

Overview

Once one or more students have completed a test their results are available to be viewed by staff from the Grade Centre.

View Student Grades in the Grade Centre

For an instant view of the student scores and test progress access the Grade Centre.

1. Within the Unit/Community Control Panel, click on the Grade Centre link.
2. You can click on the **Needs Marking** link that appears where **Tests** ready to assess may be searched
3. Or alternatively; Click on **Grade Centre**.
4. Use the scroll bar to locate the column name corresponding to the test name. This column will show the student scores for the particular unit/community.
 - If the test has been instantly graded you will see a score.
 - If the test has questions that cannot be instantly graded i.e. Essay type questions then you will see an exclamation mark indicating that the test must be manually graded.
 - If the test used a timer and the student over ran you will also see an exclamation mark to prompt manual grading.

Viewing Individual Attempts

1. Go to the **Full Grade Centre**.
2. Use the rows and columns to locate the cell corresponding to the student attempt for the particular test.
3. Mouse over the cell and click on the arrow icon, click **View Grade Details**.
4. From the **Grade Details** page you can click to **View Attempts** and allows you to override the test score.
5. To view the results of each question click **Grade Attempt** from the **Attempts** section.
6. Each question score can be edited by typing a point value in the points box on the right. Negative marking is possible. Click **Submit** to save any changes.

View Test Attempt Statistics

The Test Attempt Statistics page will show the percentages answered for each question along with how many attempts have occurred.

1. Go to the **Grade Centre**.
2. Locate the column title corresponding to your test.
3. Click on the arrow icon that appears in the title cell and then click **Attempts Statistics**.

View Column Statistics

The Column Statistics page will show averages and grade distribution for the test responses.

1. Go to the **Grade Centre**.
2. Locate the column corresponding to your test.
3. Click on the arrow icon that appears in the title cell and then click **Column Statistics**.

Download Results

Test results can be downloaded for further analysis.

1. Go to the **Grade Centre**.
2. Locate the column corresponding to your test.
3. Click on the arrow icon that appears in the title cell and then click **Download Results**.

Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.
- Blackboard resources: https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools