Grade a Quiz

On the Manage Quizzes page, click Grade from the dropdown menu of the quiz you want to grade. You can grade by Attempts (whole quiz) or by Questions (individual items). Select the grade option you want from the appropriate tab.

Grading by attempt

Modify display options

Click Display Options and select the appropriate check boxes to modify the following:

- ID: Displays the Org Defined ID beside each user's name.
- Quiz Score: Displays the grade beside each user's name.
- Percent: Displays the percent beside each user's name.
- Completed: Displays date and time of quiz completion.
- Allow Reset: Allows you to reset students' grades; if you select this check box, a delete icon appears beside each attempt.

Grade a quiz by attempt

The following displays at the beginning of a quiz result:

- User’s name
- User’s ID
- Test restrictions (date and time available)
- When the quiz was written
- Quizzes event log
- Time limit
- Time spent
- Grade statistics

1. Click on the attempt you want to grade. The student’s entire quiz displays, including question data, the student’s answers and the correct answers. If a student's answer is correct it appears with a check mark and if it is incorrect it displays with an X.
2. Provide overall quiz feedback in the Attempt Feedback field.
3. Enter individual question feedback in the Feedback field provided for each question.
4. If you want to override an existing grade, enter a new value in the Score field for the question. The Final Score field updates automatically.
5. Select the Graded (G) check box if you are ready to make the score part of the student’s overall quiz grade, and allow the user to view the grade.
6. Click Save and Close.
Grading by question

While grading a quiz, click the Questions tab to view quiz responses by question. Before you click on a question, there are two options available to view question responses: Grade Individual Responses and Update All Attempts.

Grade Individual Responses

Grade Individual Responses enables you to grade a quiz one question at a time. This means you can grade and leave feedback for all responses to each question before moving onto the next question. There are two additional options available in this view:

- Blind Marking: Student information does not appear alongside responses and responses display in a shuffled order. This aids in preventing unintentional bias during marking.
- View Graded Responses: Previously-graded responses appear as part of the response queue.

Update All Attempts

Update All Attempts enables you to make grading changes, and leave feedback for all responses to the selected question.

There are options to modify the grade for all responses to the current question. Use Grading Type to override grades for all students at once, instead of individually updating each quiz attempt. The following options are available for the Grading Type:

- **Give to all attempts**: Allows you to award points to all students who received the current question on their quiz by entering the desired point value in the text field.

- **Give to attempts with answer (#)**: Allows you to award points for a specific response. This is useful if a question was incorrectly set up when the quiz was created. For example, if students who complete the quiz receive a grade value of 0 when they really should receive a grade value of 1, you can use this option to award them the appropriate grade value.

Note: Any changes made to the grading of a quiz question record in the Modifications Log. The log documents the date, time, username, and action taken for each change to quiz grading.