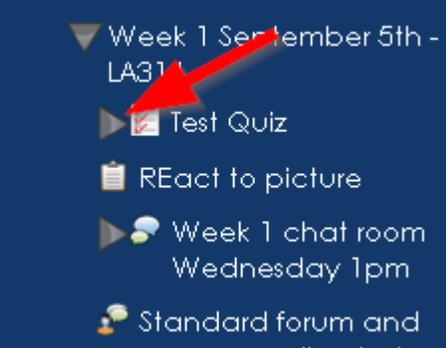
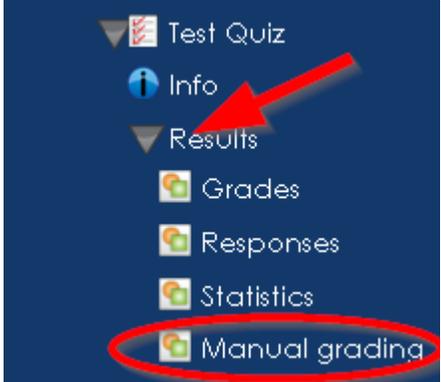
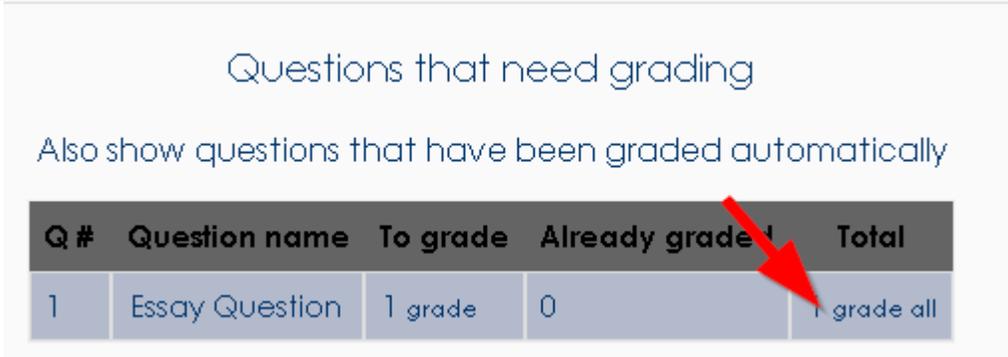
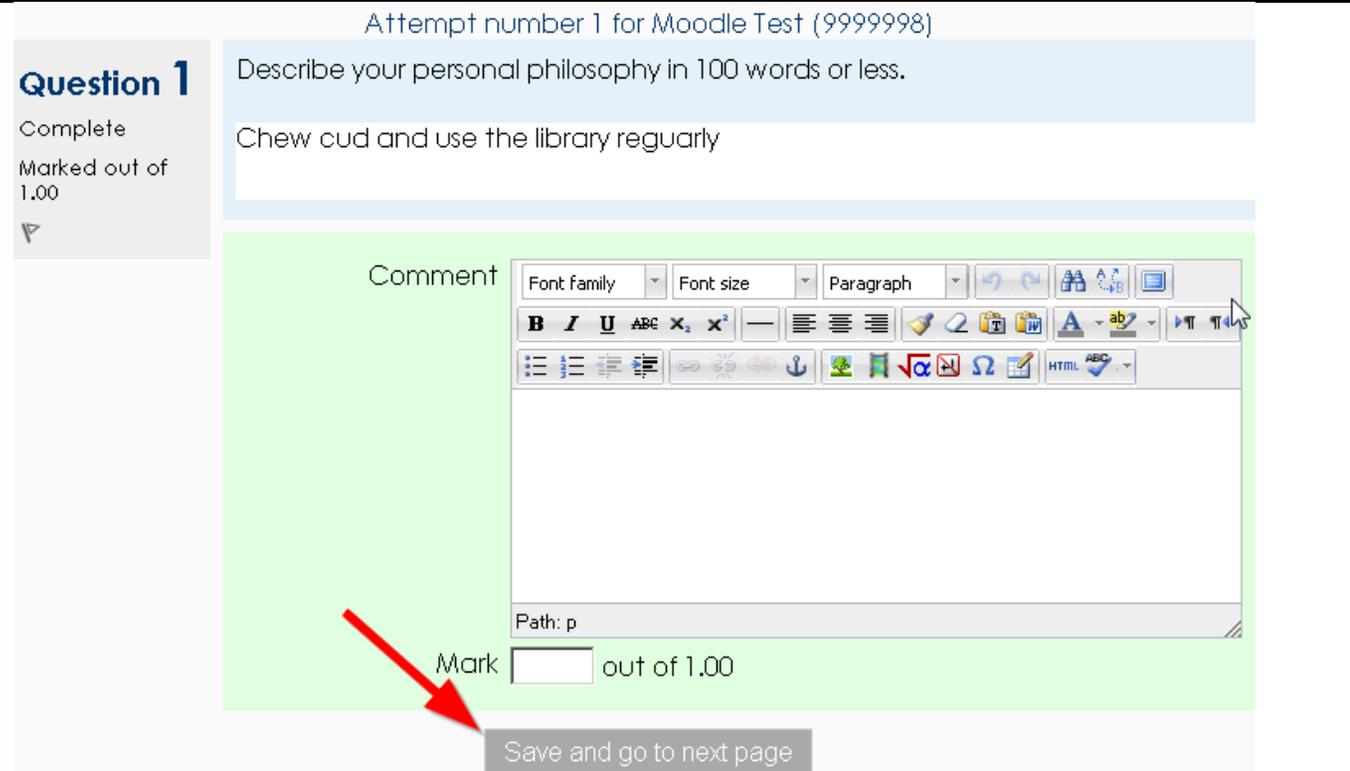


