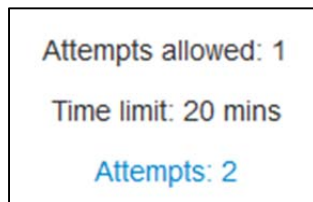


Grading quizzes

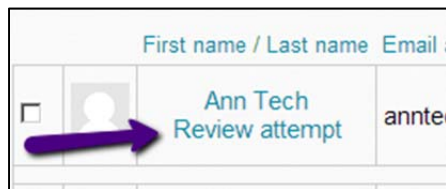
1. In your course in Moodle, click the name of the quiz
2. If students have taken the quiz, there will be a blue attempts button:



3. Click on Attempts to grade the quiz.

	First name / Last name	Email address	State	Started on	Completed	Time taken	Grade/40.00	Q. 1 /10.00	Q. 2 /10.00	Q. 3 /10.00	Q. 4 /10.00
<input type="checkbox"/>	Ann Tech Review attempt	anntech@goshen.edu	Finished	November 19 2012 12:55 PM	November 19 2012 12:56 PM	1 min 42 secs	Not yet graded	✓ 10.00	✓ 10.00	✗ 0.00	Requires grading

4. You will see a table with your student's names and the quiz questions
5. Moodle will automatically grade multiple choice and true/false questions. Essay questions you will grade manually.
6. Click Review attempt under a student's name to grade essay questions. Click Next at the bottom of the screen to move between questions.



7. For Essay questions, under the student's answer, click the "Make comment or override mark" to grade.
 - a. A new window will pop up with a place to add a grade and feedback.
 - b. When done, hit save.



8. For auto-graded question types (multiple choice, matching, etc), you may want to override the grade. You do this by accessing the same "Make comment" link shown in step 7, altering the grade, and saving.



9. To go on to the next question, hit "Next" at the bottom of the page, or choose the Show all questions on one page option under the Quiz Navigation header.
10. When you are done grading that student's quiz, click Finish review, which will take you back to the main quiz screen (step 2).