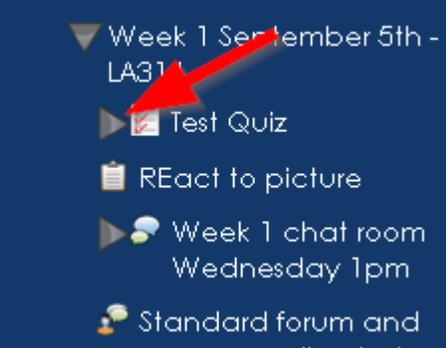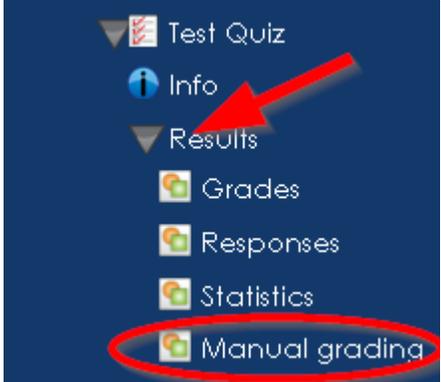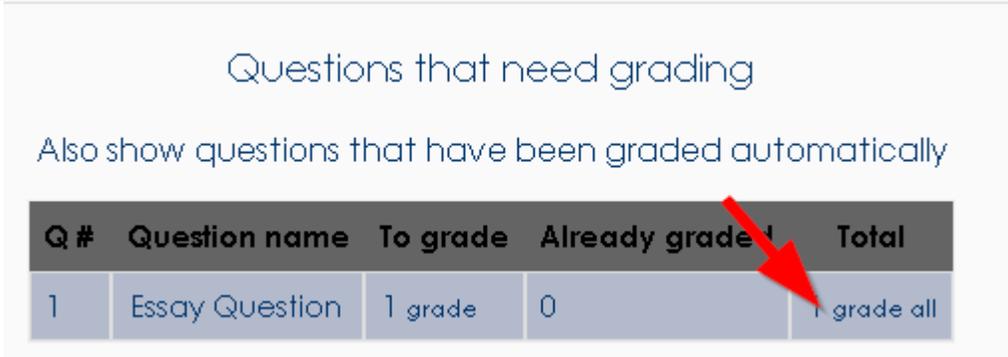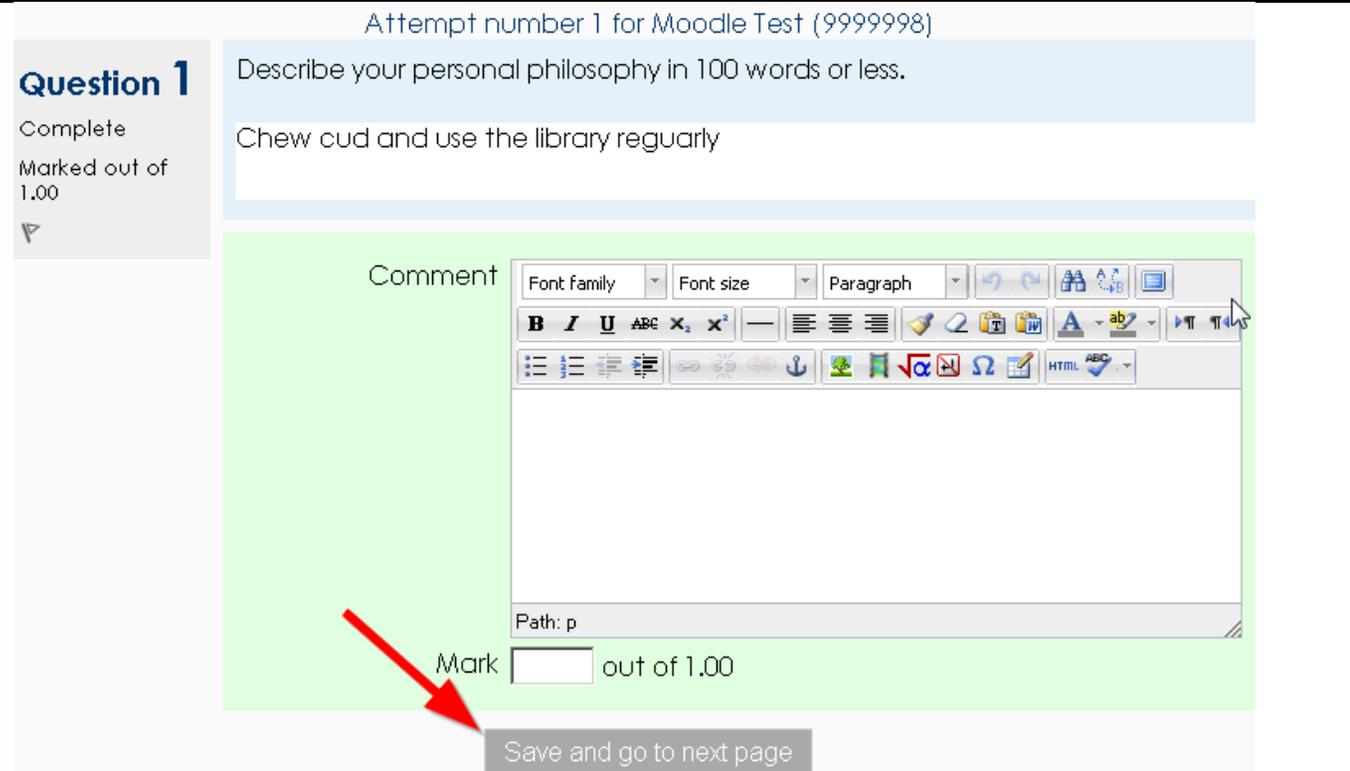# Manually Grading Quizzes in Moodle

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
1. From the Navigation Block, select the topic or week that contains the quiz. 2. Click on the triangle next to the topic that contains the quiz,	
3. Click the triangle next to the quiz name to expand.	

Task	Screen Shot
4. Expand Results by clicking on the triangle. 5. Click Manual Grading.	Test Quiz Info Results Grades Responses Statistics Manual grading
6. Click Grade All.	**Questions that need grading** Also show questions that have been graded automatically | Q #	Question name	To grade	Already graded	Total
1	Essay Question	1 grade	0	1 grade all	

Task	Screen Shot
7. All of the answers to question 1 will be displayed vertically on one page. 8. When you are done grading the first question, scroll down and click "Save and go to the next page."	