



# iLearn: Grading Quizzes

## Center for Innovation in Teaching and Learning

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## Grading Quizzes

D2L automatically grades certain quiz questions such as multiple-choice, true/false, multi-select, and matching. However, qualitative questions like written responses require manual evaluation.

You can grade quizzes by

- [Student Attempt](#): Grade an entire quiz for one student at a time
- [Question](#): Grade one question for one student at a time

If a quiz has manually scored question times, those scores will need to be published.

## Grade Quizzes by Student Attempt

1. In your course, click **Quizzes** in the purple navigation bar.
2. Click the dropdown arrow next to the quiz.
3. Select **Grade**.
4. The Grade Quiz page will open to the Users tab. Under the name of the student, select the **Attempt** link.
5. The User Attempt page will open. Scroll down to the quiz questions that need grading and enter feedback.
6. Enter a value in the **Score** field to grade manual questions or adjust automatically assigned scores.

Question 6

What is one important principle of online course design, and why is it important for student learning?

Consistent communication with students.

4 words

Save Time  
12:53 PM

Score  
/10 (not auto-graded: a default grade of 0 was assigned)

Feedback

*Figure: Use score field to enter or update grades and provide feedback*

7. Enter text in the **Attempt Feedback** textbox to give the student feedback on the entire quiz attempt.
8. Select **Publish** to save and publish the feedback so the student can see it immediately. Select **Save as Draft** to save the feedback without publishing it to the student.

## Grading Quizzes

- Use the arrows to navigate to the next student.



Figure: Use the navigation arrows to go to the next student's attempt.

- When all students have been graded, select the **Back** button to go back to the Users page.
- If feedback was saved but not published, select the **checkbox** to highlight all students.
- Click **Publish Feedback** to publish all feedback at once.

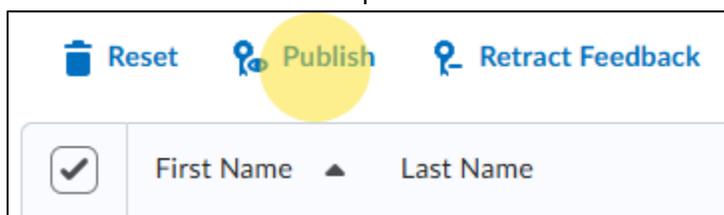


Figure: Click publish button to release all grades

## Grade Quizzes by Question

- In your course, click **Quizzes** in the purple navigation bar.
- Click the dropdown arrow next to the quiz.
- Select **Grade**.
- The Grade Quiz page will open to the Users tab. Click the **Questions** tab to view a list of all questions on the quiz.

(Optional) For anonymous scoring, select the box to **Hide Learners' names**.

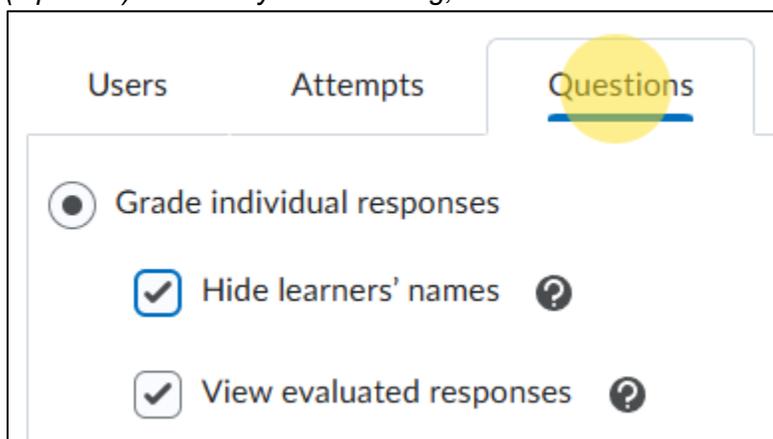
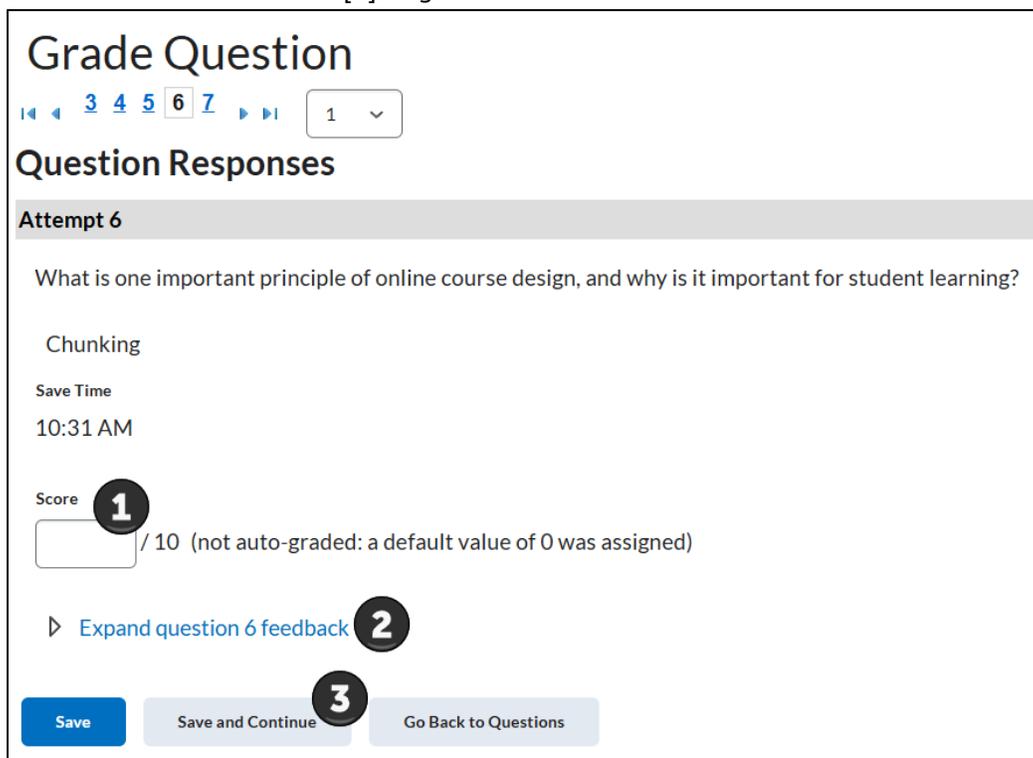


