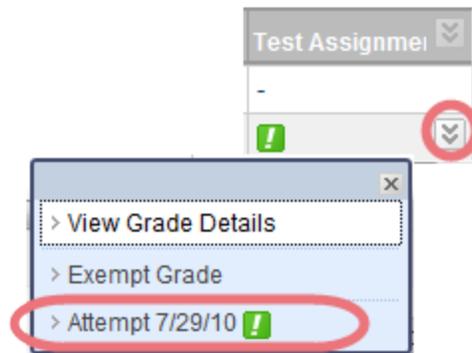
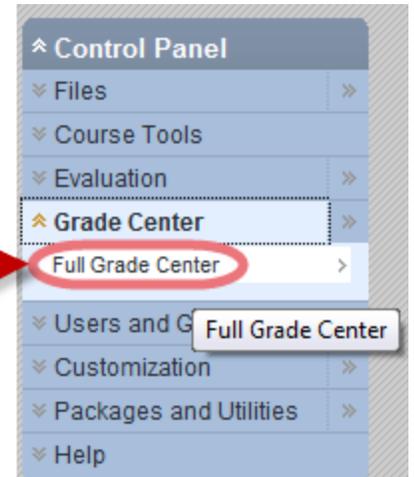


Retrieve Submitted Tests and Quizzes

1. To grade a test or quiz that your students have taken, first make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then in the Control Panel, select Grade Center under Evaluation.
2. Once in the Grade Center, browse to find the Column that is associated with the test or quiz that you want to grade (they will have the same name)
3. If the student has completed the test, you will see  (Action Link) listed in the assignment column in their row.



Click the Action Link icon in the User's cell and select Attempt (DATE).

4. You will see the test information that you have set up, the Submission History, and the User's answers to the fill in the blank and essay type questions.
5. You can then manual grade the items that require it and you can also view the answers that the user inputted.
6. Select Submit to finish.