Manually Grading Quizzes

While many Brightspace quizzes are graded automatically, there are circumstances where manually grading is necessary or preferred. For instance, manual grading is necessary when quizzes contain written response questions, or when overriding or regrading a question.

When grading manually, you can grade either by attempt (i.e. one student's quiz at a time), or by question (i.e. mark all question #1's first). It is expected that to follow the steps below, you have created a quiz with questions that need to be graded manually.

Grading a Quiz by Attempt

1. Visit the Quizzes area of your course, and select "Grade" in the dropdown menu beside the quiz you want to grade.
2. You will be taken to the "Grade Quiz" page. Scroll down, and below a student's name, click on the quiz attempt you want to grade.
3. Scroll down to evaluate each answer, providing scores and optional feedback (either by question, section, and/or for the overall attempt).

4. When the attempt has been graded, click "Save and Close".
5. From here, you will return to the Grade Quiz page, where you can click on the next student's attempt and repeat the process.

Grading a Quiz by Question

1. Visit the Quizzes area of your course, and select "Grade" in the dropdown menu beside the quiz you want to grade.
2. On the "Grade Quiz" page, by default you will see attempts to grade, filtered by user.

3. To grade by Question, click the "Questions" tab.

4. Select the question title you wish to grade. The first student's answer will be displayed.
5. Enter a score (and optional feedback).
6. Select the "Save and Continue" button to proceed to the next student's question.

7. When all "Question 1's" have been graded, select "Go Back to Questions" or "Save" to return to the Questions page.
8. Click on another question to grade, or "Close" to return to the main Quizzes page.

Publishing Quiz results to Grades

For quiz results to appear in the Grade book, the quiz needs to be associated with a grade item. Quizzes that are graded manually must be published manually to the grade book.