

Grading your Exam – 2 methods

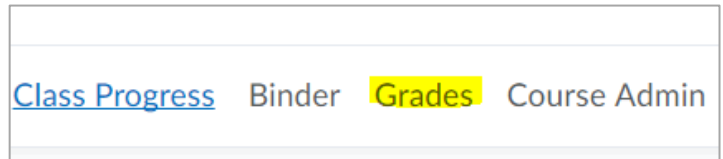
****Please review the following grading methods and select your preference:**

Method 1 – Grade your exams by assessing each student’s submission

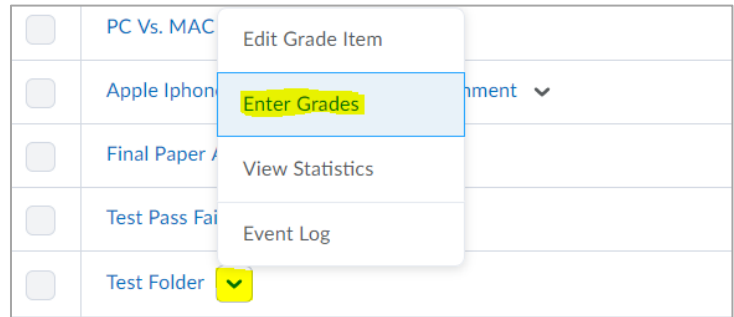
Method 2 – Grade your exams by reviewing each exam question

Method 1 – Review Student Submissions

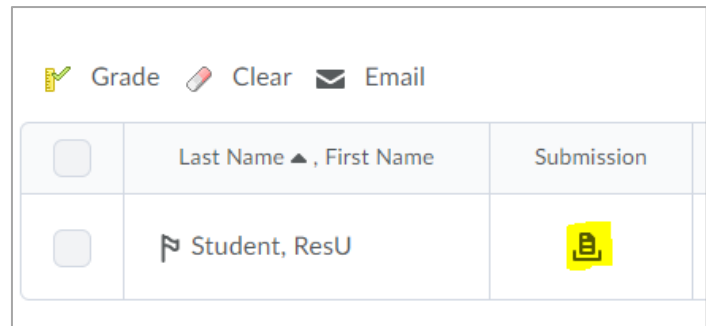
1. Enter your course and click **Grades** on the top.



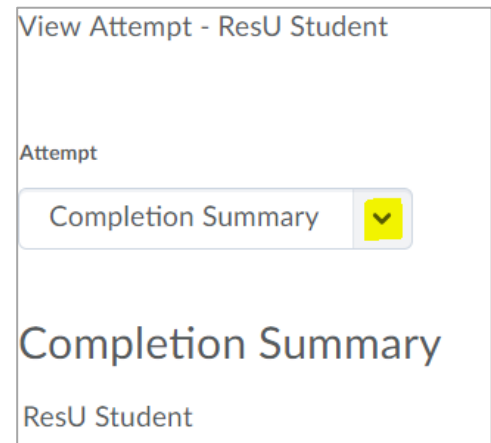
2. Locate your exam and click the **dropdown arrow** next to it. Click **Enter Grades**.



3. Click on the **submission icon** next to a student’s name to view their submission.



4. A window will open displaying the Completion Summary. Click on the **dropdown arrow** and click **Attempt 1**.



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5. Review the exam and make point adjustments if needed. Then click **Save**.

Attempt

Attempt 1

Attempt 1

ResU Student

Available: Always Available

Written: Sep 14, 2017 2:32 PM - Sep 14, 2017 2:34

[Quizzes Event Log](#)

Timing

Time Limit: 2:00:00 (not enforced)

Time Spent: 0:01:41

Grading Feedback

Auto-Grade

Final Score *

5.4 / 6

Save Close

6. The grade will **NOT** populate the gradebook. You must input the score manually. It is suggested to review all submissions and input the grade. When complete, click **Save and Close** so the scores are published to students.

Grade Clear Email

<input type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Scheme	Feedback	Event Log
<input type="checkbox"/>	Student, ResU		45 / 50	90 %		

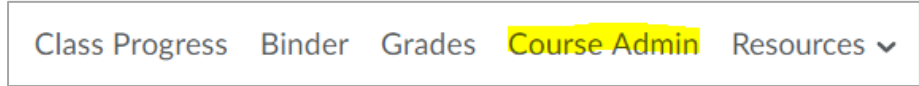
50 per page

Save and Close Save Cancel

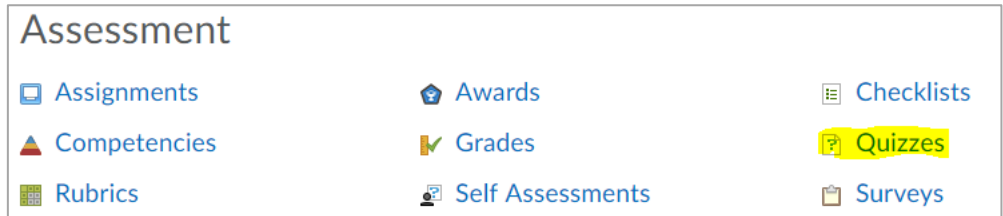
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Method 2 - Review Exam Questions

