







How to Submit a test for a student

To submit a test for a student please follow these steps 


- ❖ Enter the Blackboard System → Course Management → Grade Center → Tests
- ❖ The list of student names appears as in step (1) → locate the cell that displays the "Needs Grading" icon → Click on the small arrow  next to the icon → choose Attempt number as in step (2)

Grade Information Bar Grade Type: Override Grade Points Possible: 10 Displayed As: Score Visible to Users: Yes Last Saved: April 15, 2020							
<input type="checkbox"/>	LAST NAME	FIRST NAME	AVAILABILITY	WEIGHTED TOTAL	MIDTERM 1	ABRAR TEST	TEST1
<input type="checkbox"/>	Al-Saraireh_Preview	Amjad	Available	--	--	--	--
<input type="checkbox"/>	BbTest	BbTest	Available	--	--	--	--
<input type="checkbox"/>	الحبشي	ولاء	Available	--	--	--	




View Grade Details

Exempt Grade

Attempt 4/15/20 

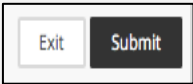


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3

❖ The student's attempt and all the answers will appear → click on (Submit) icon as in step (3)



❖ A message of (successfully edited) will appear as in step (4) and then the grade will appear in the grade center as in step (5)

4

Attempt by ولاء الحبشي was successfully edited

5

<input type="checkbox"/>	LAST NAME	FIRST NAME	AVAILABILITY	WEIGHTED TOTAL	MIDTERM 1	ABRAR TEST	TEST1
<input type="checkbox"/>	Al-Saraireh_Preview	Amjad	Available	--	--	--	--
<input type="checkbox"/>	BbTest	BbTest	Available	--	--	--	--
<input type="checkbox"/>	الحبشي	ولاء	Available	--	--	--	5.00