Figure: Questions tab

- Select the question title link. The first response will be displayed.
- Enter a value in the **Score** field [1] (or adjust the value automatically entered by D2L)

## Grading Quizzes

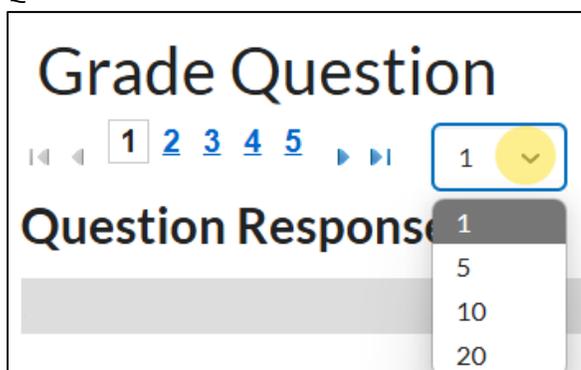
- Click **Expand question feedback** [2] to open the Feedback field and enter any qualitative feedback.
- Click **Save and Continue** [3] to go to the next student.



The screenshot shows the 'Grade Question' interface. At the top, there are navigation arrows and a dropdown menu set to '1'. Below this is the 'Question Responses' section, which includes a header for 'Attempt 6'. The question text is 'What is one important principle of online course design, and why is it important for student learning?'. The student's response is 'Chunking'. Below the response, it shows 'Save Time' as '10:31 AM'. The 'Score' is '1' out of '10', with a note that it is not auto-graded. There is a button labeled 'Expand question 6 feedback' and three buttons at the bottom: 'Save', 'Save and Continue', and 'Go Back to Questions'.

Figure: Provide or update scores and give feedback, then click save and continue

- (Optional) To view more than one student at a time, click the drop-down arrow under Grade Question and select the number to view at one time.



The screenshot shows the 'Grade Question' interface with a dropdown menu open. The dropdown menu is located under the 'Grade Question' header and shows options for '1', '5', '10', and '20' students. The '1' option is currently selected.

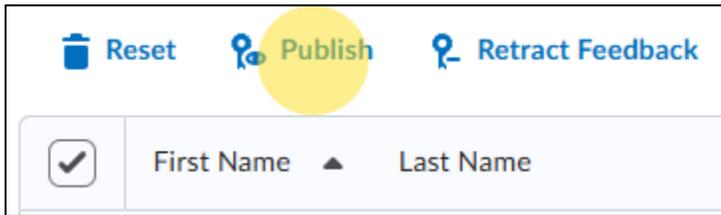
Figure: Grade more than one student's response at a time by using the drop-down menu.

## Publish Scores Manually

- In your course, click **Quizzes** in the purple navigation bar.
- Click the dropdown arrow next to the quiz.
- Select **Grade**.

## Grading Quizzes

4. Click the **Select all rows** checkbox to select all the quiz attempts.
5. Click **Publish Feedback**.



*Figure: Click publish to release scores manually*

6. If applicable, click **Yes** to publish the quiz scores to the grade book.

Note: For quizzes that allow more than one attempt, the chosen score (highest, average, etc.) is the score that will be sent to the gradebook. You can edit this under **Attempts & Completion** in the Quiz settings.