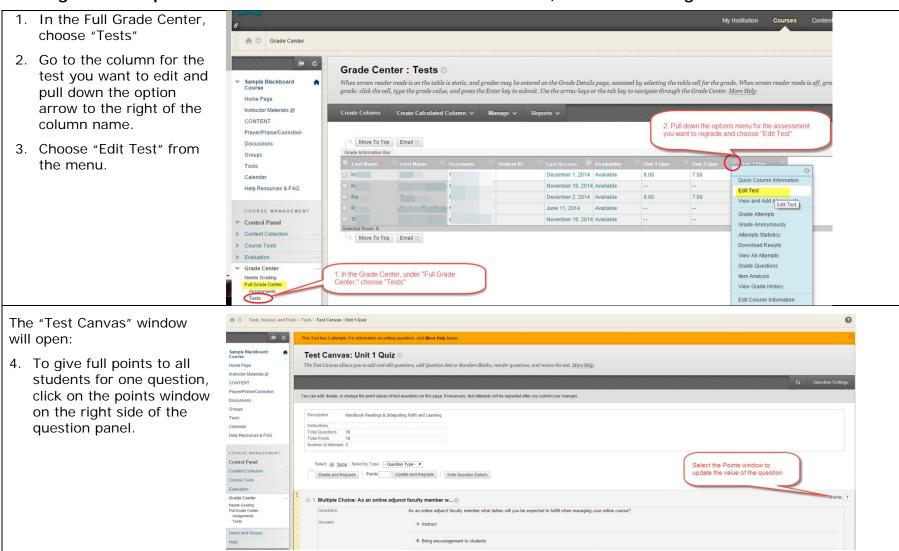**Re-grading Assessment Submissions**

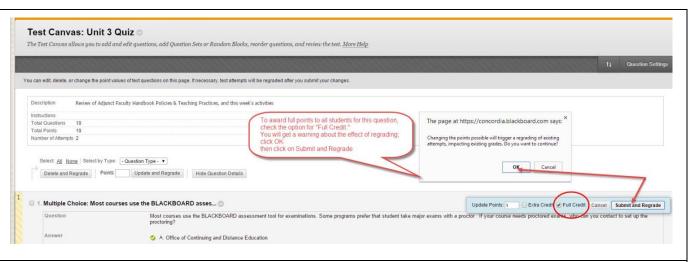**To re-grade test questions after students have made submissions, do the following:**

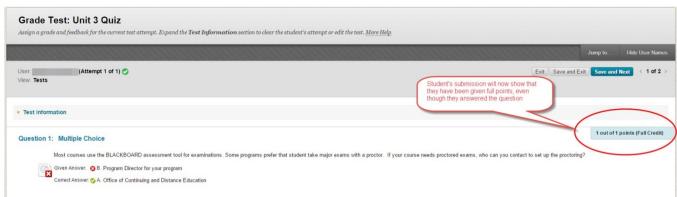|	
1. In the Full Grade Center, choose "Tests" 2. Go to the column for the test you want to edit and pull down the option arrow to the right of the column name. 3. Choose "Edit Test" from the menu.	 **Grade Center : Tests** *When screen reader mode is on the table is static, and grades may be entered 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* Create Column · Create Calculated Column · Manage · Reports 2. Pull down the options menu for the assessment you want to regrade and choose "Edit Test" Quick Column Information Edit Test View and Add Attachments Grade Attempts Grade Anonymously Attempts Statistics Download Results View All Attempts Grade Questions Item Analysis View Grade History Edit Column Information 1. In the Grade Center, under "Full Grade Center," choose "Tests"
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.	Tests, Surveys, and Pools › Tests › Test Canvas: Unit 1 Quiz This Test has 3 attempts. For information on editing questions, click More Help below. **Test Canvas: Unit 1 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* Question Settings 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 - Delete and Regrade	Points [ ] Update and Regrade	Hide Question Details Select the Points window to update the value of the question. 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

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.

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.