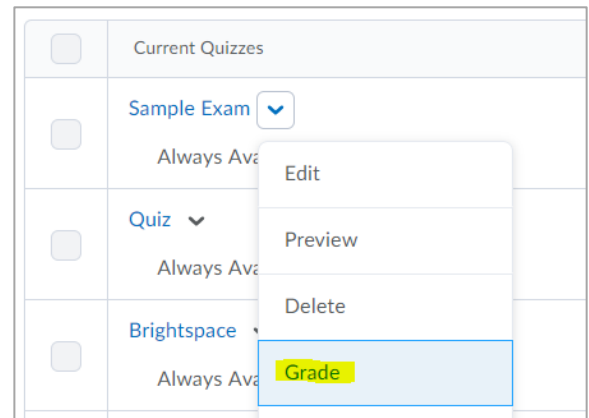
1. Enter your course and click **Course Admin** on the top.



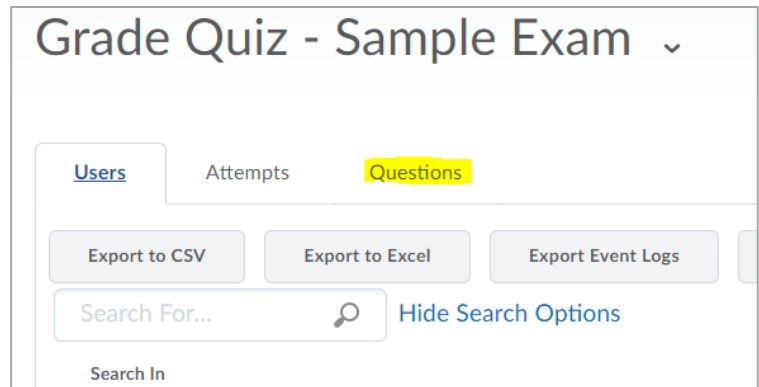
2. Click **Quizzes** seen within the Assessment section.



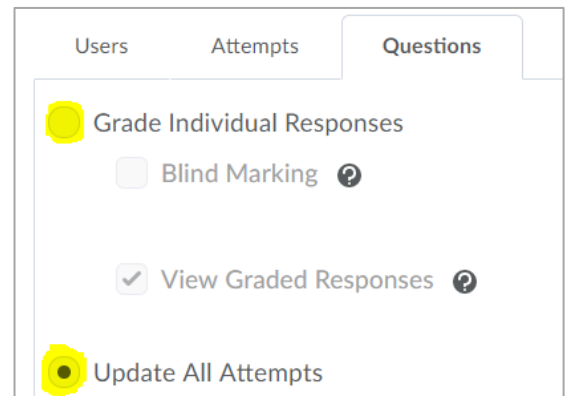
3. Locate your Exam and click on the **dropdown arrow** next to it. Click **Grade**.



4. Click on the third tab **Questions**.

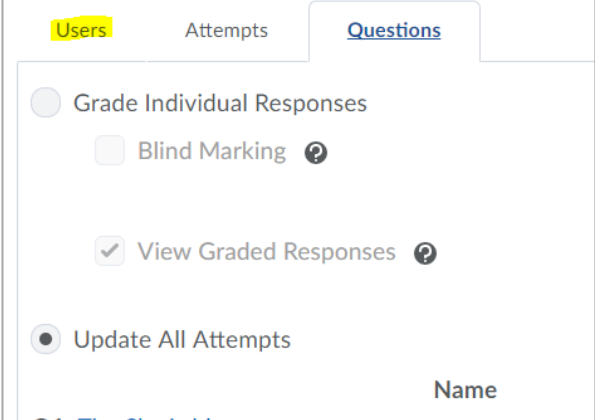


5. Choose whether you would like to grade questions by **Individual Responses** or **All Attempts** (this will update the points for each student based on their response).



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6. Once you have reviewed all questions, click on the **Users** tab.



Users Attempts Questions

Grade Individual Responses


Blind Marking ?

View Graded Responses ?

Update All Attempts

Name

7. Scroll down to the students and their submissions. To **publish** all of the grades, click on the **Publish** icon next to the Published box.

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Published 
<input type="checkbox"/>	ResU Student				
<input type="checkbox"/>	attempt 1	Sep 14, 2017 2:34 PM	5.4 / 6	<input checked="" type="checkbox"/> 90 %	<input type="checkbox"/>