1. Enter a **Course**.

2. Select **Grade Center**.

3. Select **Full Grade Center** under Course Management.

4. Scroll over the test to be regarded, then select the **Drop Down Arrow**.

5. Select **Edit Test**.

6. Three options are available to update a test, including **Delete a Question(s) and Regrade**, **Change Points and Regrade All Questions**, and **Change Points and Regrade Individual Question(s)**.
Delete a Question(s) and Regrade

1. To delete a question select the **Box** to the left of the question.
2. Select **Delete and Regrade**.

Change Points and Regrade All Questions

1. Select **All**.
2. Enter **Points**.
3. Select **Update and Regrade**.
Change Points and Regrade Individual Question(s)

This option is NOT available for questions in a question set or a random block.

1. Select Points located to the right of the question.
2. Input Points.
3. Select Submit and Regrade.

Extra Credit

This option is NOT available for questions in a question set or a random block.

1. Select Points located to the right of the question.
2. Select the Box to the left of Extra Credit.
3. Select Submit and Regrade.
Full Credit

This option will give full credit for all users regardless of their answer choice.

1. Select Points located to the right of the question.
2. Select the Box to the left of Full Credit.
3. Select Submit and Regrade.