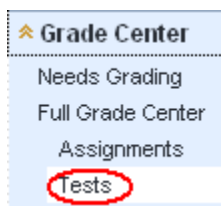




## How to Manually Grade Questions in a Test

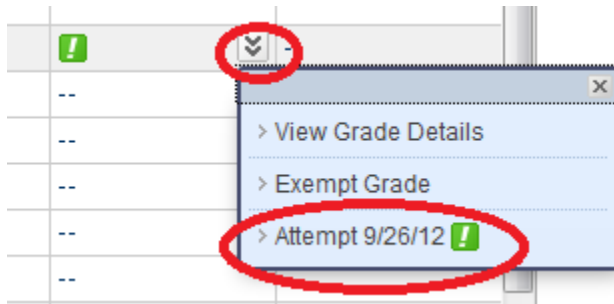
This instruction may be used under two circumstances:

- a. There are essay questions or short - answer questions for you to grade manually.
- b. A student has started a test but experienced technical problems. You found that the student has submitted most of the answers, but a few questions do not have answers. You have asked the student to send you the missing answers; you will then manually grade the missing questions and provide an updated score.

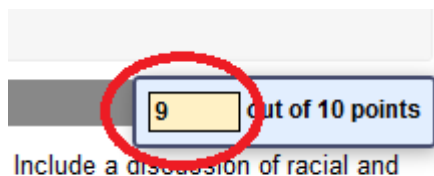
1. In “Control Panel”, click “Grade Center”. Click “Tests” under Grade Center.



2. If a student has submitted his/her test, there is a  in the test column. Click the action icon next to , select “Attempt -date”, for example “Attempt 9/26/12”.



3. You will see student’s answer next to “Given Answer” for each essay or short answer question. To enter a grade point for a question, type a point at upper right of the answer and hit “Enter” key to save the point.

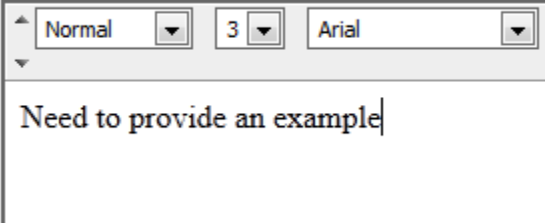


## MxCC Distance Learning Documentation

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4. If you would like to provide feedback for the student in a question, type your feedback or comment in “Response Feedback” box.

Response Feedback:



Normal 3 Arial

Need to provide an example

5. Scroll down to grade all questions using Step 3 and Step 4.
6. When you are done with grading the student, you may choose “Save and Exit” or “Save and Next”.
  - a. “Save and Exit”, save the grade points and feedback and then exit out of the grading page.
  - b. “Save and Next”, save the grade points and grade the next student who has submitted the test.

