edit** panel for the question, you should see File and Action options immediately below the Question Text box:



- a. Click on the **Browse** command to locate and select an image file on your computer. It is up to you to properly size the image beforehand.
 - b. Click on the pull-down arrow to the right of the Action box, and select “**Display image within the page.**”
2. If this is a new question, complete the other components (e.g., Options, Answers, etc.). When completed, click on the **Submit** command to return to the canvas.

Unfortunately, there are no outward indications that a test or pool question includes an image, so you should preview the question to confirm that the intended image is visible.

Use the same process as above to associate images with test answers.

Question Sets versus Random Blocks

Question sets

Question sets consist of explicitly chosen questions that can be presented at random, determined by the instructor. An instructor creates a question set by searching and selecting questions, determining the number of points per question and then choosing the number of questions to display to the user. If the number of questions to be displayed is less than the list of questions, then the questions are randomly distributed so that each user may receive a different set of questions. The instructor can choose to display the same questions to all users by selecting all the questions listed. Question sets may be selected from existing tests, surveys, and pools.

Random blocks

Random blocks are groups of questions that can be presented in a random fashion determined by the instructor; however the instructor does not choose the individual questions. You create them by finding and selecting questions from a **Question Pool**, deciding on the number of points per question, and then determining the number of questions to display to the user. Random blocks may only be selected out of a pool.

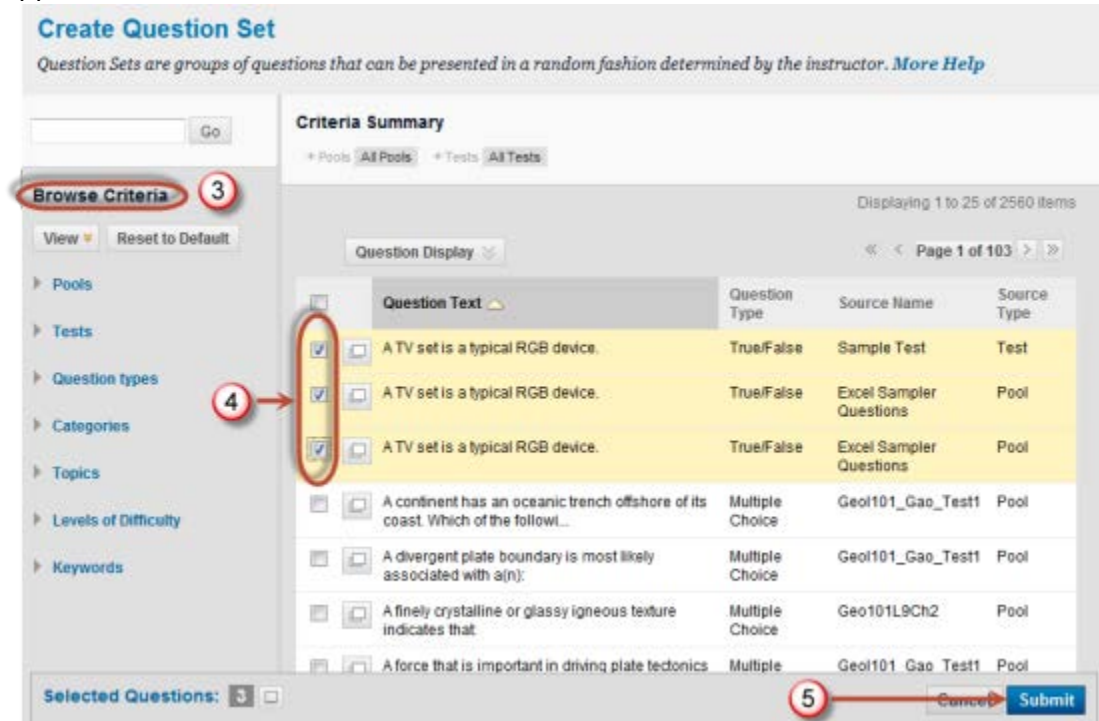
Since Question Sets are more versatile and easier to work with, we'll discuss them here.

