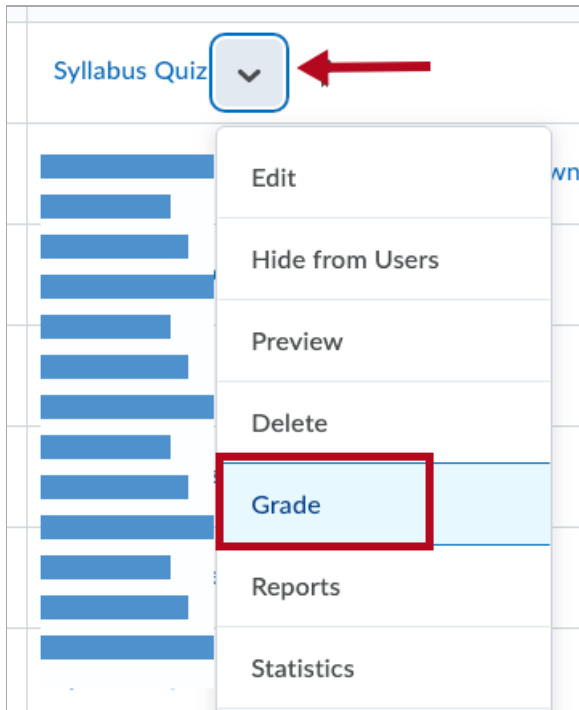


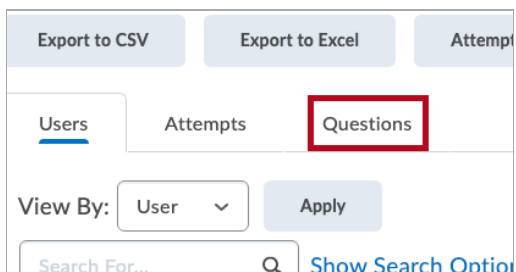
Manually Grade Quiz Questions

Last Modified on 12/02/2024 11:04 am CST

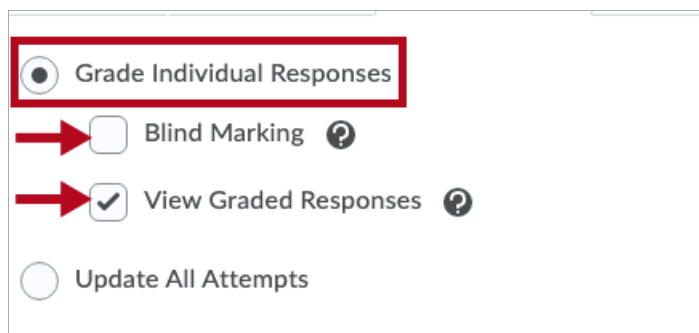
1. On the navbar, click **Course Activities**, and then select **Quizzes**.
2. From the Manage Quizzes page, select **Grade** from the context menu of the quiz to grade.



3. Select the **Questions** tab to view quiz responses by question.



4. Select **Grade Individual Responses**.
 - If you do not want to see the student names while grading to avoid bias, check **Blind Marking**.
 - If you only want to see question attempts you have not graded yet, unselect **View Graded Responses**.



5. Click the name of a question. 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.

Grade Question

1 2 3 4 1

Question Responses

Jane Doe

The syllabus is important.

True
 False

Save Time
3:16 PM

Score
0 / 1 (auto-graded)

6. Give the student a score based on the responses that are shown.
7. Click **Save and Continue** to go to the next response. Click **Save** or **Go Back to Questions** to finish grading this question.
8. 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 % | |
| <input type="checkbox"/> | ██████████ | | | | |
| <input type="checkbox"/> | attempt 1 | Jun 8, 2015 10:28 AM | 4 / 25 | 16 % | Published: Feb 5, 2020 8:07 AM |
| <input type="checkbox"/> | attempt 2 | Jun 27, 2016 9:00 AM | 2 / 25 | 8 % | Published: Feb 5, 2020 8:07 AM |

- 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/attempt-and-completion).