

Moodle offers a handy shortcut for grading essay questions in quizzes.

Here's how to use this feature:

1. Open the quiz and click on the **admin gear** in the upper right corner (Figure 1).
2. Click on **Manual grading** (Figure 1) to bring up a list of questions that need to be graded.
3. As shown below in Figure 2, you can choose responses based on those that need grading from the **To grade** column or select all of the responses submitted in the **Total** column. Choose a question and then click on **grade** or **grade all**.

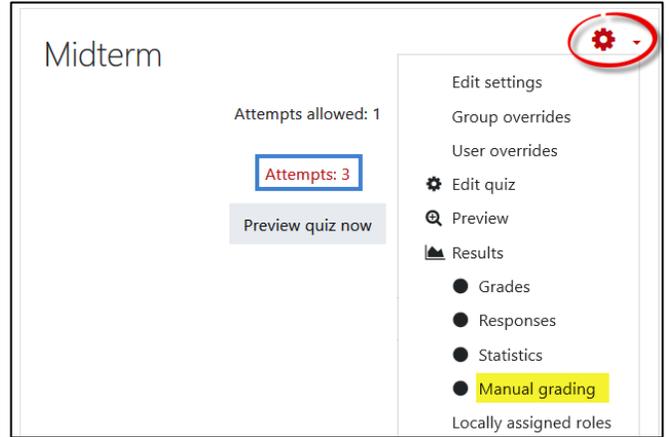


Figure 1: Manual Grading Link

4. In the **Options** area, choose **Those that need grading** from the **Attempts to grade** pull-down menu (Figure 3) and adjust the number of questions per page if you wish.
5. Adjust the **Order attempts** field to sort responses or leave this setting to **Randomly**, as desired (Figure 3). (If you change any of the default settings, click on **Change options** to activate the changes.)

Q #	T	Question name	To grade	Already graded	Total
1		1	3 grade	0	3 grade all
2		2	3 grade	0	3 grade all

Figure 2: List of Questions to be Graded

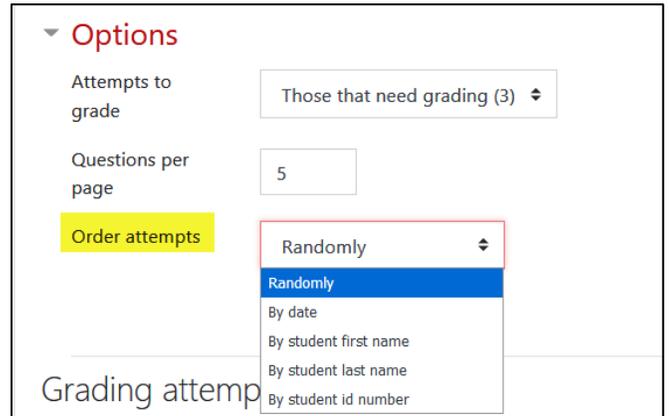


Figure 3: Grading Options

6. Begin grading the question responses as shown in Figure 4. Enter feedback in the **Comments** box, then enter a score in the **Points** field.
7. When you have graded all of the responses on a page, click on **Save and go to next page** (Figure 5).



Figure 5: Save and Continue

8. When you have graded all of the responses for a question, click on **Back to the list of questions** to grade another set. Repeat steps 3-7 until all questions have been graded.

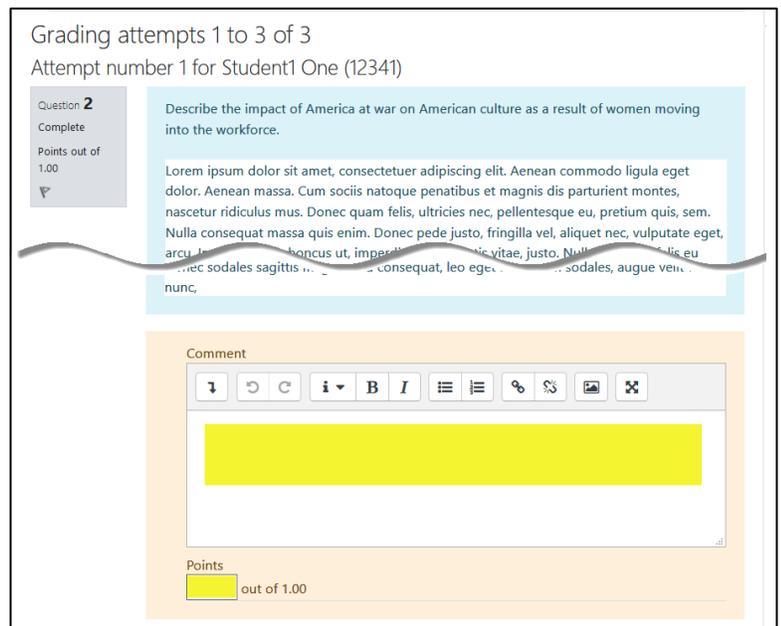


Figure 4: Feedback and Score Fields

See the next page for instructions for grading all responses by each student instead of each question by all students.

Your exam questions may build on each other, leading to a need for viewing all of a student's responses at one time for grading. To view and grade all of the responses submitted by an individual student, begin by clicking on the number of attempts link shown above in Figure 1. In the attempts detail table, select a student and click on **Review attempt** as shown in Figure 6.

	First name / Last name	ID number	State
<input type="checkbox"/>	Student1 One Review attempt	12341	Finished
<input type="checkbox"/>	Student2 Two Review attempt	12342	Finished
<input type="checkbox"/>	Student3 Three Review attempt	12343	Finished
Overall average			

Figure 6: Review Attempt Link

Select a response and click on **Make comment or override points** (Figure 7).

Student1 One

Started on Thursday, March 7, 2019, 4:13 PM

State Finished

Completed on Thursday, March 7, 2019, 4:13 PM

Time taken 16 secs

Grade Not yet graded

Question 1
Complete
Points out of 1.00
[Edit question](#)

Analyze the impact of America at war on the American economy by describing how different effects of the war work together to influence the economy.

>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus interdum, dui accumsan sit amet. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus interdum, dui accumsan sit amet.

Comment:
[Make comment or override points](#)

Figure 7: Override Points Link

Enter feedback in the **Comment** field and a score for the response in the **Points** field (Figure 8). **Save**.

Continue scoring until finished, then select another attempt and repeat these steps until all submissions have been graded.

Student1 One

Quiz Midterm

Question 1

Question 1
Complete
Points out of 1.00
[Edit question](#)

Analyze the impact of America at war on the American economy by describing how different effects of the war work together to influence the economy.

>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus interdum, dui accumsan sit amet. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus interdum, dui accumsan sit amet.

Comment

Points out of 1.00

4 Complete

[Save](#) [Cancel](#)

Figure 8: Feedback and Score Fields