Creating a Question Set

1. In the action bar, click on the **Reuse Question** command



2. The Reuse Question menu has three choices: Create Question Set, Create Random Block, and Find Questions. Select **Create Question Set**. The Create Question Set pop-up appears:

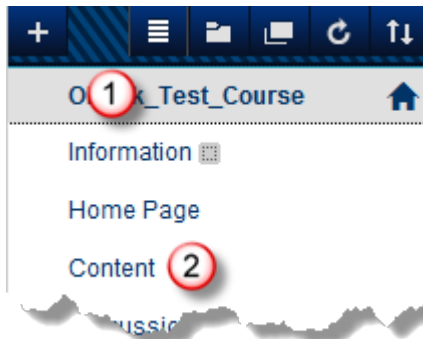


3. Use the **Browse Criteria** panel on the left to search for questions. Note that you can search by various criteria, such as specific Pools and Question Types.
4. Select the questions to include in the test by checking the box to the left of each question.
5. Click **Submit** to add your selections.

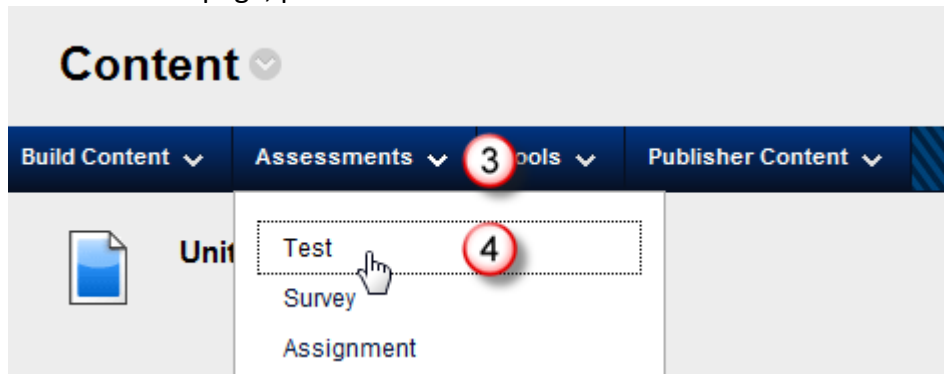
Deploying Tests and Surveys

After creating a test or a survey, the next step is to actually make it available.

1. Expand the Course section panel on the left side of the course page.
2. Click on the **Content** command.



3. In the Content page, pull down the **Assessments** menu



4. Click on the **Test** (or **Survey**) tool beneath Assessments.

5. A **Create Test** section, like the one shown below, will appear.

The screenshot shows a 'Create Test' interface. At the top, there is a header 'Create Test' with a circled '5' next to it. Below the header is a sub-header: 'Creating a Test deploys the Test to a Content Area. Once a Test has been deployed, change the Test Options to make it available for students to take. [More Help](#)'. On the right side of the header are 'Cancel' and 'Submit' buttons. The main content area is divided into two sections: '1. Add Test' and '2. Submit'. In the '1. Add Test' section, there is a sub-header 'Create a new Test or select an existing Test to deploy.' Below this are two options: 'Create a New Test' with a 'Create' button (annotated with a circled 'a') and 'Add Test' with a dropdown menu (annotated with a circled 'b'). The dropdown menu is open, showing 'Chapter 1 Quiz' as the selected option. In the '2. Submit' section, there is a sub-header 'Click Submit to add this Test. Click Cancel to quit.' and 'Cancel' and 'Submit' buttons (annotated with a circled '6').

In the Create Test section, you can

- a. Click on **Create** to create a new test. This will take you to a new **Test Information** section.
 - b. Select from (**Add Test**) a list of tests you have created previously. After you have selected a test from this list, it will no longer appear here.
6. Click on **Cancel** to quit, or **Submit** to continue and provide additional information on the **Test Options** page.

Test Options

The **Test Options** page contains information about the test, including instructions, availability, feedback, and presentation.

