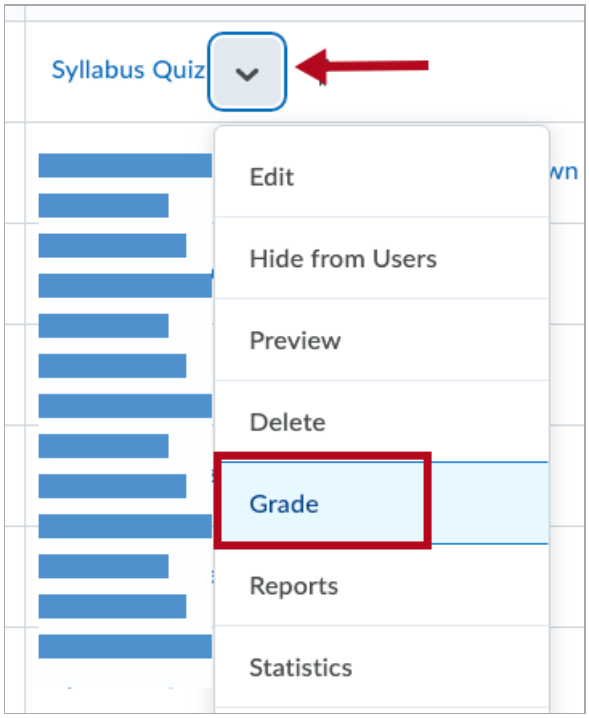
Manually Grade Quiz Questions

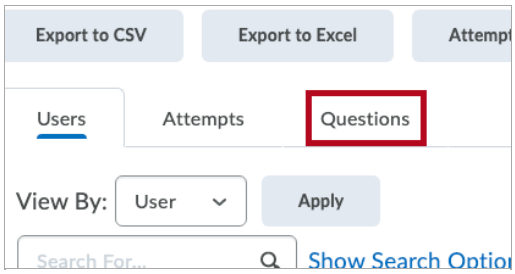
Last Modified on 08/27/2026 1:37 pm CDT

The **Manually Grade Quiz Questions** feature in D2L allows instructors to evaluate responses that require manual grading, such as written or essay-type questions. Part of the **New Quiz Evaluation Experience**, it provides an intuitive interface for reviewing answers, adjusting scores, and adding feedback, ensuring fair and accurate grading.

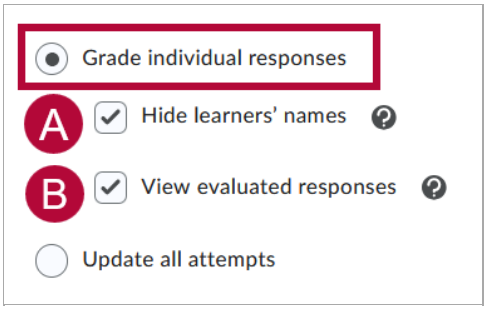
1. From the **Manage Quizzes** page, select **[Grade]** from the context menu of the quiz to grade.



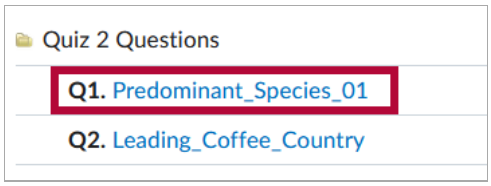
2. Select the **[Questions]** tab to view quiz responses by question.



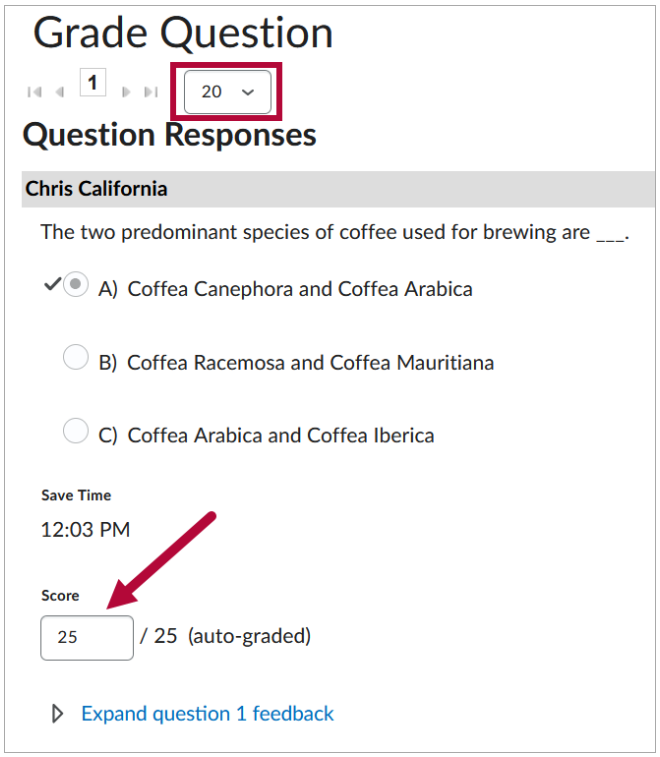
3. Select **[Grade Individual Responses]**.
   A. If you do not want to see the student names while grading to avoid bias, check **[Hide learners' names]**.
   B. To view question responses that have been manually evaluated by an instructor, check **[View evaluated responses]**.



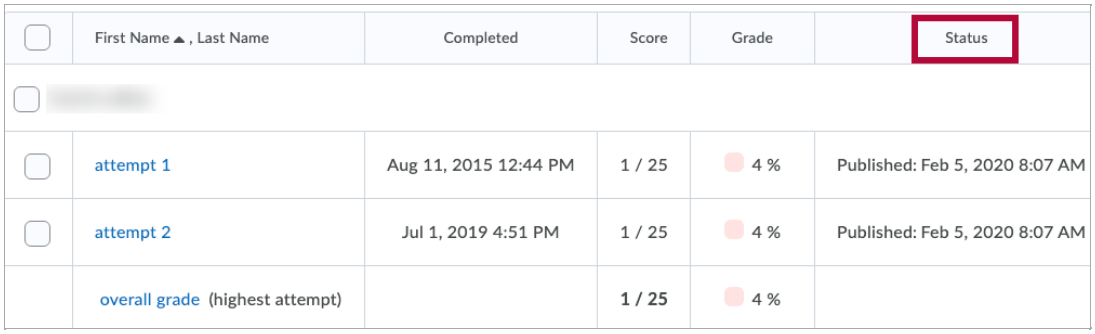
4. Click the **[Name of a question]**.



5. The **Grade Question** tool lets you step through each student's response to this question. You can also change the paging to show up to 20 responses per page. Give the student a score based on the responses that are shown in the box below. Click **[Save]** or **[Go Back to Questions]** to finish grading this question.



6. You can see the date of your published or draft feedback in the **Status** column.



First Name ▲ , Last Name	Completed	Score	Grade	Status
[redacted]				
attempt 1	Aug 11, 2015 12:44 PM	1 / 25	4 %	Published: Feb 5, 2020 8:07 AM
attempt 2	Jul 1, 2019 4:51 PM	1 / 25	4 %	Published: Feb 5, 2020 8:07 AM
overall grade (highest attempt)		**1 / 25**	4 %	

See also Correct Grading Errors on Quizzes (https://vtac.lonestar.edu/help/correct-grading-errors) and Allow Retake of a Quiz (https://vtac.lonestar.edu/help/edit-quiz-attempts-and-completion).