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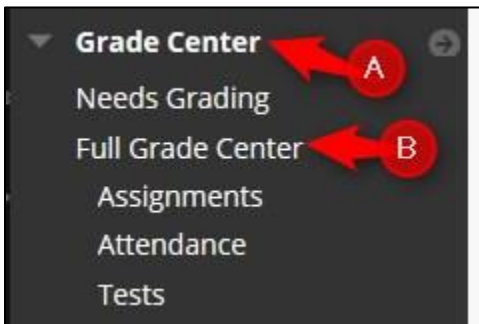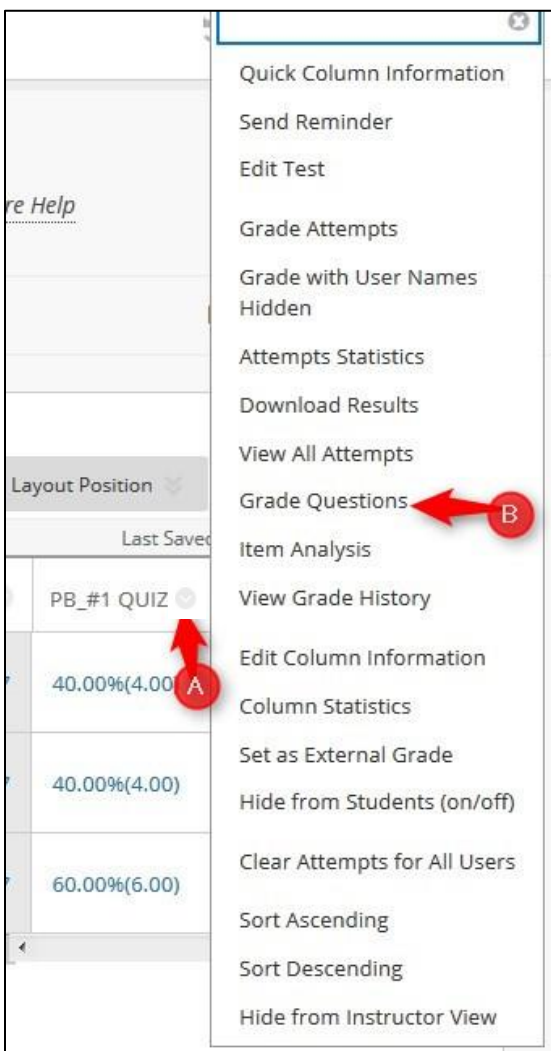
You can grade by question. This is helpful when grading fill-in-the-blank, short answer, and essay questions.

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**.**

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

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

6. When you are done, click **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