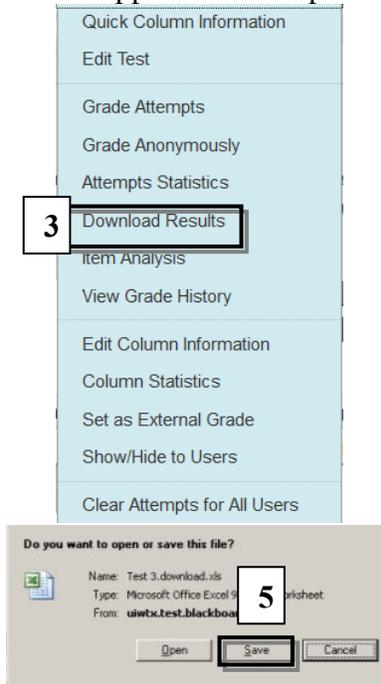
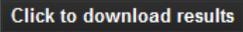
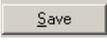


Grade Tests / Surveys

The results of a test or survey may be downloaded in a spreadsheet format. Questions and answers appear in corresponding cells.

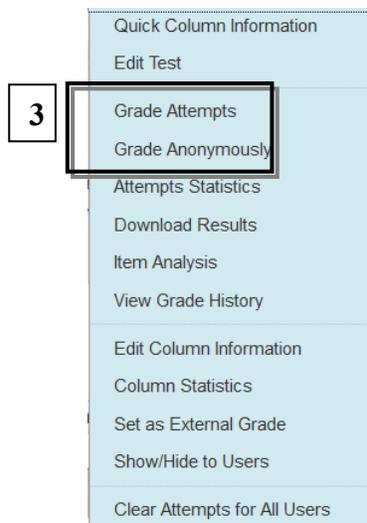


1. Move the cursor over the desired **test or survey grade column**.
2. Click the **Action Button**  to activate the contextual menu.
3. Click **Download results**
4. A new page opens, click **Click to download results**.


5. Click **Save**  on the Dialogue Box.
6. The Excel spreadsheet will open. Answers appear in cell next to the question.

Review and Grade Answers to Essay Questions

When tests are created with essay questions, each student essay must be reviewed separately. Once the essay is graded, the score for the essay will be automatically added to the total score for the test. Essay questions may be graded anonymously.



1. Move the cursor over the desired **test or survey grade column**.
2. Click the **Action Button**  to activate the contextual menu.
3. Click **Grade Anonymously** or **Grade Attempts**.

Attempts: 1 of 9 View: Full Grade Center User: Amy Train (Attempt 1 of 1) Column: Final Exam Status: All Statuses

Cancel Save and Exit View Previous Save and Next

Test Information

Question 1: Multiple Choice 20 out of 20

Pellentesque a diam aliquam nisi vestibulum pellentesque. Aliquam erat volutpat.

Given Answer: Cras eget leo.
Correct Answer: Cras eget leo.

Question 2: True/False 20 out of 20

Sed eu odio vel metus egestas placerat.

Given Answer: False
Correct Answer: False

4 Question 3: Essay 5 60 out of 60

Aliquam erat volutpat. Maecenas ut nisi ac erat condimentum ultrices. Cras eget leo. Pellentesque a diam aliquam nisi vestibulum pellentesque. Donec diam diam sit amet nisi

Given Answer: Curabitur scelerisque. Etiam vel nibh. Curabitur vehicula erat nec libero. Maecenas rutrum nonummy turpis. Aliquam nunc. Nam dictum pede eget eros. Suspendisse magna nulla, posuere vitae, congue eu, quis, enim. In variis mauris in dui. Donec malesuada est sit amet felis. Phasellus non ante non lectus mollis porttitor. Nunc lectus tellus, tincidunt at, porta malesuada, nonummy sed, odio. Sed eu odio vel egestas placerat. In dui augue, ornare at, aliquam in, ultricies ac, lectus. Pellentesque a diam aliquam nisi vestibulum pellentesque. Aliquam erat volutpat. Maecenas ut nisi ac erat condimentum ultrices. Cras leo. Donec bibendum diam sit amet risus. Nulla auctor, arcu ut bibendum lobortis, diam mi consectetur arcu, non porttitor ipsum velit accumsan enim. In accumsan. Sed ornare scelerisque lectus. Suspendi malesuada felis a augue. Phasellus non ante non lectus mollis porttitor. Nunc lectus tellus, tincidunt at, porta malesuada, nonummy sed, odio. Sed eu odio vel metus egestas placerat. In dui augue, ornare at, in, ultricies ac, lectus. Pellentesque a diam aliquam nisi vestibulum pellentesque.

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Nunc lectus tellus, tincidunt at, porta malesuada, nonummy sed, odio. Sed eu odio vel metus egestas placerat. In dui augue, ornare at, aliquam in, ultricies ac, lectus. Sed ornare scelerisque lectus. Suspendisse malesuada felis a augue. Phasellus non ante non lectus mollis porttitor. Nunc lectus tellus, tincidunt at, porta malesuada, nonummy sed, odio. Sed eu odio vel met egestas placerat. In dui augue, ornare at, aliquam in, ultricies ac, lectus. Pellentesque a diam aliquam nisi vestibulum pellentesque.

Normal 3 Anal

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4. The **Grade Test page** opens. Locate the **essay question**, and review the answer.
5. Type the point value for the answer in the “**out of ____ Points**” window.

out of 60 points
6. Add comments to the **comments section**, if necessary
7. Click **Save and Next** to go to the next attempt.
8. Click **Save and Exit** when finished with all attempts. The Grade Center re-opens and the score for the essay question is added to the score for the test.