Emerging Technologies: Blackboard 9.1

Grade Center: Grade by Question

For assignments or tests with many different questions or with more in-depth essay portions, you may want to grade all responses for each question at once. To do so, you can grade by question in the grade center.

To Grade by Question:

1. Log in to Blackboard.
2. Enter the course in which you wish to work.
3. Look to the Control Panel, click the Grade Center selection to expand the menu, and then click Full Grade Center.
4. Locate the grading column with the assessment you wish to grade, then click the gray circle icon next to the exam’s name, and select Grade Questions from the drop-down menu.
5. If you wish to narrow the number of tests in order to assist in grading, select the appropriate Status in the Filter Questions by Status list.

Filter Questions by Status [View All] [Go]

6. In the Responses column, click the number for the particular question you wish to grade.

7. Click Question Information to view the question and what you have listed as the correct response.

8. You will see several attempts (from different students). Next to Score, click Edit to enter a grade or change the grade.

Score: 10 Edit

9. You will see a “Score Box.” Enter the score you wish to assign to the response. There may also be a “Response Feedback Box” below the student's answer—enter feedback as desired:
10. When you are finished grading, click **Submit**.

11. Repeat steps 9-11 to continue grading each student’s response for any given question.

12. Click **Back to Questions** to return to the questions page and move to the next question to grade.