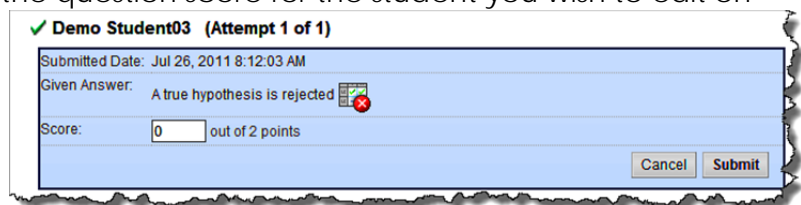## *Re-grading Assessment Questions*

1. Login to the Bb Learn system and go to your course.

2. Locate the **Course Management Control Panel** under the left hand menu and click on **Grade Center** to open the drop down menu. Click on **Full Grade Center.**

3. Click on the **action link** (double down arrows) for the column you wish to update and select the "**Grade Questions**" option.

4. Click on the number in the "**Responses**" column that corresponds to the question you wish to edit to view each student's response to the question.

5. Click on the **edit** button next to the question score for the student you wish to edit on the right side of the **Grade Responses** page.

6. You can then edit the score for each student by manually changing the score and clicking **submit**.

7. Once you are done you can return to the questions list by clicking the "**Back to Questions**" button at the bottom of the page.