

University of St. Thomas – Blackboard 9 Training

Viewing/ Grading Tests

Some types of question, such as True/False and Multiple Choice, are graded automatically, while others, such as Essay questions, must be graded manually.

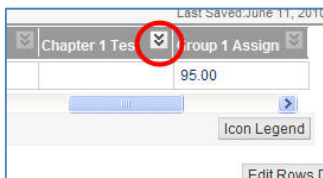
Viewing/Grading Test Attempts

To view test results:

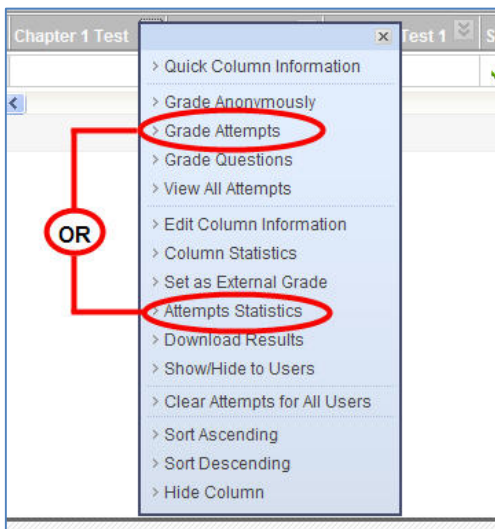
1. Go to the **Control Panel** | Click **Grade Center** | **Full Grade Center**.



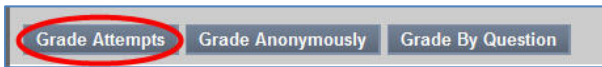
2. Click the **contextual menu** for the column.



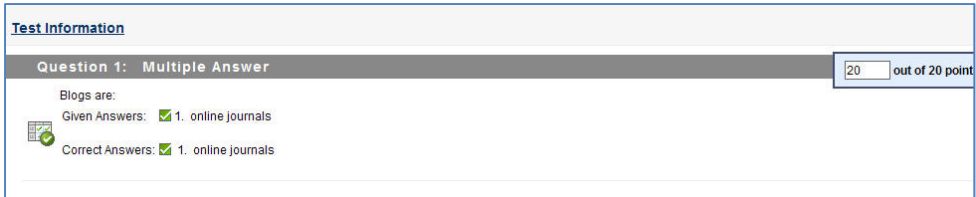
3. Choose **View All Attempts** or **Grade Attempts** depending on if you want to view the attempt or grade the attempt.



4. Click the **Grade Attempts** action menu bar.



5. The test is displayed showing answers for each question.



6. When you are finished Grading/Viewing the test, click **Save and Exit**.

