

### Grading a Test

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**Please Note:** Most Test questions are graded automatically. However, if you have any questions that require students to type their response, you'll need to grade the Test first before students can see their grade.

1. Navigate to [blackboard.towson.edu](http://blackboard.towson.edu).
2. Log in with your Towson University **Net ID** and **Password**.
3. Enter the course with the **Test** you'd like to grade.
4. Click on the **Grade Center** on the left hand side.
5. Select **Needs Grading**.
6. Choose the **Test** you'd like to grade by selecting the **Student's Name**.
7. You'll now see the **Tests** grading page.
8. Locate the question you need to grade. An **orange exclamation point** will be below the response.
9. You'll see the **Given Answer** of the student, a **Correct Answer** if you provided one, and the textbox for **Response Feedback**.
10. (Optional) Give your **Response Feedback** to the student in the textbox.
11. Grade the question by typing a **point value** in the top right.
12. Finish grading the entire **Test**.
13. Click **Save and Exit** in the bottom right.