# Manually Adjusting Test Point Values

1. Click Full Grade center
2. Locate your test and click the **Action Button** at the top of the column header
3. Select **Grade Questions** from the Drop Down list

4. A new page opens. Scroll to the bottom and click **Show All**

5. Locate the question
6. Under the **Responses** column, click the **number link**

7. The test opens, check the answer, and if the answer is **graded as incorrect**, Click **Edit**

8. Change the **point value**
9. Click **Submit**
10. Repeat the process for **each student**.