

To re-grade test questions after students have made submissions, do the following:

1. In the Full Grade Center, choose "Tests"
2. Go to the column for the test you want to edit and pull down the option arrow to the right of the column name.
3. Choose "Edit Test" from the menu.

Grade Center : Tests

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Last Name	First Name	Username	Student ID	Last Access	Availability	Unit 1 Quiz	Unit 2 Quiz	Unit 3 Quiz
Kr		f		December 1, 2014	Available	8.00	7.00	
Ki		t		November 19, 2014	Available	--	--	
Ra		f		December 2, 2014	Available	8.00	7.00	
R		f		June 11, 2014	Available	--	--	
Th		t		November 19, 2014	Available	--	--	

Selected Rows: 0

1. In the Grade Center, under "Full Grade Center," choose "Tests"

2. Pull down the options menu for the assessment you want to regrade and choose "Edit Test"

The "Test Canvas" window will open:

4. To give full points to all students for one question, click on the points window on the right side of the question panel.

Test Canvas: Unit 1 Quiz

This Test has 3 attempts. For information on editing questions, click [More Help](#) below.

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

You can edit, delete, or change the point values of test questions on this page. If necessary, test attempts will be regraded after you submit your changes.

Description: Handbook Readings & Integrating Faith and Learning

Instructions: Total Questions: 10, Total Points: 10, Number of Attempts: 3

Select: All None | Select by Type: Question Type - | Points: 1 | Update and Regrade | Hide Question Details

1. Multiple Choice: As an online adjunct faculty member w... | Points: 1

Question: As an online adjunct faculty member what duties will you be expected to fulfill when managing your online course?

Answer: A. Instruct, B. Bring encouragement to students

Select the Points window to update the value of the question.

The "Points" bar will open.

5. Click on the option to give "Full Credit"
6. A pop-up box will warn you that this will affect all students' submissions; click on "OK"
7. The click on the "Submit and Re-grade" button.

8. When you reopen any student's submission for that test you will note that the point area now says **"X out of X points (Full credit),"** even though the student's wrong answer is still noted.

Concordia University
Office of Continuing and Distance Education
Blackboard Learn Tips
Re-grading Assessment Submissions

If you want to change the number of points possible for a given question:

1. Follow steps 1, 2 & 3 above.
2. Then enter the new number of points, and
3. click on the **“Submit and Regrade”** button.
4. All students’ submissions will be updated to the new number of points for this question and for the total possible points.

The screenshot shows the Blackboard Learn interface for a quiz titled "Test Canvas: Unit 2 Quiz". The page includes a description, instructions, and a list of questions. A red callout box highlights the "Update Points" field and the "Submit and Regrade" button for a specific question.

Test Canvas: Unit 2 Quiz

This Test has 3 attempts. For information on editing questions, click [More Help](#) below.

Test Canvas: Unit 2 Quiz

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

You can edit, delete, or change the point values of test questions on this page. If necessary, test attempts will be regraded after you submit your changes.

Description: Review of Adjunct Faculty Handbook and this week's activities

Instructions

Total Questions	10
Total Points	10
Number of Attempts	3

Select: All None | Select by Type: - Question Type -

Delete and Regrade Points Update and Regrade Hide Question Details

1. Multiple Choice: What is the significance of the stude...
Question: What is the significance of the student's first assignment in each course?
Answer:
A. It activates a student in the course
B. The student's financial aid can be officially received
C. Notification of completion of the first assignment is sent to the Office of Continuing & Distance Education.
D. All of the above

Update Points: 1 Extra Credit Full Credit Cancel Submit and Regrade

Enter the new number of points and select "Submit and Regrade"