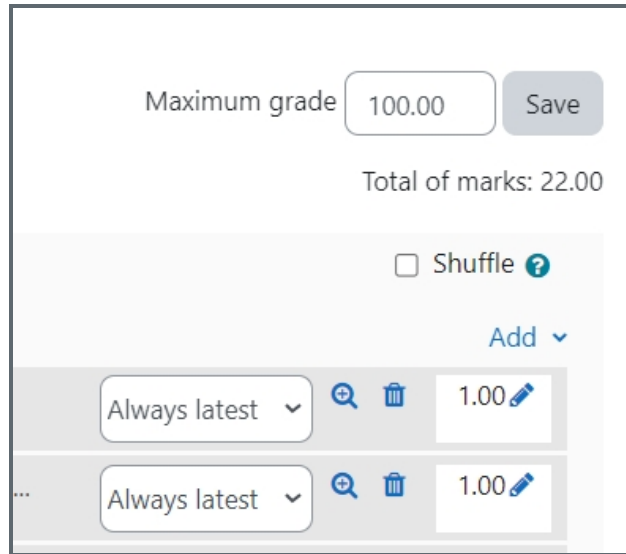


# Quiz - Input marks and grades



The screenshot shows the 'Quiz' settings interface. At the top, there is a 'Maximum grade' input field with the value '100.00' and a 'Save' button. Below this, it displays 'Total of marks: 22.00'. There is a 'Shuffle' checkbox with a question mark icon. An 'Add' button with a dropdown arrow is visible. Below the 'Add' button, there are two rows of settings. Each row has a dropdown menu set to 'Always latest', a search icon, a trash icon, and a mark input field with the value '1.00' and an edit icon.

An example of grade and mark input in the Quiz activity

## Overview:

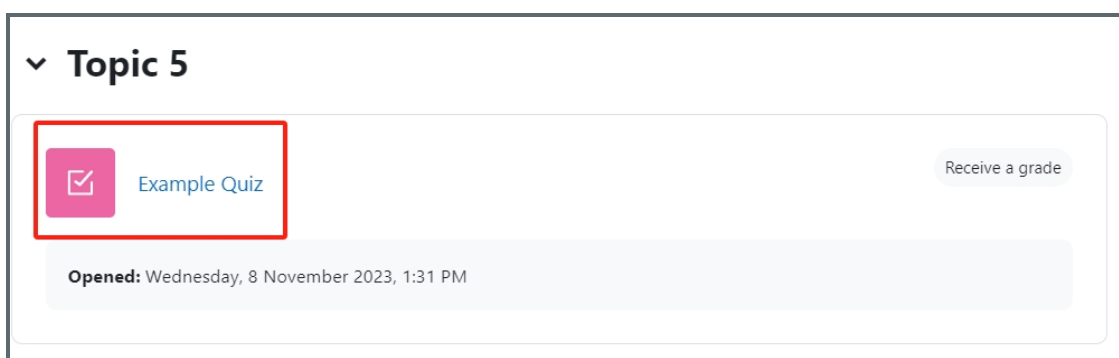
This guide will show you how to put in grades and marks in the Quiz activity.

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- [Step 1: Access the Quiz activity](#)
- [Step 2: Open the 'Questions' tab](#)
- [Step 3: Change the maximum grade](#)
- [Step 4: Change the mark](#)

### Step 1: Access the Quiz activity

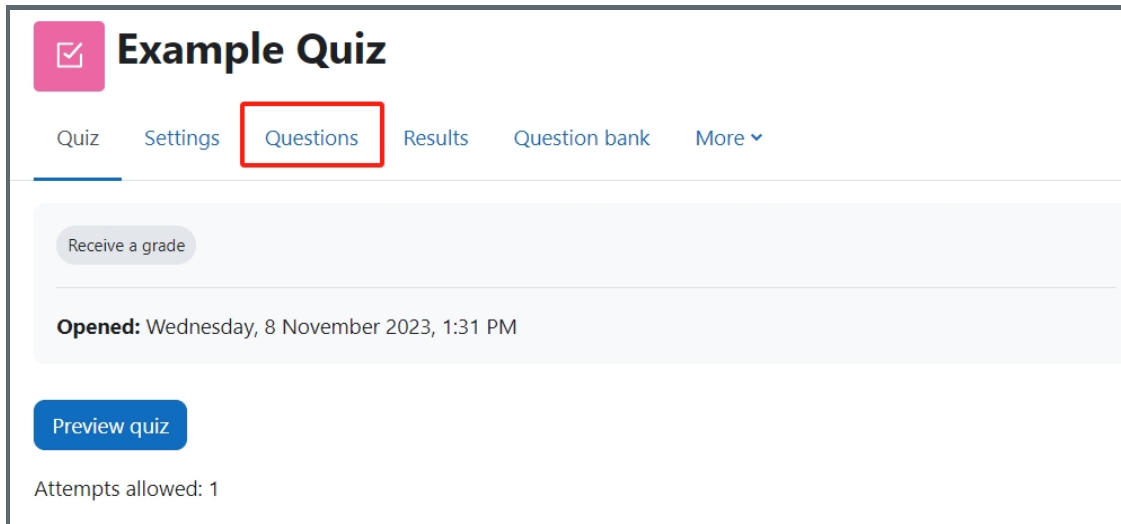
In your module area/course, click the link of the Quiz activity.



The screenshot shows a course area with a section titled 'Topic 5'. Below the section title, there is a card for 'Example Quiz'. The card has a pink square icon with a white checkmark, the text 'Example Quiz', and a 'Receive a grade' button. Below the card, there is a light blue bar with the text 'Opened: Wednesday, 8 November 2023, 1:31 PM'.

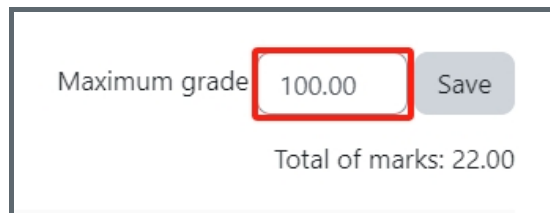
Note: If an appropriate Quiz activity doesn't exist in your module area/course, please see [Add a quiz](#) for details of how to create one.

## Step 2: Open the 'Questions' tab



## Step 3: Change the maximum grade

The default grade is 100. You can change the number as needed and click "Save".



### Tips:

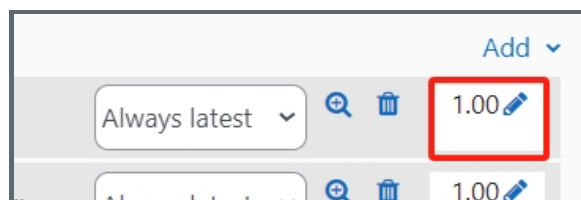
Grade is what students will see in the Gradebook. It is a number which calculated with percentage, if the marks and grades are set different.

You can export the grades from Gradebook to e-bridge by using the export function.

[Export grade into E-bridge](#)

## Step 4: Change the mark

Click on the pencil icon and change the mark, then hit "Enter" to save the mark.



### Tips:

You can edit the grades and marks at any stage of the Quiz, even after the quiz is administered to students. After you make the changes, the grades and marks will change automatically.

If you find one question is invalid, then you can change the mark to 0 if you didn't use random questions. Or you have to change all the choices of that question to 100% score so that everyone will get the score.

Regrade a question after taking the quiz

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/quiz-input-marks-and-grades-62.html>