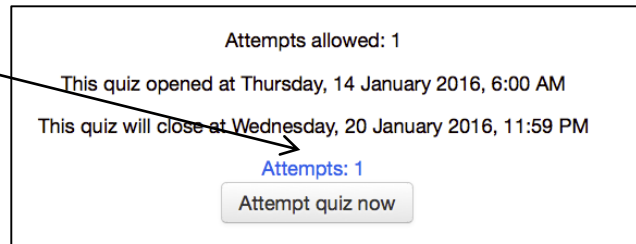


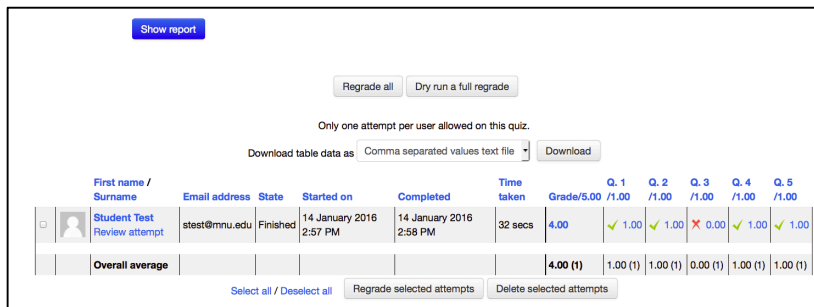
Manually grading a quiz in Moodle

It may be necessary to manually grade a quiz in Moodle. Follow the instructions below to manually grade a quiz.

1. Click on the quiz to be graded.
2. Click on Attempts – the number will vary by how many students have attempted the quiz.
3. A report will show.



Attempts allowed: 1
This quiz opened at Thursday, 14 January 2016, 6:00 AM
This quiz will close at Wednesday, 20 January 2016, 11:59 PM
[Attempts: 1](#)
[Attempt quiz now](#)



Buttons: [Show report](#), [Regrade all](#), [Dry run a full regrade](#)

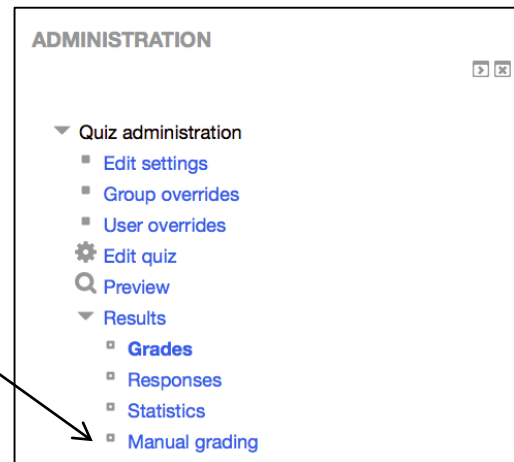
Only one attempt per user allowed on this quiz.

Download table data as: [Comma separated values text file](#) [Download](#)

First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/5.00	Q. 1 /1.00	Q. 2 /1.00	Q. 3 /1.00	Q. 4 /1.00	Q. 5 /1.00
Student Test Review attempt	stest@mnu.edu	Finished	14 January 2016 2:57 PM	14 January 2016 2:58 PM	32 secs	4.00	✓ 1.00	✓ 1.00	✗ 0.00	✓ 1.00	✓ 1.00
Overall average						4.00 (1)	1.00 (1)	1.00 (1)	0.00 (1)	1.00 (1)	1.00 (1)

Buttons: [Select all / Deselect all](#), [Regrade selected attempts](#), [Delete selected attempts](#)

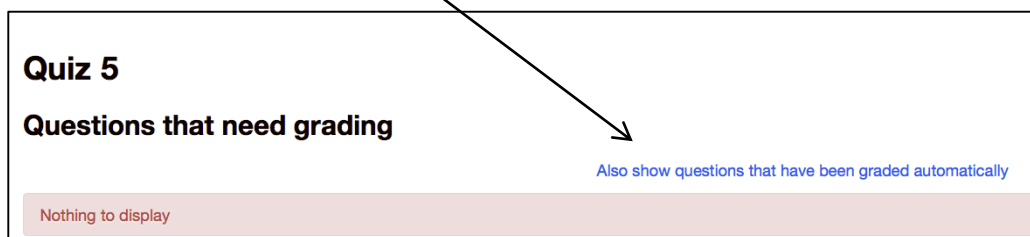
4. Click on the Administration block.
5. Click on the down arrow next to **Results**, then click on **Manual grading**.



ADMINISTRATION

- Quiz administration
 - [Edit settings](#)
 - [Group overrides](#)
 - [User overrides](#)
 - [Edit quiz](#)
 - [Preview](#)
- Results
 - [Grades](#)
 - [Responses](#)
 - [Statistics](#)
 - [Manual grading](#)

6. If the quiz was set up for automatic grading, this screen will appear. Click on “Also show questions that have been graded automatically”.



Quiz 5

Questions that need grading

[Also show questions that have been graded automatically](#)

Nothing to display

7. Click on “grade all” at the end of the row for the question(s) that need to be graded manually.

Quiz 5					
Questions that need grading					
Hide questions that have been graded automatically					
Q #	Question name	To grade	Already graded	Automatically graded	Total
1	Geography	0	0	1 update grades	1 grade all
2	Geography	0	0	1 update grades	1 grade all
3	Geography	0	0	1 update grades	1 grade all
4	Language	0	0	1 update grades	1 grade all
5	Language	0	0	1 update grades	1 grade all

Grading attempts 1 to 1 of 1

Attempt number 1 for Student Test

Question 1
Complete

How many provinces are there in Spain?

Mark 1.00 out of 1.00

Select one:

- a. 45
- b. 80
- c. 50
- d. 55

Comment

Paragraph

Path 0

Mark 1 out of 1.00

8. Each student’s attempt for that question will appear on the page.

9. You can add individual comments for each question in the Comment box.

10. If you need to add or change the point value of the question, change the score here.

11. At the bottom of this page, click Save and to next page. This will take you to the next student.

Save and go to next page

12. When you have finished manually grading one set of questions, scroll to the top of the Grading attempts page and click “Back to the list of questions”.

[Back to the list of questions](#)

Repeat the process (steps 7-11) for each question that needs to be graded manually.