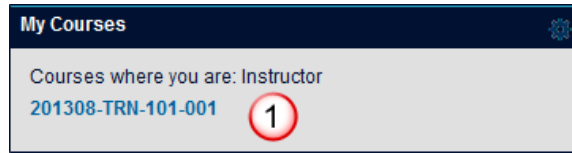


1. Enter a **Course**.

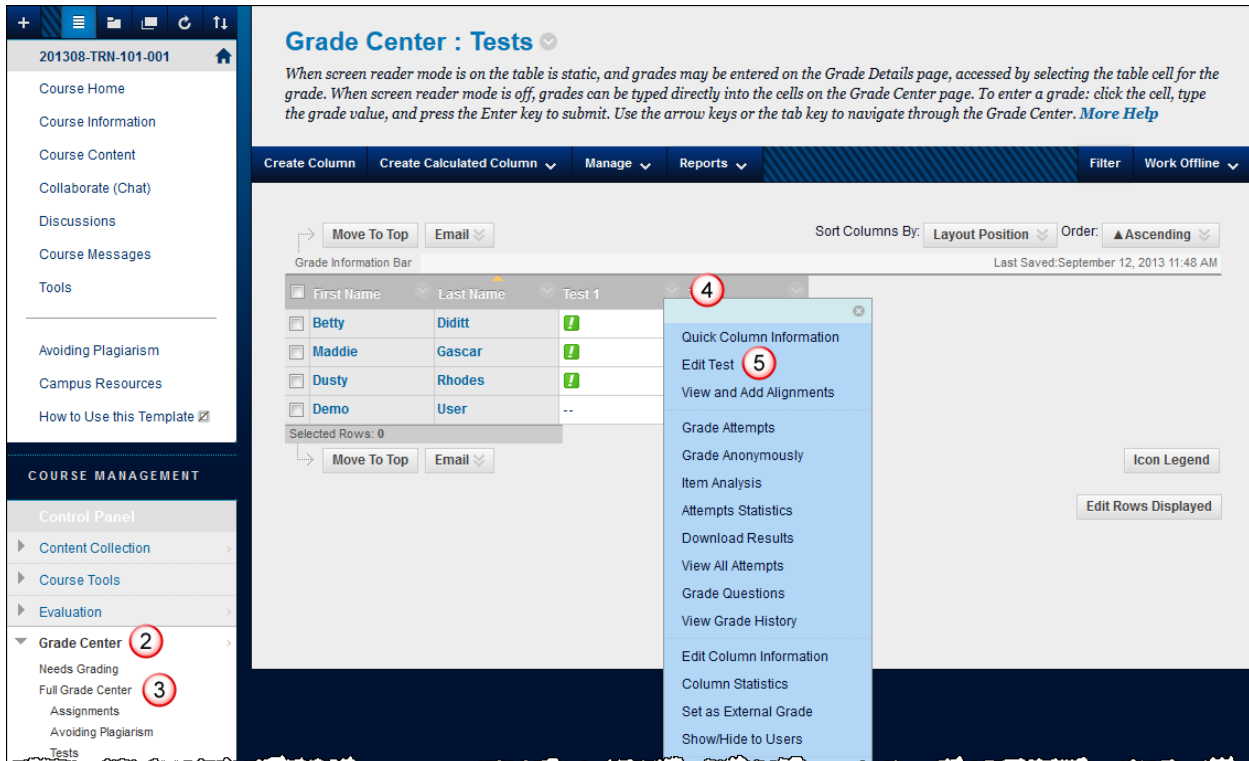


2. Select **Grade Center**.

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

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

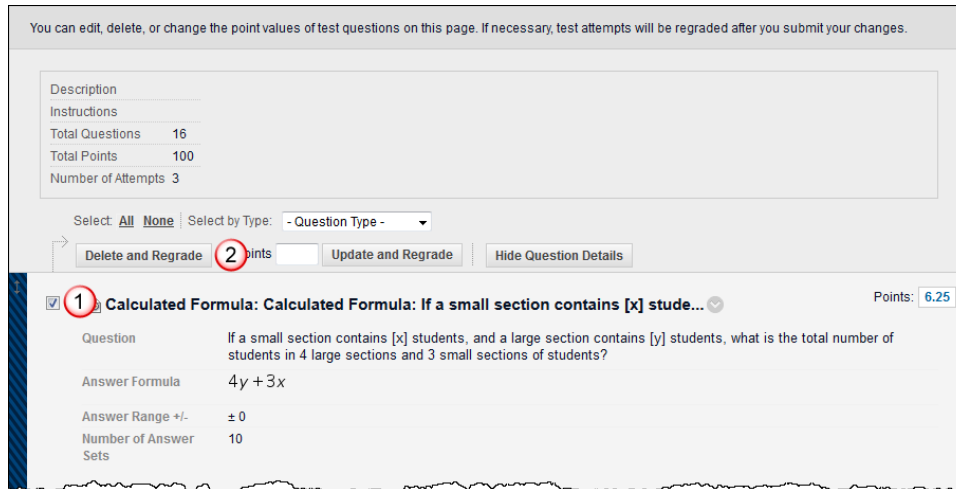
5. Select **Edit Test**.



