

## Manually Grading Questions

### Manually Grade

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

Log in to Moodle and navigate to the course.

Under the test name, select Results.

Quizzes 

 Chapter 1 Quiz 

Moodle.Workshop.Class / Chapter 1 Quiz



QUIZ

### Chapter 1 Quiz

Quiz

Settings

Questions

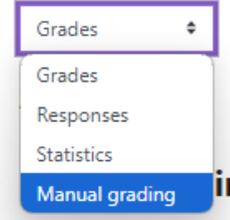
Results

Question bank

More 

Underneath the dropdown, switch from Grades to Manual grading.

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



Click on the "Grade" under the To Grade Column.

### Questions that need grading

Also show questions that have been graded automatically

Q #	T	Question name	To grade	Already graded	Total
1		Chapter 5 Essay Question	0	1 update grades	1 grade all
2		Meaning of Life	1 grade	0	1 grade all
3		Average Angle	0	1 update grades	1 grade all
5		Essay Question for Julie	1 grade	0	1 grade all



## Grading attempts 1 to 1 of 1

Attempt number 1 for Darth Vader (none@nsula.edu)

**Question 2**  
Complete  
Points out of 45.00  
Flag question  
v1 (latest)

Example Question

The answer is...The Darkside.

Comment

Points  out of 45.00

Save and show next

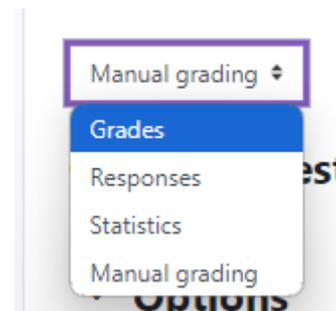
Moodle will load all of the responses to the question that need to be graded manually.

Instructors can leave feedback in the Comment textbox.

The grade for this question should be entered in the box provided.

Once complete, Save and go to the next page.

Once complete, change the dropdown from Manual grading to Grades.



	First name / Last name	Email address	State	Started on	Completed	Time taken	Grade/25.00	Q. 1 /11.03	Q. 2 /11.03	Q. 3 /2.45	Q. 4 /0.25
<input type="checkbox"/>	DV	none@nsula.edu	Finished	August 3 2021 7:30 AM	August 3 2021 7:31 AM	52 secs	Not yet graded	✓ 6.13	✓ 8.33	✓ 1.23	✗ 0.00