

# 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.

▼ **Topic 5**

 [Example Quiz](#)

Receive a grade

**Opened:** 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**

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

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**in the report**

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**

show questions that have been graded automatically

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

## Questions that need grading

Also show questions that have been graded automatically

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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".

[illegible]

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