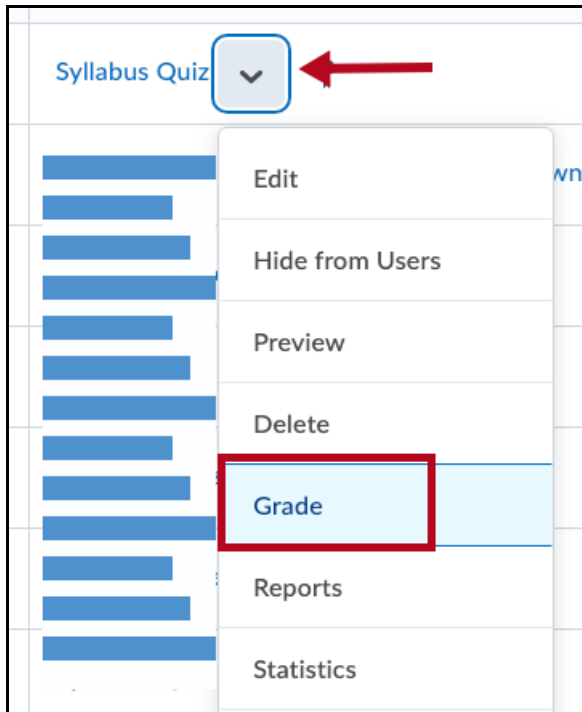


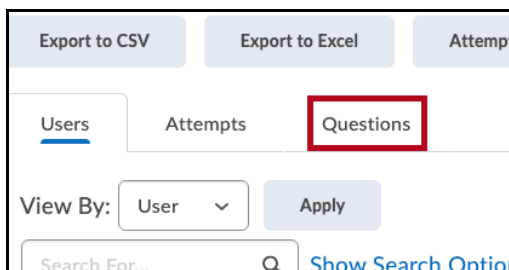
Manually Grade Quiz Questions

Last Modified on 12/13/2021 9:55 am CST

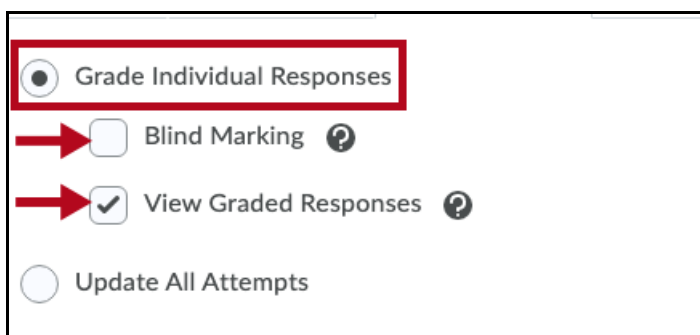
1. On the navbar, click **Course Activities**, and then select **Quizzes**.
2. From the Manage Quizzes page, select **Grade** from the context menu of the quiz to grade.



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 \(https://vtac.lonestar.edu/help/a226\)](https://vtac.lonestar.edu/help/a226) and [Allow Retake of a Quiz \(https://vtac.lonestar.edu/help/a0104\)](https://vtac.lonestar.edu/help/a0104).