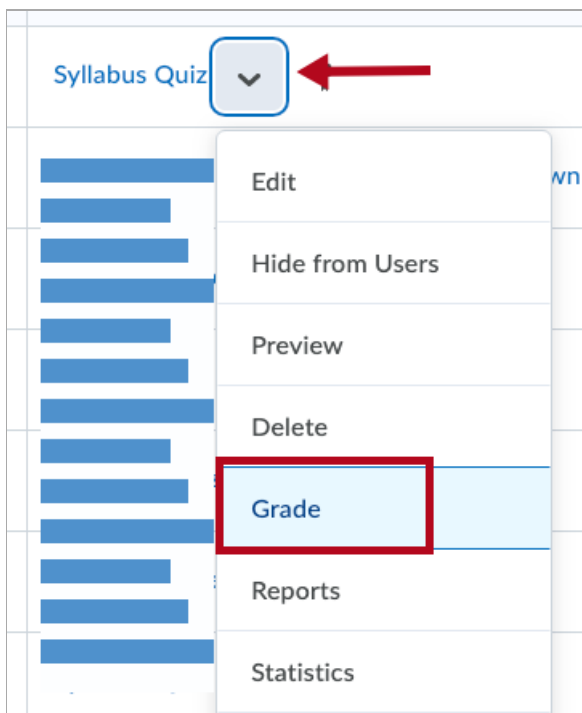


Manually Grade Quiz Questions

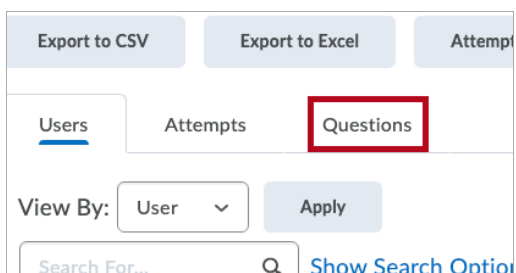
Last Modified on 04/24/2026 11:13 am CDT

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]**.

Grade individual responses

Hide learners' names ?

View evaluated responses ?

Update all attempts

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

Quiz 2 Questions
Q1. Predominant_Species_01
Q2. Leading_Coffee_Country

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.

Grade Question

Question Responses

Chris California

The two predominant species of coffee used for brewing are ____.

A) Coffea Canephora and Coffea Arabica

B) Coffea Racemosa and Coffea Mauritiana

C) Coffea Arabica and Coffea Iberica

Save Time
12:03 PM

Score
 / 25 (auto-graded)

[Expand question 1 feedback](#)

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

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Status
<input type="checkbox"/>	██████████				
<input type="checkbox"/>	attempt 1	Aug 11, 2015 12:44 PM	1 / 25	4 %	Published: Feb 5, 2020 8:07 AM
<input type="checkbox"/>	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 \(https://vtac.lonestar.edu/help/correct-grading-errors\)](https://vtac.lonestar.edu/help/correct-grading-errors) and [Allow Retake of a Quiz \(https://vtac.lonestar.edu/help/edit-quiz-attempts-and-completion\)](https://vtac.lonestar.edu/help/edit-quiz-attempts-and-completion).