The sections include these components:

1. Test Information, which contains the same test name and description that you provided in the **Test Information** section above.

2. Test Availability, which determines not only whether the test is available but also whether there are any additional time and date restrictions.
3. Due Date.
4. Self-assessment Options, which allow you to determine whether or not a grade will be included in the grade center or hidden from the instructor and not included in the grade center.
5. Feedback, which may be made available to students after they complete a test.
6. Test Presentation, which controls the way the test questions are presented to students.

Following is an expanded discussion of the test options.

1. Test Information

Enter a name for the test – this is a required field. The name is the title text that subsequently appears in the Content Area. Use a descriptive name to help users identify the test. Bear in mind that if you later change the name of a test, you will have to manually edit the Grade Center Column for that test to reflect the new name. This won't happen automatically.

Choose a color for the title text of the test (the default is black). Be sure to select a color that provides enough contrast with the background of the Content Area so users can easily read the text.

Enter a description in the text box. The description is visible to students before they click on the link to take the test.

Select the **Open Test in New Window** radio button to open the test in a new browser window when the test is launched. With this option, students will be able to view the course and its content at the same time as the test. Students will also be able to navigate to other areas while taking the test.

2. Test Availability

2. Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion

Once started, this Test must be completed in one sitting.

Set Timer

Set expected completion time. Selecting this option also records completion time for option before they begin the Test.

Hours Minutes

Auto-Submit

OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.

OFF ON

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password

Require a password to access this Test.

Password

Control the availability and security of the test using these settings:

Make the Link Available

You must select **Yes** in order to allow students access to the test. The default setting is **No**. To set a specific range of time when the test is available, select Yes and then check and enter the **Display After/Display Until** dates and times using the drop-down menus below.

Add a New Announcement for this Test

Select **Yes** to add a new Announcement for the test. The default setting is **No**. Announcements appear in the Course as well as the My Course module and the My

Announcements module. If an Announcement has already been created for this test, the date and time of the most recent Announcement will display.

Multiple attempts

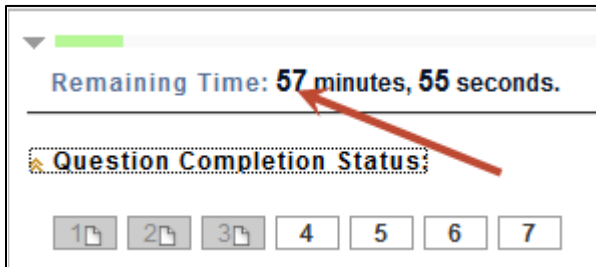
This option allows students to take the test an unlimited number of times or a set number of times. Left unchecked, students are allowed one attempt to take the test.

Force Completion

Students must complete the test the first time it is launched. Students may not exit the test and continue working on it at a later date. The Save button is available for students to save test answers as they work, but they may not exit and re-enter the test. When enabled, Force Completion is explained to students in the instructions at the top of the test.

Set Timer

A timer displays to the students during the test. The illustration below shows the timer that is displayed on the test screen. Note also the progress bar indicator above the time, and the completion status below the time.



Auto-Submit

If a timer is set, turning Auto-Submit on will save and submit the assessment automatically when time expires. If you leave Auto-Submit off, students will have the option to continue after the time expires.