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\(s\)](#).

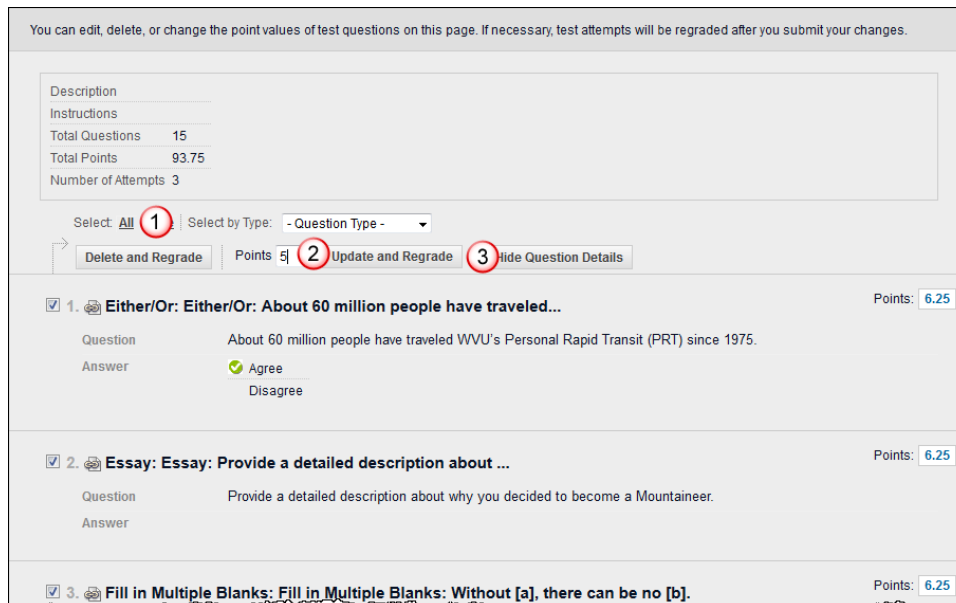
Delete a Question(s) and Regrade

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

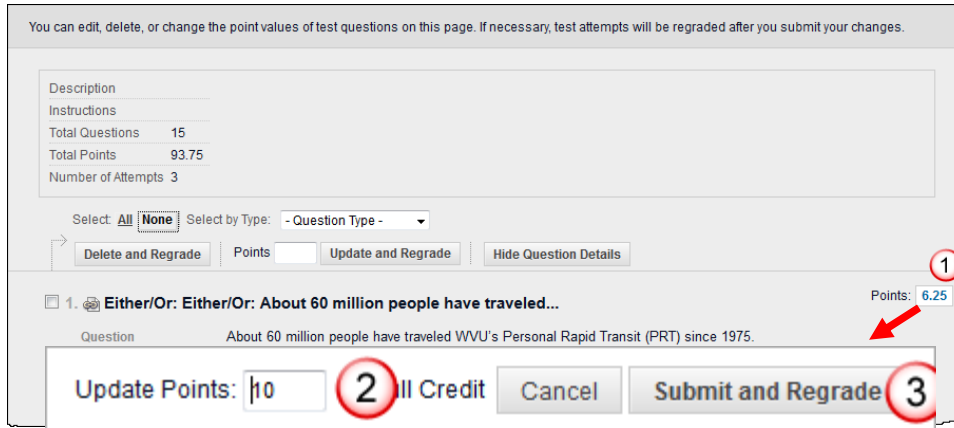
1. Select **All**.
2. Enter **Points**.
3. Select **Update and Regrade**.



Change Points and Regrade Individual Question(s)

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

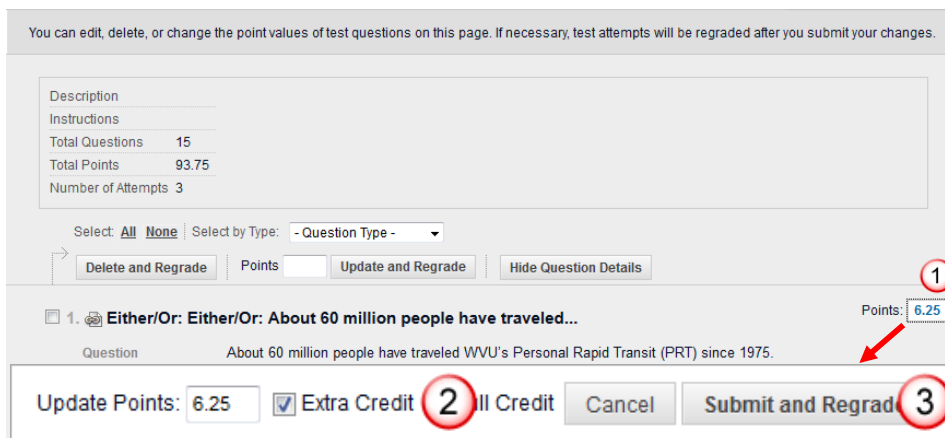
1. Select **Points** located to the right of the question.
2. Input **Points**.
3. Select **Submit and Regrade**.



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**.

