Step by Step: **Regrading – Changing the Point Values**

Instructors can change a test question’s point value after students have submitted tests. The test scores will then be automatically recalculated.

1. In the Control Panel, go to the **Grade Center**.

2. Find the column for the test. Click the column’s **action link** and select **Edit Test** from the drop-down list.

3. The **Test Canvas** page displays. There are two ways to change the points:
   
a) To change a group of questions with the same values:
   • Click the **checkbox** for each question you want to change.
   • In the **Points** field, enter the new value for the selected questions.
   • Click the **Update and Regrade** button.

Instructors can change a test question’s point value after students have submitted tests. The test scores will then be automatically recalculated.
3. Continued:

b) To change a single question’s points:
   • Click the **Points** field at the far right of the question.
   • In the pop-up window, click in the **Update Points** field and enter the new value.
   • Click the **Submit and Regrade** button.

A confirmation window will display. Click the **OK** button to continue.

4. Click the **OK** button at the bottom right to return to the Grade Center.

The test attempts will be rescored and reflected in the Grade Center.

5. Click the **View Grade History** link to see dates and times of the attempts and when a test was regraded.