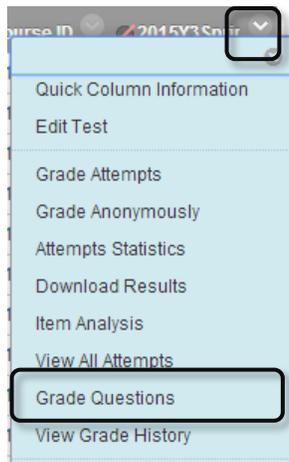


Manually Adjust Assessment Grade Values



1. Open the Control Panel
2. Select Grade Center and Full Grade center
3. Locate your test and click the **Action Button** at the top of the column header
4. Select **Grade Questions** from the Drop Down list

Displaying 1 to 25 of 139 items

5. A new page opens. Scroll to the bottom and click **Show All**

Question Type	Default Points	Responses
Multiple Choice	1	50

6. Locate the question
7. Under the **Responses** column, click the **number link**

✓ Yanet Echart (Attempt 1 of 1)
Submitted Date: Apr 25, 2014 10:43:06 AM
Given Answer: 50%


8. The test opens, check the answer, and if the answer is **graded as incorrect**, click **Edit**

✓ Yanet Echart (Attempt 1 of 1)
Submitted Date: Apr 25, 2014 10:43:06 AM
Given Answer: 50%

Score: out of 1 points

9. Change the **point value**
10. Click **Submit**
11. Repeat the process for *each student*