

## Grading Essay and Short Answer Questions

At least one student must have completed the test before this option is available.

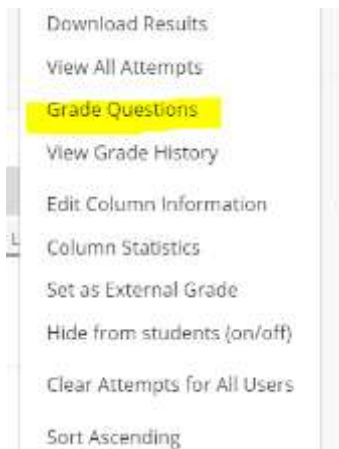
Blackboard will gather all of your students answers for an essay question in a long list of responses. This makes it easier for you to grade and comment.

To grade submitted Essay or Short answer questions

Click the drop-down arrow to the right of the test/quiz name at the top of the column



Click **Grade Questions**.



Click the **number** of participants in the **Responses** column to access *all of the student's responses* for that specific question. Note: you can easily find all the essays and sort answer questions listed under **Question Type**

Click Edit to grade



Enter the students score and provide any feedback that is appropriate. Note: you can copy and past from your word processor.