Automated Re-Grading

1. From the Control Panel, expand Course Tools and click on Tests, Surveys and Pools.
2. Click on Tests.
3. Hover over a Test, click on the chevron next to it, and click Edit.
4. Next, hover over the question you need to edit and click the chevron next to it.
5. Click Edit.

Note: To edit a question or an answer from a Random Block, click on Preview Questions that Match Selected Criteria.
6. After you have made your changes, click Submit and Update Attempts.
7. Click OK to verify that you wish to change student attempts.

8. To change point values, check the box next to the question or Random Block you wish to change and insert the new point value into the Points box.
9. Click Update and Regrade to apply the changes.
10. To delete questions, check the box and click Delete and Regrade. Individual questions from Random Blocks may be deleted by clicking on Preview Questions that Match Selected Criteria and checking the box for the desired question.

Note: Questions may not be deleted while an attempt is in progress.