

Quiz - Manual grading by student

Questions that need grading

Also show questions that have been graded automatically

Student	Attempt	To grade	Already graded	Total
	Attempt 1	1 grade	0	1 grade all

An example of the "Manual grading by student" function

Overview:

This guide will show you how to manually grade essay submissions by student within the Quiz activity and directly type comments and marks.


Table of Contents

- Step 1: [Access the Quiz activity](#)
- Step 2: [Locate "Manual grading by student"](#)
- Step 3: [Choose a group and click to show all questions \(if needed\)](#)
- Step 4: [Click the blue links to go to the grading interface](#)
- Step 5: [Put in your comments and marks](#)

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

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Step 2: Locate "Manual grading by student"

1. Click the "Results" tab on the course-level menu
2. Click the 'Manual grading by student' in the dropdown menu

Example Quiz

Quiz Settings Questions **Results** Question bank More ▾

Grades ▾

- Grades
- Responses
- Statistics
- STACK response analysis
- Marks per section
- Manual grading
- Manual grading by student**
- Download essay submissions
- Archive
- Quiz exporting

enrolled users who have attempted the quiz ▾

In progress ☒ Overdue ☒ Finished ☒ Never submitted

Show only attempts ☐ that have been regraded / are marked as needing regrading

▼ **Display options**

Page size

Step 3: Choose a group and click to show all questions (if needed)

1. Choose the group that you intend to grade (if you pre-set the Group mode as "Separate groups ")
2. Click to show those auto-graded questions to override some comments.

Example Quiz

Quiz Settings Questions Results **Question bank** More ▾

Manual grading by student ▾

Separate groups ▾

- All participants
- All participants
- group1**
- group2
- Group A
- Group B

Question **ed grading**

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Step 4: Click the blue links to go to the grading interface

Questions that need grading

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Step 5: Put in your comments and marks

Put in your comments (optional) and marks, then click "Save and go to the list of attempts".

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Online URL: <https://knowledgebase.xjtlu.edu.cn/article/quiz-manual-grading-by-student-64.html>