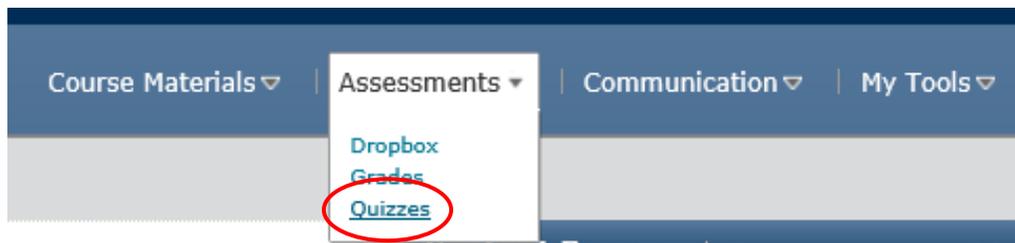




## How to: Grade a quiz

**\*\*Most Quizzes are automatically graded, however in the event there are fill-in-the-blank or essay questions, you will need to grade those questions.\*\***

**First**, click on the drop down menu next to Assessments. From the menu, select Quizzes.



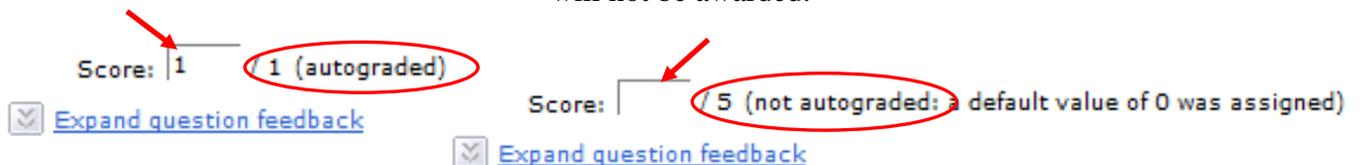
From the Quiz home page, click on the drop down menu next to the Quiz title you wish to grade, then select *Grade*.

Current Quizzes		Graded
<input type="checkbox"/> Pre-Test	 Grade	24/24
always	Reports	
<input type="checkbox"/> Week 2 Quiz	Statistics	22/22
always	Preview	
<input type="checkbox"/> Week 4 Quiz		0/7
always		

**Next**, select the attempt you wish to grade.

First Name ▲, Last Name	Completed	Score	%	G
<input type="checkbox"/> Demo Design				
<input type="checkbox"/> <a href="#">attempt 1</a>	Oct 8, 2012 9:04 AM	6 / 40	(15 %)	<input type="checkbox"/>
<a href="#">overall grade</a>				

**Note**, there are different kinds of questions. As the name suggests, *autograded* questions do not need to be graded, but the *not autograded* questions do. If they are left ungraded, points will not be awarded.



**Enter** in the score or points earned for each question in the score box—do this for *only* the quiz questions that do not have a score in the box (unless you are overriding a score). Once you have completed grading, **click** Save. If this is the only quiz to grade, click **Save and Close**. If you are grading the entire class, just click **Save**.



You can use the small arrows at the top of the page to maneuver to the next quiz to grade.

*Note: If you enter in feedback at the top of the grading screen, students will be able to view this feedback in their grade book. If you enter feedback in a single question feedback box, it **WILL NOT** appear in their grade book. They would need to look for it specifically!!*

## Grading Feedback

Recalculate

Auto-Grade

Final Score \*

35

/ 40