# Quiz - Manual grading by student



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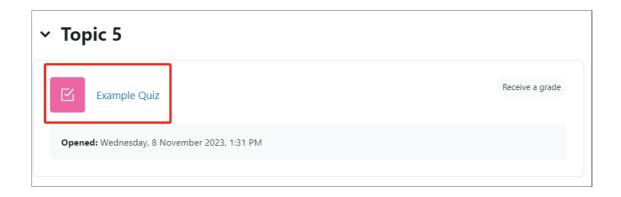
Step 3: Choose a group and click to show all questions (if needed)

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

Step 5: Put in your comments and marks

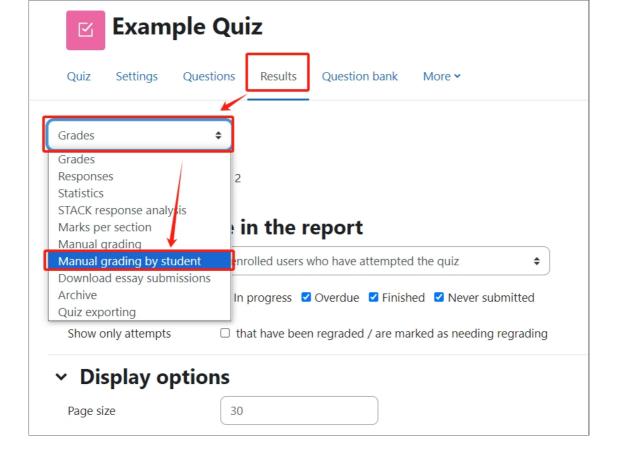
### Step 1: Access the Quiz activity

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



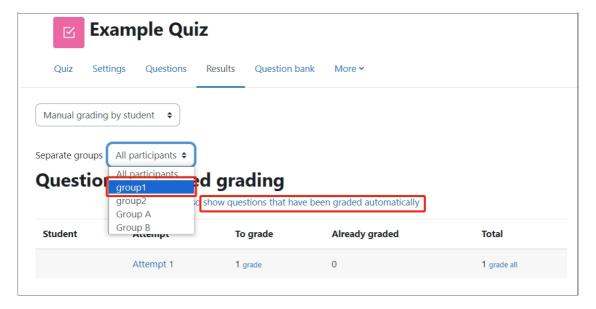
#### Step 2: Locate "Manual grading by student"

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



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.

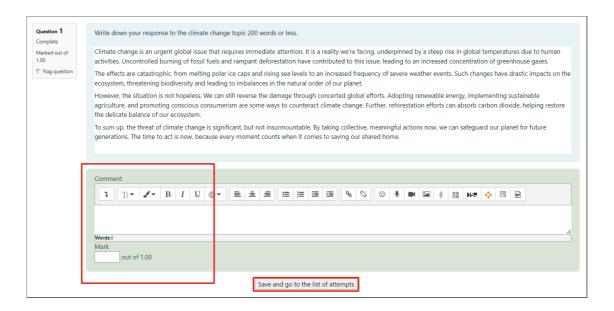


Step 4: Click the blue links to go to the grading interface



#### 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".



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