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

1. Open the link for the quiz and click on **Results** (Figure 1).

2. Use the pull-down menu in the upper left corner to select **Manual grading** (Figure 1) to bring up a list of questions that need to be graded.

3. Choose a question and then click on **grade all** as shown in Figure 2.

4. In the **Options** area (Figure 3):

   a. Choose **Those that need grading** from the **Attempts to grade** pull-down menu (Figure 3).

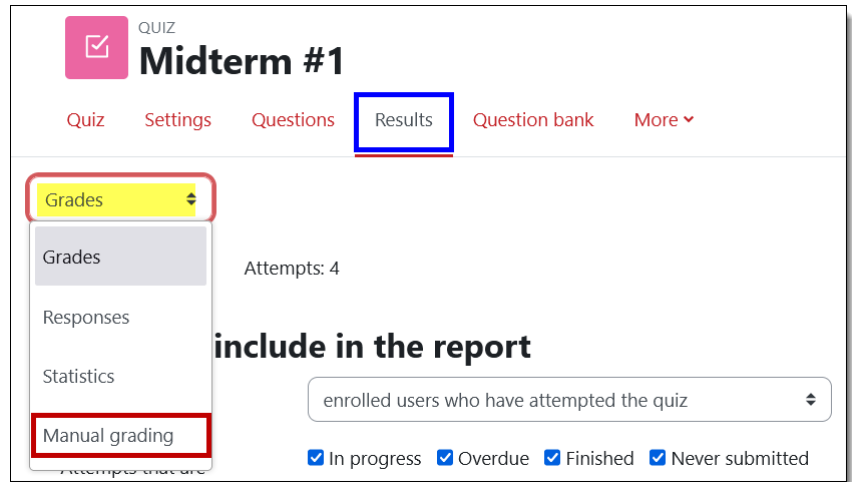   b. Adjust the **number of questions** per page if you wish.

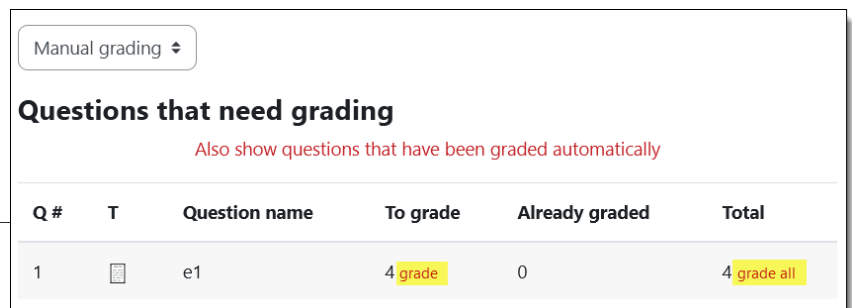**Figure 1: Manual Grading Link**

Figure 2: List of Questions to be Graded

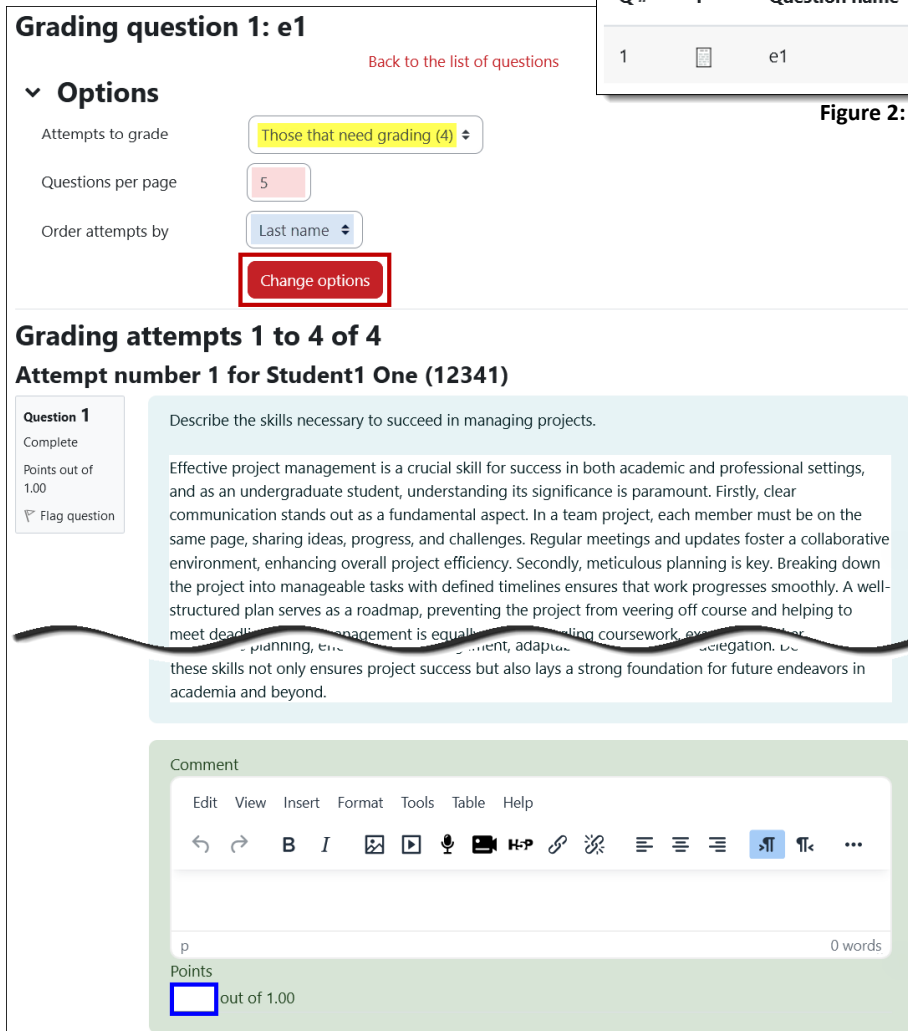**Figure 3: Choose Attempts to Grade**

c. Set **Order attempts by** to **First name, Last name** or **Student ID number** – having responses appear randomly mixes ungraded responses in with those you have already graded.

d. Click on **Change options** to activate the settings.

5. Begin grading the responses— enter feedback in the **Comment** box, then enter a score in the **Points** field.

6. When you have graded all the responses on a page, click on **Save and show next**.

7. When you have graded all responses for a question, click on **Back to the list of questions** at the top of the page to grade another set.

Repeat steps 4-7 until all questions have been graded.

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