How to Correct a Test Question and Automatically Re-grade a Test

Instructors can now fix problematic questions by simply editing the invalid question directly and having all necessary updates flow automatically to the Grade Center. With automated re-grading, instructors can drop, give full credit, change point value or change which answer is marked correct and the system will re-grade submitted assessments seamlessly and provide notification about what has changed.

Please note! - Automatic re-grading will only work with tests that initially had answers and point values indicated. Tests containing answerless objective questions or questions without point values indicated must be graded manually. Before you make a test available to students, always review your test’s content for errors of this nature.

1. First, make sure you have your course’s “Edit Mode” turned on. This is necessary to edit your course’s content.

2. Next, go to the area of your course where you have the test posted. Roll your mouse over the name of the test and a gray context arrow will appear. Click the arrow and select “Edit the Test” from the context menu.

3. You will be taken to the “Test Canvas” for this test.

   If students have taken this test, you will see an orange notification bar at the top of the page indicating this.

   In the “Test Canvas” you can change a question’s indicated answer, drop a question, or edit the points possible for the question by following these instructions accordingly...
If you need to change a question’s indicated answer....

A. Roll your mouse over the text of the question and click the gray context arrow that appears. Select “Edit” from the context menu.

B. You will be taken to the “Edit/Create Question” page. Make your changes to the question to indicate the correct answer. When you are done, click the “Submit and Update Attempts” button. A confirmation pop-up alert will appear. Click “Ok” to re-grade student attempts according to the changes you made to the test.

C. A green confirmation status bar will appear at the top of the Test Canvas page, indicating that you successfully edited your question and the re-grading process’s progress.
If you need to drop a question...

* Please note – This option is disabled when there is one or more attempts marked with “In Progress” status. See page 6 for help.

A. Roll your mouse over the text of the question and click the gray context arrow that appears. Select “Remove and Regrade” from the context menu.

B. A confirmation pop-up alert will appear. Click “Ok” to remove the question and re-grade attempt grades accordingly.

C. A green confirmation status bar will appear at the top of the Test Canvas page, indicating that you successfully edited deleted the question. Student grades will be adjusted accordingly in the Full Grade Center.

If you need to change an individual question’s point value...

A. Click the “points” text-field associated with the question to select it.
B. The points text-field will turn into a form. You may change the point value of the question by typing in a new value into the text-field.

Alternatively, if you would like to give students full credit for the question, regardless of the answer they chose, you may check the “Full Credit” checkbox. If you have enabled “Extra Credit” in your test’s Question Settings, you may also see a checkbox to make the question worth extra credit points.

C. Once you are done making changes to the question’s points, click the pop-up form’s “Submit and Regrade” button.

D. A green status message will appear underneath the question’s text and indicate that the question’s point value was successfully updated. If you chose to give student’s full credit or extra credit for this question, this information will appear in parentheses next to the points text-field.

If you need to change the point value of ALL questions on the test...

A. In the Test Canvas, locate the question selection tools. They will appear above the list of questions.
B. Next the word “Select” click the “All” link. This will select all the questions on the test, as indicated by the checked checkboxes.

C. Next, in the “Points” text-field, type the point value you want to assign to all of your questions. Then, click the “Update and Regrade” button.

D. A confirmation alert will appear. Click “Ok” to continue.

E. A green confirmation status bar will appear at the top of the Test Canvas page, indicating that you successfully updated the selected questions’ point values. Student grades will be adjusted accordingly in the Full Grade Center.

Once Changes Have Been Made

Student grades in the Grade Center will be adjusted according to the changes you made in your test. The instructor may view Grade modification information which is logged into each re-graded student’s Grade History. You can review a student’s “Grade History” when reviewing an attempt’s Grade Details.
What if the Auto-Regrade Option to Delete Questions is Missing From Your Test?

Question deletion is disabled when there is at least one test attempt marked with “In Progress” status. Review the orange status-bar message that appears at the top of your test canvas. It will tell you if there are any test attempts with “In Progress” status and name which student’s tests are in this status.

A test that is marked with “In Progress” status could mean that a student is actively taking the test right now, it could mean the student completed the test but did not submit it for grading, or it could mean the student began the test but experienced a technical problem. It is best to review the student’s test attempt to determine the right course of action to take (i.e. submit test or clear the attempt and allow student to retake test).

If needed, you can submit the student’s test on their behalf to clear out the “In Progress” status. Once any tests marked with “In Progress” status are graded, you will be able to delete questions from the test and use auto-regrade.

To Review and Grade a Test Marked with In Progress Status

1. In your course’s Full Grade Center, find the column associated with your test and look for any instances of the “In Progress” symbol.

2. Roll your mouse over the student’s grade cell for this test and click the gray context arrow button that appears. In the context menu that appears, select the “Attempt” option with the time-stamp.
3. This will open the students test attempt for you to review. To submit the student’s test for grading, click the “Test Information” link.

4. In the list of options that appears, click the “Submit Attempt” button.

5. A pop-up alert will appear, asking you if you want to submit the test for grading. Click “Ok” to proceed.
6. A green confirmation status bar will appear at the top of the page, indicating the test was submitted. The “In Progress” status marker in the student’s grade cell will be replaced by a grade.

7. You should now be able to delete questions and use the auto-regrade option when editing a test students have attempted.