# Quiz - Manual grading by student

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Questio	ns that need	d grading		
	Also	show questions that ha	ve 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.

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#### 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
<b>Opened:</b> Wednesday, 8 November 2023, 1:31 PM	

#### 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	2
Quiz Settings Questions	Results Question bank More ~
Grades Grades Responses Statistics STACK response analysis	
Marks per section	the report
Manual grading by student	led users who have attempted the quiz 🔷
Download essay submissions Archive Quiz exporting	ogress 🗹 Overdue 🗹 Finished 🗹 Never submitted
Show only attempts 🛛 that	have been regraded / are marked as needing regrading
<ul> <li>Display options</li> </ul>	
Page size 30	

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.

E E	kample Qui	z		
Quiz Se	ttings Questions	Results Question b	ank More 🗸	
Manual gradin Separate groups	g by student 🔶			
Questio	All participants group1 group2 ic	d grading	e been graded automatically	
Student	Group B	To grade	Already graded	Total
	Attempt 1	1 grade	0	1 grade all

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

Questions that need grading				
	Also	show questions that hav	e been graded automatically	
Student	Attempt	To grade	Already graded	Total
	Attempt 1	1 grade	0	1 grade all

## 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".

Question 1 Complete	Write down your response to the climate change topic 200 words or less.		
Marked out of 1.00	Climate change is an urgent global issue that requires immediate attention. It is a reality we're facing, underpinned by a steep rise in global temperatures due to human activities. Uncontrolled burning of fossil fuels and rampant deforestation have contributed to this issue, leading to an increased concentration of greenhouse gases.		
🕅 Flag question	The effects are catastrophic, from melting polar ice caps and rising sea levels to an increased frequency of severe weather events. Such changes have drastic impacts on the ecosystem, threatening biodiversity and leading to imbalances in the natural order of our planet.		
	However, the situation is not hopeless. We can still reverse the damage through concerted global efforts. Adopting renewable energy, implementing sustainable agriculture, and promoting conscious consumerism are some ways to counteract climate change. Further, reforestation efforts can absorb carbon dioxide, helping restore the delicate balance of our ecosystem.		
	To sum up, the threat of climate change is significant, but not insurmountable. By taking collective, meaningful actions now, we can safeguard our planet for future generations. The time to act is now, because every moment counts when it comes to saving our shared home.		
	Comment		
	Wordsc) Mark uut of 1.00		
	Save and go to the list of attempts		

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