Password

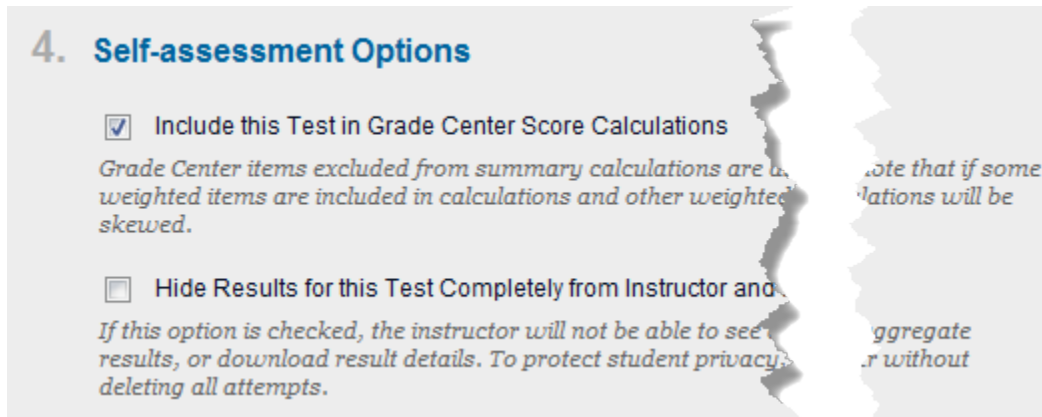
Set the password required to access the test. Passwords are limited to 15 characters. Passwords are case sensitive.

3. Due Date

A screenshot of the "3. Due Date" form. The title "3. Due Date" is in blue. Below it, the text "Due Date" is followed by a checkbox, a date input field, a time input field, and a submit button. Below the input fields, the text "Enter dates as mm/dd/yyyy. Time may be entered in any increment." is displayed.

Use the Due Date to notify students when an item, such as a test, is due.

4. Self-assessment Options



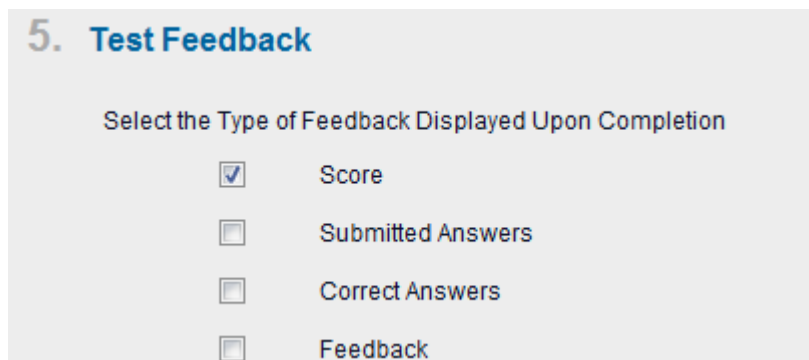
Include the test in Grade Center score calculations

Test results can be used in Grade Center calculations by selecting this option. Test scores do not need to be revealed to students to be used in Grade Center calculation. Self-Assessment Tests are generally not included in Grade Center calculations

Hide the score of this test from the Grade Center

Test scores are hidden in the Grade Center. Hiding the score does not hide the Test Column in the Grade Center. The Test Column will display to Instructors as Complete or Incomplete. This setting is most commonly used for student Self-Assessments. Students can take Tests to reinforce learning without having the scores used in Grade Calculations.

5. Test Feedback



Four different test feedback options are available to students after they complete a test:

Score

Shows the score the student achieved out of points possible.

Submitted Answers

Shows all the submitted answers.

Correct Answers

Shows which answers the student scored correctly and which were answered incorrectly.

Feedback

Shows instructor-created feedback messages for each question.

6. Test Presentation

6. Test Presentation

Presentation Mode

- All at Once
Present the entire Test on one screen.
- One at a Time
Present one question at a time.
- Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.
- Randomize Questions
Randomize questions for each Test attempt.

Control the way the test questions are presented to students by using these settings:

All at once

The entire test is displayed on one screen. Students may have to scroll down to answer questions.

One at a time

Each question is displayed alone on the screen. Students control going to the next question.

Prohibit Backtracking

This setting is only used when questions are displayed one-at-a-time. Students are not allowed to go back and change the answer to a question that has already been answered.

Randomize Questions

Tests with multiple questions will display them in a random order to students. Different students see the questions in a different order. The same student will see questions in a different order when multiple attempts are permitted.

7. Submit

7. Submit

*Click **Submit** to edit options for this Test. Click **Cancel***

Click Submit to finish; otherwise, click Cancel to quit without saving changes. When an assignment is submitted, a column is added automatically to the Grade Center.

