# Quick Guide: Grading, Feedback and Releasing Results in Blackboard Tests

This Quick Guide gives the eLearning team’s recommendations on grading, feedback and releasing results for online tests in Blackboard. It is the third in a series of four quick guides covering the process of creating online tests.

⇒ For further support and advice visit [www.tcd.ie/CAPSL/resources](http://www.tcd.ie/CAPSL/resources) or email the eLearning team at bblearn@tcd.ie

## 1. How Students Take an Online Test

To take an online test students click on a link to the test from a content area in the module. All test instructions are displayed first. When the student has read these and is happy to start they should click the **Begin** button. If the test has a time limit the clock will start to count down immediately.

When the student has completed the test, the student should click the **Save and Submit** button.

## 2. Grading a Test

Most tests are corrected automatically. However, if the test includes an essay question it will appear in **Needs Marking** where you can access it and grade the necessary questions.

After the due date has passed check **Grade Centre | Needs Marking**

Select the **User Attempt** to open the test and find the **Essay Question** that needs to be marked:

- Enter a mark in the **points box**
- Enter feedback in the **Response Feedback** section
- Click **Submit**

## 3. Feedback

Some options for **Feedback** will relate back to how you created your questions. For example, each **Correct** and/or **Wrong** answers can have built-in feedback.

After a test has been submitted you can add individual feedback for each student:

- Go to the **Full Grade Centre**
- Hover over the cell showing an individual student mark and click on the drop-down arrow
- Click on **Attempt** and scroll to the last section **Feedback and Notes for Attempt**
- Enter your feedback into the **Feedback to Learner** area and click **Submit**

## 4. Grade Centre Column Visibility

To ensure students do not see **Results** and **Feedback** until you are ready to release them you can manually hide the grade centre column if needed:

- Open the **Full Grade Centre**
- Locate the column for the test and click on the drop-down arrow to see the options menu
- Select **Edit Column Information**
- Scroll to **OPTIONS**
- Set ‘Include this Column in Grade Calculations’ and ‘Show this Column to Students’ to **No**
- When you are ready to release scores and feedback to the student go back in and set both setting to **Yes**

## 6. The Next Step – Managing Test Results