Grading Quizzes

To access the completed quizzes, select the title of the quiz from the course content page. On the quiz page, select **Attempts.**

Preview quiz

Time limit: 1 hour
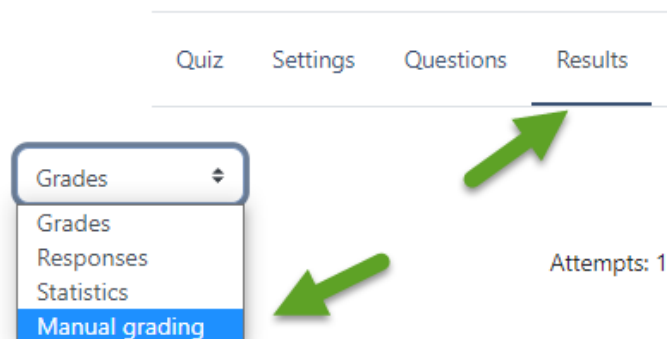
Grading method: Highest grade

Attempts: 1
Settings overrides exist (Users: 1)

If quizzes contain only multiple-choice and/or true-false questions, they will be automatically graded by Moodle. However, quizzes that contain short answer, essay, or multiple-choice questions require manual grading.
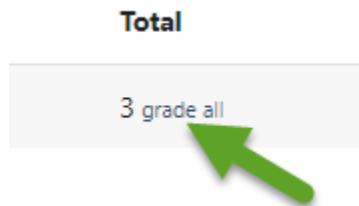
Questions 1-3 were graded automatically, but Question 4 requires manual grading.

Grade/10.00	Q. 1 /2.50	Q. 2 /2.50	Q. 3 /2.50	Q. 4 /2.50
Not yet graded	✔ 2.50	✔ 2.50	✘ 0.00	Requires grading
-	2.50 (1)	2.50 (1)	0.00 (1)	-

There are a couple of ways to grade questions that need manual grading, but the most efficient method for instructors is the grade-by-question method. In the **Course Menu**, select **Results** and then select **Manual grading**.
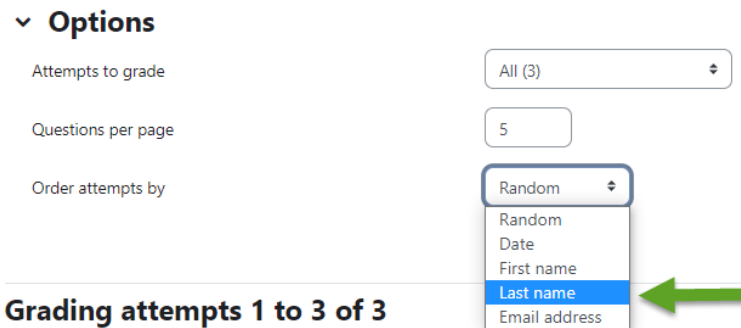
| Quiz | Settings | Questions | Results |

Grades ⬍
Grades
Responses
Statistics
Manual grading

Attempts: 1

Selecting **grade all** opens a new page that displays student responses.
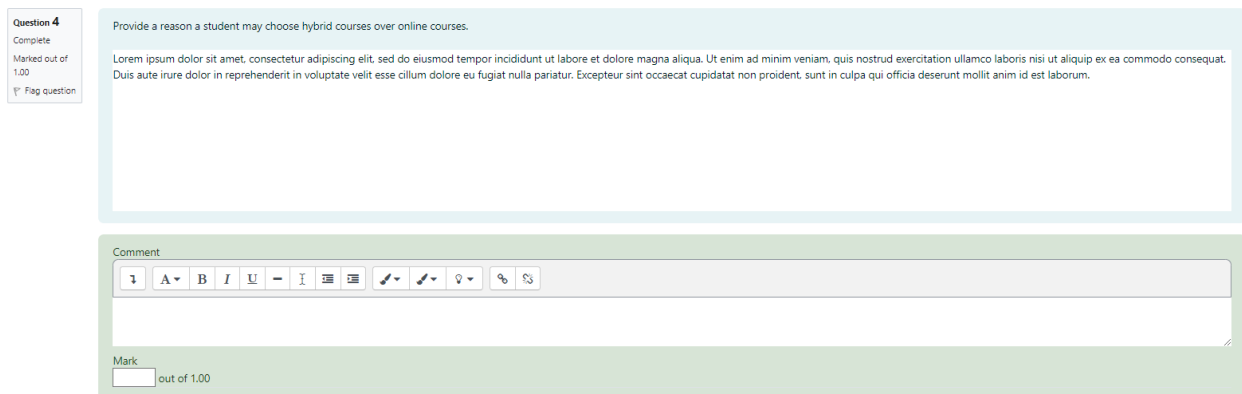
Total

3 grade all

To help with grading, some settings can expedite the process.

In the **Questions per page field**, enter your total number of responses. This will ensure that you see all responses on the same page, which makes for faster grading. In the **Order attempts** menu, select **By student last name**. If you order attempts randomly, you may load attempts that you have already graded.

⌄ **Options**

Attempts to grade   All (3)

Questions per page   5

Order attempts by   Random
                           Random
                           Date
                           First name
                           Last name
                           Email address

Grading attempts 1 to 3 of 3

Once these settings have been set, proceed down the page to the student responses.

Question 4	Provide a reason a student may choose hybrid courses over online courses.
Complete	
Marked out of 1.00	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
⚑ Flag question	

Comment

[formatting toolbar]

Mark
[   ] out of 1.00

The grading screen shows you the original question text with the student response below. After reading the student's response, you can leave feedback in the **Comment** field and the grade for the question in the Mark field.

When finished, be sure to use the **Save** and go to the **Next page** button at the bottom of the page.

Save and go to next page will return you to the same page if you set your **Questions per page** to equal your total number of responses. Use the **Back to the list of questions** link to select the next question to grade.