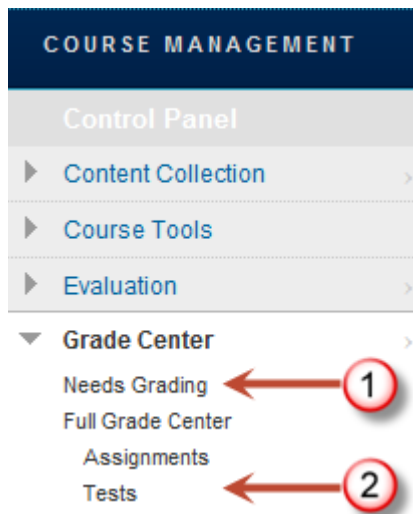
Viewing Test Results

The following discusses how to find and view test results in the Grade Center. Look for specific Grade Center documentation for more complete handling of this subject.

Locating Tests

If you have tests that need to be graded manually, you can find them in either of two locations (see figure below):

1. Needs Grading page, or
2. Tests



Your selection of **Needs Grading** (#1) or **Tests** (#2) will depend upon your grading style.

Needs Grading

On the Needs Grading page, you can view tests and assignments that need to be manually graded.

Tests

Although you can also find test results in the **Full Grade Center**, the **Tests** “smart view” in the Grade Center shows all tests, both graded and not yet graded.

Grade Center: Needs Grading

The Needs Grading view of the Grade Center shows a horizontal action bar with just two items: Grade All and Filter.



If selected, the Filter will let you narrow the Needs Grading display by

- Category, e.g., test or assignment
- Item, e.g., a specific test or assignment
- User, e.g., all users or a specific student
- Date Submitted

A filter criteria form with four dropdown menus: 'Category' (All Categories), 'Item' (All Items), 'User' (All Users), and 'Date Submitted' (Any Date). There is a text input field for dates with a placeholder 'Enter dates as mm/dd/yyyy' and a 'Go' button to the right.

In order to activate the filter criteria, you must click on the **Go** command, which is to the far right of the filter.

The **Grade All** command on the action bar begins the grading process. What you see in the Grade All view will depend upon whether you have applied any filter criteria.

Grade Center: Tests

The default view of Grade Center Tests shows a table similar to the one below:

Last Name	First Name	Student ID	Last Access	Availability	Sample Test	Chapter 1 Quiz	Essay Exam
User	Demo		February 15, 2013	Available	40.00	20.00	

1. The student's Last Name, First Name, and Username are displayed in the left-most columns.

2. Tests appear in columns to the right.

3. A horizontal scroll bar allows you to scroll further to the right in order to display more tests.

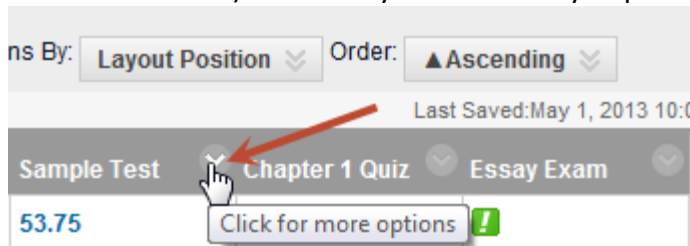
4. A green **Needs Grading** icon in a test column indicates that the test contains questions types that must be graded manually.

Assessment Options

Assessment options are available at both the column level and at the row level in the Grade Center. Use the column-level options for working with all student responses, such as deleting an exam question for everyone. Use the row-level options for working with an individual student's attempts, such as resetting a grade attempt for a single student..

Column-Level Assessment Options

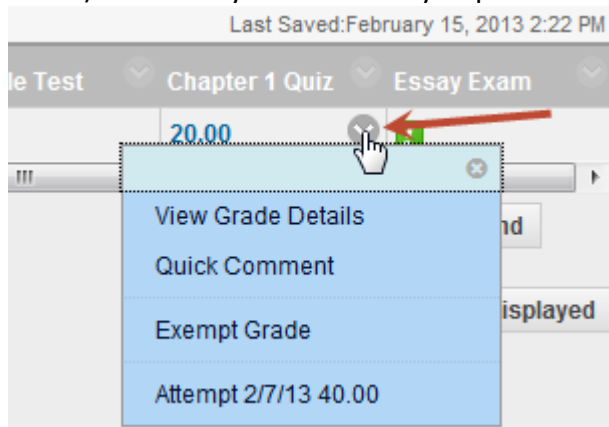
To the right of each Grade Center column header there is an options pull-down (known as the **contextual menu**) that is only visible when you position the cursor over it.



