Blackboard - How to Apply Late Penalty in a Test

This instruction may be used in two scenarios (1) when you have allowed a student to take a test that is passed due and you would like to take points off the test result for late submission. (2) A student took a test but spent more time than it is allowed.

1. In Control Panel, click Grade Center. Click "Tests" under Grade Center.



2. Go to the cross "cell" of the test column and the student row. A green exclamation sign, !, indicates that the student has submitted her/his test and there are essay or short answer questions pending for grading. However, if all test questions are multiple choice questions, you will see the student grade. Click on the Action icon next to the cell and select "View Grade Details". For the first scenario, skip step 3, 4, and 5, and go directly to Step 6. For the second scenario, continue with step 3, 4, and 5.

Move To Top Email 😻				Sort	Columns By: Layo	ut Position 😸 Order: 🔺 As
Grade Information Bar						Last Saved:July 31,
🔳 Last Name 🛛 🛛 First Name 🛛	Username 🛛 🖾	Student ID 🛛 🖾	Last Access	Availability E	Exam1	
G G ki Student	st_yguanr		July 31, 2012	Available		
Selected Rows: 0						Strik for more optimes
Move To Top Email 📎						View Grade Details
						> Exempt Grade
						> Attempt 7/31/12 🚺



3. To see the amount of time that the student has spent on the test, click "View Attempt".

Updated on 8/6/2012

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4. Click "Test Information" link, you will see the time when the student began and submitted the test.

▲ Test Inform	<u>nation</u>		
Status	Needs Grading		
Score	0 out of 30 points		
Time Elapsed		_	
Started Date 🍸	7/31/12 4:39	ΡM	N
Submitted Date	7/31/12 4:40	ΡM	2
Instructions			
Clear Attempt	Clear Attempt Click		ClickC
Edit Test	Edit Test	Clic	k Edit Te

5. If you notice that the student has spent more time than allowed to submit a test and you would like to take penalty point off, you will click "Exit" button to go back to the previous page.

User: Studer	it Guill Develo	" 🛗 (Attempt 1 of 1) 🚺 View: Tests
Test Information	<u>mation</u>	
Status	Needs Grading	
Score	0 out of 30 points	
Time Elapsed		
Started Date	7/31/12 4:39 PM	\
Submitted Date	7/31/12 4:40 PM	
Instructions		
Clear Attempt	Clear Attempt	Click Clear Attempt to clear this user's attempt.
Edit Test	Edit Test Clic	k Edit Test to make changes.

6. Click "Manual Override".

Attempts	Manual Override	Column Details	Grade History
Date Cr	eated	Date Subrr	itted (or Saved)

7. Type the score and write comment explaining why deduction has been taken. Click "Save".

MxCC Distance Learning Documentation

Attempts Manual Override Column Details Grade History
Override Grade
Feedback to User Text Editor is: ON
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $
2, took the test 2 days after it is due.
A Path: body
Save as Reusable Object
Grading Notes
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $
Path: body
Save as Reusable Object
Cancel Save