

Grade Essay Questions



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

- 1. Open the link for the guiz 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 pulldown menu (Figure 3).
 - b. Adjust the number of questions per page if you wish.

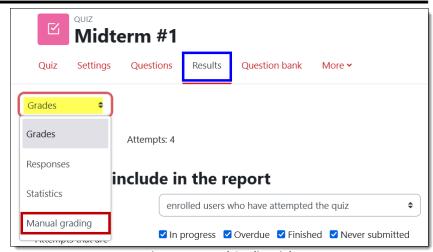
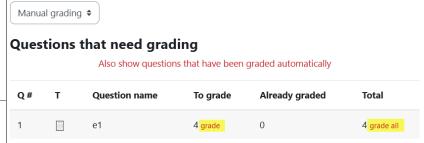


Figure 1: Manual Grading Link



Grading question 1: e1 Back to the list of questions Options Figure 2: List of Questions to be Graded Attempts to grade Those that need grading (4) \$ Questions per page Last name \$ Order attempts by Change options Grading attempts 1 to 4 of 4 Attempt number 1 for Student1 One (12341) Question 1 Describe the skills necessary to succeed in managing projects. Complete Effective project management is a crucial skill for success in both academic and professional settings, Points out of and as an undergraduate student, understanding its significance is paramount. Firstly, clear communication stands out as a fundamental aspect. In a team project, each member must be on the Flag question same page, sharing ideas, progress, and challenges. Regular meetings and updates foster a collaborative environment, enhancing overall project efficiency. Secondly, meticulous planning is key. Breaking down the project into manageable tasks with defined timelines ensures that work progresses smoothly. A wellstructured plan serves as a roadmap, preventing the project from veering off course and helping to pranning, em. (Pragement is equally pranning, em. (Pragement is equally pranning, em. (Pragement is equally pranning) these skills not only ensures project success but also lays a strong foundation for future endeavors in academia and beyond. Comment 0 words out of 1.00

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.
- Begin grading the responses enter feedback in the Comment box, then enter a score in the Points field.
- When you have graded all the responses on a page, click on Save and show next.
- 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.