There are many menu items, but a few that you should note include Edit Test, Grade Attempts, Grade Anonymously, and Clear Attempts for All Users.

Row Level Assessment Options

In each row of a test column, there is an options pull-down (also known as the **contextual menu**) that is only visible when you position the cursor over it (see illustration below).

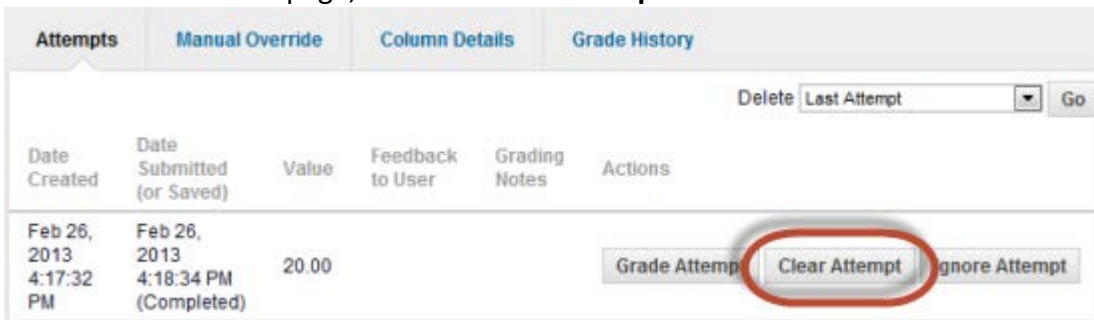


1. **View Grade Details** displays information about the current grade.
2. **Quick Comment** appears only for cells that have grades. You can use this option to explain a grade that is overridden.
3. **Exempt Grade** allows you to exempt a grade from a student's record. When you exempt a grade, the grade is ignored in all Grade Center calculations.
4. **Attempt** appears only for cells that have grades. Clicking the Attempt link takes you to the **Grade Test** page, where you can view a student's response to questions, assign grades, and provide feedback.

Clearing Test Attempts

You can clear a test attempt, allowing a student to retake a test. For example, if a student encountered technical problems and only partially completed a test, clear the grade to allow a retake. If you clear a grade that has a previous attempt, the previous attempt is now the grade.

1. In the Grade Center, locate the cell for the student's test grade that you want to clear.
2. Position the cursor over the cell and access the contextual menu (see **Row Level Assessment Options** above).
3. From the menu, select **View Grade Details**.
4. On the **Grade Details** page, click the **Clear Attempt** button.



Attempts		Manual Override	Column Details	Grade History	
Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Feb 26, 2013 4:17:32 PM	Feb 26, 2013 4:18:34 PM (Completed)	20.00			Grade Attempt Clear Attempt Ignore Attempt

5. A message dialog appears which warns you that the action is final and cannot be undone. Click **OK** to continue.
6. To return to the Grade Center, click the **Return to Grade Center** link at the bottom of the page or use the breadcrumbs.

Deleting Questions and Re-Grading

You can delete questions from the **Test Canvas** before or after a test is deployed. When you delete a question from a test with submissions, it is removed from the test, along with any points earned. Test attempts are re-graded as if the question had not been included in the test.

If any students are in the process of taking a test, you will not be able to delete questions until they have submitted their work and the test is no longer in progress.

1. In the Grade Center, access the contextual menu in the column heading of the test you want to edit.
2. Select **Edit Test**.
3. On the **Test Canvas**, select one or more questions to be deleted.
4. Click **Delete and Regrade**.