

# 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 <a href="#">grade</a>	0	1 <a href="#">grade all</a>

An example of the "Manual grading by student" function

## Overview:

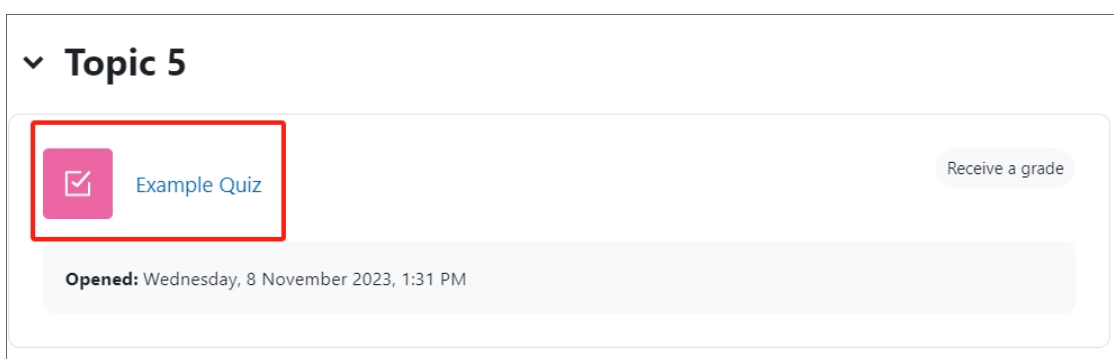
This guide will show you how to manually grade essay submissions by student within the Quiz activity and directly type comments and marks.

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### Step 1: Access the Quiz activity

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



### 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
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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** **Manual grading**

show questions that have been graded automatically

Student	Attempt	To grade	Already graded	Total
	<a href="#">Attempt 1</a>	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 have been graded automatically

Student	Attempt	To grade	Already graded	Total
	Attempt 1	1 <b>grade</b>	0	1 <b>grade all</b>

## 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  
Marked out of 1.00  
Flag question

Write down your response to the climate change topic 200 words or less.

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. 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

Words: 0  
Mark  out 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>