## Manually Grading Quizzes in Moodle

When grading quizzes with essay questions, it is sometimes convenient to display all student answers for one question on a single page for grading. Moodle allows for this using the Manual Grading feature in the Navigation Bar.

| Task  | Screen Shot  |  |
|---|--|--|
| <ol style="list-style-type: none"><li>1. From the Navigation Block, select the topic or week that contains the quiz.</li><li>2. Click on the triangle next to the topic that contains the quiz,</li></ol> |  A screenshot of the Moodle navigation bar. The bar is dark blue with white text. It shows a list of items: 'My home', 'Site home', 'Site pages', 'My profile', 'Current course', 'jim's quiz course' (expanded), 'Participants', 'Reports', 'General', and 'Week 1 September 5th - LA314'. A red arrow points to the 'Navigation' block header, and another red arrow points to the triangle next to 'jim's quiz course'. |  |
| <ol style="list-style-type: none"><li>3. Click the triangle next to the quiz name to expand.</li></ol>  |  A screenshot of the Moodle navigation bar, showing the 'Week 1 September 5th - LA314' section expanded. The expanded items are: 'Test Quiz' (with a red arrow pointing to its triangle), 'REact to picture', 'Week 1 chat room Wednesday 1pm', and 'Standard forum and...'. The 'Test Quiz' item has a small red icon next to it.   |  |

| Task  | Screen Shot   |          |                |             |                |       |   |                |         |   |             |
|---|---|----------|----------------|-------------|----------------|-------|---|----------------|---------|---|-------------|
| <p>4. Expand Results by clicking on the triangle.</p> <p>5. Click Manual Grading.</p> |  <p>A screenshot of a dark blue navigation menu. The menu items are: Test Quiz (with a red triangle icon), Info (with an info icon), Results (with a downward triangle icon), Grades (with a green icon), Responses (with a green icon), Statistics (with a green icon), and Manual grading (with a green icon). A red arrow points to the 'Results' item, and a red circle highlights the 'Manual grading' item.</p>   |          |                |             |                |       |   |                |         |   |             |
| <p>6. Click Grade All.</p>  |  <p>Questions that need grading</p> <p>Also show questions that have been graded automatically</p> <table border="1"><thead><tr><th>Q #</th><th>Question name</th><th>To grade</th><th>Already graded</th><th>Total</th></tr></thead><tbody><tr><td>1</td><td>Essay Question</td><td>1 grade</td><td>0</td><td>1 grade all</td></tr></tbody></table> <p>A screenshot of a web interface showing a table of questions. The table has columns for 'Q #', 'Question name', 'To grade', 'Already graded', and 'Total'. The first row shows '1', 'Essay Question', '1 grade', '0', and '1 grade all'. A red arrow points to the '1 grade all' button in the 'Total' column.</p> | Q #      | Question name  | To grade    | Already graded | Total | 1 | Essay Question | 1 grade | 0 | 1 grade all |
| Q #   | Question name   | To grade | Already graded | Total       |                |       |   |                |         |   |             |
| 1   | Essay Question  | 1 grade  | 0              | 1 grade all |                |       |   |                |         |   |             |

| Task   | Screen Shot  |
|--|--|
| <p>7. All of the answers to question 1 will be displayed vertically on one page.</p> <p>8. When you are done grading the first question, scroll down and click “Save and go to the next page.”</p> |  <p>Attempt number 1 for Moodle Test (9999998)</p> <p><b>Question 1</b><br/>Complete<br/>Marked out of 1.00</p> <p>Describe your personal philosophy in 100 words or less.</p> <p>Chew cud and use the library regularly</p> <p>Comment</p> <p>Font family Font size Paragraph</p> <p><b>B</b> <i>I</i> <u>U</u> ABC x<sub>2</sub> x<sub>1</sub> — [List Icons] [Link Icon] [Image Icon] [Table Icon] [Text Color Icon] [Background Color Icon] [Text Color Icon] [Background Color Icon] [Text Color Icon] [Background Color Icon]</p> <p>Path: p</p> <p>Mark <input type="text"/> out of 1.00</p> <p>Save and go to next page</p> |