

Testing—Manual Grading

Manually Grade

If you use essay questions in your quiz, you will need to manually grade the student’s response.

Login to Moodle and navigate to the course.

Locate and click on the quiz link.

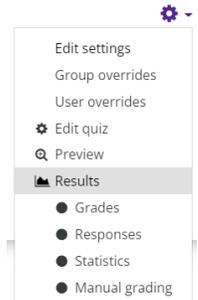
Topic 1

 Chapter 1 Quiz

Chapter 1 Quiz

Use the editing drop down menu and select Manual grading.

Moodle will load all of the questions in the quiz that need to be manually graded.



- Edit settings
- Group overrides
- User overrides
- ⚙ Edit quiz
- 🔍 Preview
- 📊 Results
 - Grades
 - Responses
 - Statistics
 - Manual grading

Click on the “grade” under the To Grade Column.

Chapter 1 Quiz

Questions that need grading

[Also show questions that have been graded automatically](#)

Q #	T	Question name	To grade	Already graded	Total
1		What do we do	1 grade	0	1 grade all



Grading attempts 1 to 1 of 1

Attempt number 1 for Darth Vader

Question **1**
Complete
Points out of 1.00
Flag question

What do we do here?

I have no idea.

Comment

Points

out of 1.00

Save and go to next page

Moodle will load all of the questions that need to be graded manually.
Instructors can leave feedback in the Comment textbox.
The grade for this question should be entered in the box provided.
Save and go to the next page.
Click on Results—Grades under the editing dropdown menu.
The grade will now appear in the Results area and the grade for the entire quiz will be posted in the Gradebook.

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Download table data as

	First name / Last name	Email address	State	Started on	Completed	Time taken	Grade/100.00	Q. 1 /33.33	Q. 2 /33.33	Q. 3 /33.33
<input type="checkbox"/>	Darth Vader Review attempt	none@nsula.edu	Finished	November 11 2021 1:19 PM	November 11 2021 1:19 PM	52 secs	50.00	<input checked="" type="checkbox"/> 16.67	<input checked="" type="checkbox"/> 0.00	<input checked="" type="checkbox"/> 33.33
Overall average							50.00 (1)	16.67 (1)	0.00 (1)	33.33 (1)

