Managing Test Scoring Options

A test has five options for scoring, by

1. Highest grade.
2. Lowest grade.
3. First graded attempt.
4. Last graded attempt (default option).
5. Average of graded attempts.

1. To change the scoring, select Tests under the Grade Center under Course Management in the left navigation menu.

2. In the Grade Center: Tests table, select the down arrow (Action Link) next to the test.

3. Select Edit Column Information from the drop down menu.
The Column Information for the test selected will open.

4. Scroll down to **Score attempts using** and select which grade option should be used as the final value.
   
i. **Last Graded Attempt** will use the most recent attempt that has been graded.
   
ii. **Highest Grade** uses the highest grade out of all graded attempts.
   
iii. **Lowest Grade** uses the lowest grade out of all graded attempts.
   
iv. **First Graded Attempt** keeps the grade applied to the first attempt that was graded, even if subsequent attempts were also graded.
   
v. **Average of Graded Attempts** calculates the average score of all graded attempts.

5. Click **Submit** to apply changes.