

# How do I grade Tests & Quizzes?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

If you would like to send your assessment scores to the Gradebook so that they can be included in the course grade calculation or allow students to see an answer key or other feedback in Tests & Quizzes, see [What are the Grading and Feedback options for an assessment?](#)

On the Total Scores screen for an assessment, you can see the total score each student received based on the points from auto-graded questions (such as multiple choice and true false). You may adjust the students' scores and for students who submitted the assessment, you can add comments.

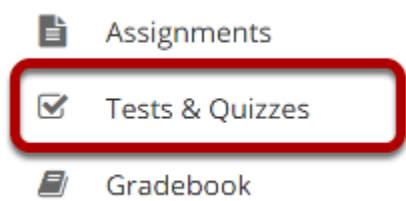
For more information on manually grading individual student submissions or questions, see the following articles:

- [How do I give same score \(e.g., 0\) to all students with no submission to an assessment?](#)
- [How do I grade assessment submissions by student?](#)
- [How do I grade assessment submissions by question?](#)
- [How do I download assessment submissions for grading offline?](#)

## **Note:**

- *Tests & Quizzes will NOT automatically grade students with no submission. If a student who did not submit an assessment should receive a grade of 0, you'll need to enter a 0 for their grade.*
- *Comments cannot be added within the Tests & Quizzes tool for students with no submission and they do not have access to feedback for assessments they did not submit. If you'd like to print an answer key to an assessment to provide to students who did not submit, see [How do I print an assessment \(i.e., test or quiz\)?](#)*
- *Once a grade has been saved for a student in Tests & Quizzes, you cannot delete the grade to remove it from the student's course grade. If you inadvertently assign a score to a student who should not have received one for an assessment, and the assessment score is being sent to the Gradebook, you may need to [override the course grade](#) in the Gradebook.*

# Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

## Select the Published-All View

### Assessment List

View **All**

Display All per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
<b>Draft - New Quiz</b>	Draft			Entire Site	Apr 17, 2020 7:10 PM	<b>Apr 21, 2020 12:00 AM</b>	Demo Instructor	Apr 18, 2020 6:19 PM	<input type="checkbox"/>
<b>Draft - New Quiz</b>	Draft			Entire Site	Apr 17, 2020 7:10 PM	<b>Apr 21, 2020 12:00 AM</b>	Demo Instructor	Apr 17, 2020 7:18 PM	<input type="checkbox"/>

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

## Go to the assessment submissions.

### Assessment List

View Published - All ▼

Display 20 ▼ assessments per page

Search:

<a href="#">Title</a>		<a href="#">Status</a>	<a href="#">In Progress</a>	<a href="#">Submitted</a>	<a href="#">For</a>	<a href="#">Open</a>	<a href="#">Due</a>	<a href="#">Last Modified</a>	<a href="#">Modified Date</a> ▼	<a href="#">Remove?</a>
New Quiz	<div>Actions ▼ Scores Preview Print Settings</div>	Published - Active	0	4	Entire Site	Apr 17, 2020 7:10 PM	Apr 21, 2020 12:00 AM	Demo Instructor	Apr 17, 2020 7:18 PM	<input type="checkbox"/>
Quiz 1		Published - Active	0	0	Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 17, 2020 6:34 PM	<input type="checkbox"/>

Select the **Scores** option from the drop-down menu for the assessment you would like to grade. Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

## Display multiple submissions for students. (Optional)

### Total Scores: New Quiz

Submission Status **Total Scores** Questions Statistics Item Analysis Export

**Apply This Score**  to all participants with "No Submission".

**View** Highest Submission ▼ for Entire Site ▼

**Search** All Submissions Highest Submission Find Clear

By default, the submission that displays for each student will be based on your [assessment's Recorded Score setting](#). For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted an [allowed retake](#), you can choose to view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

## Enter score adjustment and overall comments.

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
<a href="#">X</a>	<a href="#">Johnson, Steven</a>	student02	Student	02/03/2020 03:26:26 PM	5	<input type="text" value="5.0"/>	5	5 bonus point credit for early submission. <a href="#">Add Attachments</a>
	Marin, Eric	student03	Student	No Submission	-	<input type="text" value="-"/>	-	Requires student submission
<a href="#">X</a>	<a href="#">Smith, Jeremy</a>	student04	Student	02/03/2020 03:27:01 PM	4	<input type="text" value="5.0"/>	4	5 bonus point credit for early submission. <a href="#">Add Attachments</a>
<a href="#">X</a>	<a href="#">Thompson, Mary</a>	student01	Student	02/03/2020 03:25:49 PM	6	<input type="text" value="5.0"/>	6	5 bonus point credit for early submission. <a href="#">Add Attachments</a>

**3** \* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

**UPDATE**

Cancel

To make a grade adjustment to the overall assessment score:

1. Enter a positive or negative score into the **Adjustment** column to add or subtract points from the student's overall score.
2. You may also enter comments in the **Comments for Student** column if you like. Students will see these comments when they view the assessment feedback. Optionally, you may also attach a file containing additional feedback. Click **Add Attachments** to attach a file.
3. Scroll down to the bottom of the list and click the **Update** button to save your changes.

*Note: The Final Score column will display the adjusted score after you save your changes.*