

Getting Started With . . . Automatic Regrading



Release 9.1 Service Pack 8

On the **Test Canvas**, you can add, edit, and delete questions in a test. You can also add question sets or random blocks, reorder questions, and edit a test's information **before** students submit attempts.

After students submit attempts, your ability to modify a test is limited. Once a test has attempts associated with it, you cannot add a question, modify the number of questions in a question set, or change a random block definition or options. However, you can edit, delete, reorder, and change the point values of existing questions. Deleting questions or changing the point values affect all previously submitted test attempts. All affected submissions are regraded.

The screenshot shows the Blackboard Test Canvas interface. At the top, a yellow banner contains the text: "This Test has 8 attempts. For information on editing questions, click More Help below. This Test has at least one attempt in progress. Deleting questions has been disabled. The attempts currently in progress are by: Sarah Spooner". Below this is the "Test Canvas: Unit 2 Quiz" header. A "Question Settings" button is visible. A table lists test statistics: Description, Instructions, Total Questions (3), Total Points (30), and Number of Attempts (8). Below the table, there are filters for "Select: All None" and "Select by Type: - Question Type -". A "Points" field is set to 15, with an "Update and Regrade" button. A "Hide Question Details" button is also present. A question titled "1. Multiple Choice: To say a scientific hypothesis is rel..." is selected, with a "Points: 10" field next to it. A blue arrow points to this field. Below the question, the answer options are listed: a. you can develop a useful technology from it., b. the hypothesis relates to observed phenomena. (marked with a green check), and c. the hypothesis is only valid for one culture. At the bottom, a modal window is open for "1. Multiple Choice" with an "Update Points" field set to 15, "Extra Credit" and "Full Credit" checkboxes, and "Cancel" and "Submit and Regrade" buttons.

- 1 On the **Test Canvas**, you can read information that may affect regrading, such as if deleting questions has been disabled.
- 2 You can select the check boxes for multiple questions and assign a new point total for all at one time.
- 3 You can change the point total for one question at a time by clicking the current point value to open the **Update Points** field.
- 4 Type a new point value for the individual question and click **Submit and Regrade**.
- 5 Click a question's Action Link to access the contextual menu and select **Delete** to remove a question, if available.

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Task	What You Need to Know	Steps to Accomplish
Access Tests	You can access and edit a test from the Grade Center, the Tests tool, or a course area where the test is deployed.	<p>Access tests from the Grade Center:</p> <ol style="list-style-type: none">1. On the Control Panel, expand the Grade Center section.2. Select Full Grade Center or the Tests Smart View, if available, to access your tests.3. Locate the column for the test and click the Action Link in the column heading to access the contextual menu.4. Select Edit Test. The Test Canvas appears. <p>Access tests from the Tests tool accessed in the Course Tools section of the Control Panel:</p> <ol style="list-style-type: none">1. On the Control Panel, expand the Course Tools section.2. Select Tests, Surveys, and Pools.3. On the Tests, Surveys, and Pools page, select Tests.4. On the Tests page, click the Action Link to the right of a test's title to access the contextual menu.5. Select Edit. The Test Canvas appears. <p>Access a deployed test from a course area, such as a Content Area or a Learning Module:</p> <ol style="list-style-type: none">1. In a Content Area, click the Action Link to the right of a test's title to access the contextual menu.2. Select Edit the Test. The Test Canvas appears.
Delete Questions	<p>You can delete questions from the Test Canvas before or after a test is deployed. You can also delete a question if there are test submissions, which removes it from the test, along with any possible points earned. Test attempts are regraded as if the question was not included in the test.</p> <p>NOTE: If any students are in the process of taking a test, you will not be able to delete questions until they have submitted their work and the test is no longer in progress.</p>	<ol style="list-style-type: none">1. In the Grade Center, click a test's Action Link in the column header to access the contextual menu.2. Select Edit Test.3. On the Test Canvas, select one or more questions to delete.4. Click Delete and Regrade.

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Task	What You Need to Know	Steps to Accomplish
Change Point Value of a Question	You can change the point value for one question at a time or for several at once. New grades are recalculated for all previously submitted tests and any attempts in progress.	<ol style="list-style-type: none">1. On the Test Canvas, select the check box for each question requiring a change.2. On the Action Bar, type a number in the Points text box.3. Click Update or Update and Regrade to make your changes. The new point value is applied to all selected questions. <p>-OR-</p> <ol style="list-style-type: none">1. On the Test Canvas, click a question's current point value.2. In the Update Points pop-up, edit the points, set the question as Extra Credit, or give Full Credit.3. Click Submit or Submit and Regrade to make your changes. <p>NOTE: To remove a question's Extra Credit or Full Credit designation, clear the appropriate check box.</p>
Edit Questions When Submissions Exist	You can edit questions from the Test Canvas at any time. After students have submitted test attempts, you can edit the wording of a question or answer, or reorder questions without affecting existing grades. Changing the correct answer choice of a question causes all existing test attempts to be regraded.	<ol style="list-style-type: none">1. In the Grade Center, click a test's Action Link in the column header to access the contextual menu.2. Select Edit Test.3. On the Test Canvas, click the Action Link of the question you want to edit.4. Select Edit.5. Make your edits and click Submit and Update Attempts to save your changes. <p>NOTE: You can also edit questions if you are grading by question. Expand the Question Information section and click Edit Question.</p>

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Glossary

Deploy a Test	After you create a test, you add a link to it in your course for students to access it. You can deploy—or add—a test in a Content Area, Learning Module, Lesson Plan, or folder. Students click the link in the course area to begin the test.
Full Credit	You can choose to give all students full credit for a question for any reason, such as if you determine a question was poorly worded or confusing. Subsequent submissions are also given full credit. After giving full credit, you can Remove Full Credit to revert to the automatic grade or to a previously assigned manual grade.
Extra Credit	<p>When extra credit is enabled and applied to an individual question, a correct answer results in adding the points listed in the question's Points text box to the points earned for a test. An incorrect answer does not result in a point deduction. Questions designated as extra credit are removed from the total points calculation for the purpose of grading.</p> <p>If a student answers all questions correctly on a test with an extra credit question, he or she is awarded a score greater than 100% on the test. Extra credit is enabled after questions are created.</p> <p>NOTE: The extra credit option does not appear for pools or surveys.</p>