




How to assess Quizzes submissions

Use the Quizzes tool to create and manage points-measured assessments.

How do I access Quizzes?

Do one of the following:


- Click  **Quizzes** on the navbar.
- Click  **Edit Course** >  **Quizzes**.

What quiz grading options do I have?


You can manually grade quizzes in one of two ways: by question or by attempt.

Note You can set up your quiz so that it automatically grades itself and publishes the results; however, this option is only available for quizzes that do not have questions requiring manual marking (like long answer).

How do I assess a quiz by question?

1. Click  **Grade** from the context menu of the quiz you want to grade.
2. In the Questions tab, select one of the following options:
 - **Update All Attempts** Allows you to leave identical feedback for all responses to a selected question and assign all users the same grade for the question. For example, if your question contained an error, you could send a correction comment to all respondents and give everyone who attempted the question full marks.
 - **Grade Individual Responses** If you select **Blind Marking**, you can grade responses without knowing the identity of the responders. If you select **View Graded Responses**, you can review and reassess already graded questions while knowing the identity of the responders. If you select both **Blind Marking** and **View Graded Responses**, you can view, grade, and re-grade all responses to the question without knowing the identities of the respondents.


How do I assess a quiz by attempt?

1. Click  **Grade** from the context menu of the quiz you want to grade.
2. In the Attempts tab, click on the quiz attempt you want to grade.
3. Enter a **Score** for each question. You can also enter **Feedback** for each question. As you enter question scores, the **Final Score** field updates.


4. Click **Save**.

Note In order for the attempt to contribute to the calculation of the user's overall grade for the quiz, the **Graded (G)** check box must be selected. If you want multiple attempts to count, then they all must have **Graded (G)** selected.

How do I automatically assess a completed quiz and send it to the grade book?


1. Click  **Edit** from the context menu of the quiz you want to grade automatically.
2. In the Assessments tab, select **Allow automatic export to grades** and **Allow attempt to be set as graded immediately upon completion**.

How do I publish quiz scores to the grade book?

1. Click  **Grade** from the context menu of the quiz you want to publish scores for.
2. Select the **Published** check box for every user you want to publish quiz scores for.
3. Click **Save**.


Associating your quiz with a grade item

In order for a quiz to display in the grade book, it must be associated with a grade item.

1. Click  **Edit** from the context menu of the quiz you want to associate with a grade item.
2. In the Assessment tab, do one of the following:
 - Select an existing grade item from the Grade Item drop-down list and assign it a **Score Out Of**. Click **Save and Close**.
 - Click the **New Grade Item** link to create a grade item in place. Fill out the grade item requirements in the dialog that displays and click **Save**.

Associating your quiz with a rubric

Rubrics make grading easier because they provide consistent standards for evaluation. Rubrics are not required with quizzes.

1. Click  **Edit** from the context menu of the quiz you want to add a rubric to.
2. In the Assessment tab, click **Add Rubric**, and then select your rubric from the dialog that displays. Click **Add Selected**.
3. Click **Save**.