

# Quiz - Input marks and grades

Maximum grade

100.00



Save


Total of marks: 22.00

☐ Shuffle ?

Add ▾



Always latest ▾




1.00 

...

Always latest ▾



1.00 

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.


## Table of Contents

- 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.

▼ Topic 5

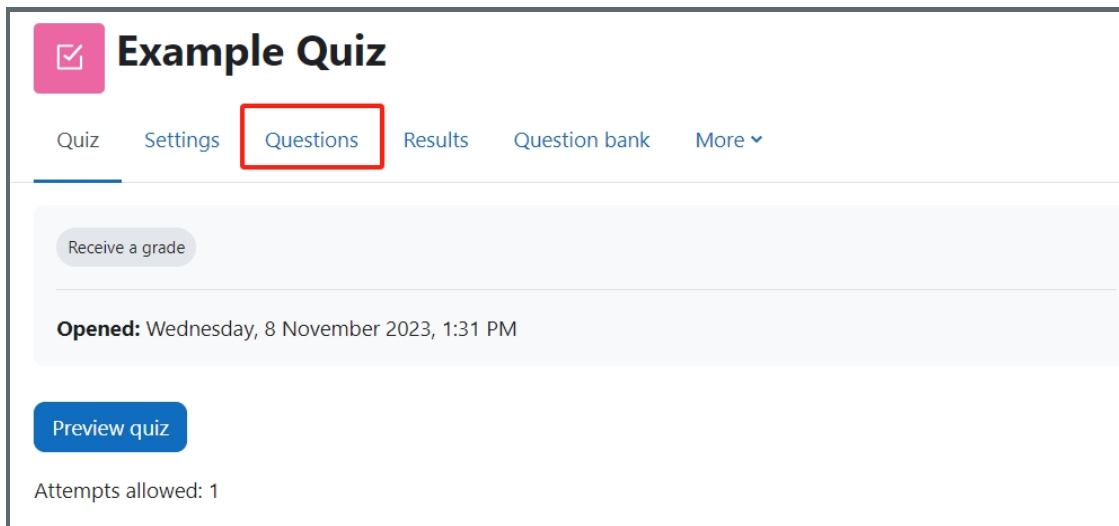
 Example Quiz

Receive a grade

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".

The form shows 'Maximum grade' with a text input field containing '100.00' (highlighted with a red box) and a 'Save' button. Below the input field, it says 'Total of marks: 22.00'.

### 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.

The form shows a table with two rows. The first row has a dropdown menu set to 'Always latest', a search icon, a trash icon, and a text input field containing '1.00' with a pencil icon (highlighted with a red box). The second row is partially visible and also shows 'Always latest', a search icon, a trash icon, and a text input field containing '1.00' with a pencil icon. An 'Add ▾' button is located at the top right of the table.

### 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>