

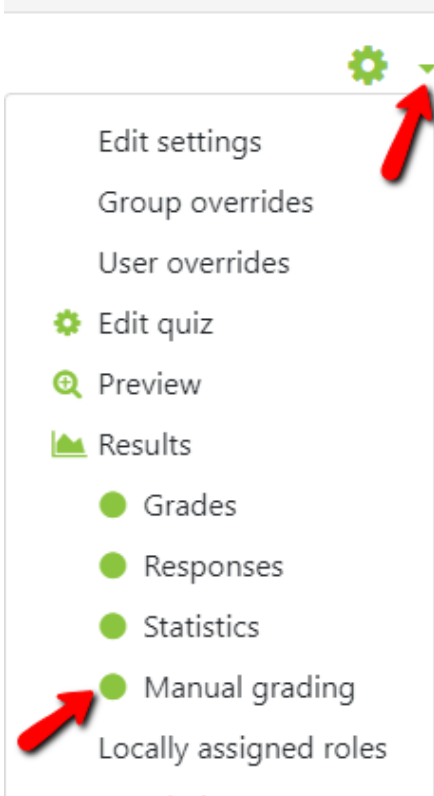
Manually Grading Quizzes by Question in OnCourse

How do I grade one question at a time?

Step-by-step guide

After a quiz is submitted, it may be helpful to grade all of a question at once. For instance, have all students' question #5 displayed at the same time. This can be done by using "manual grading."

1. Locate and open the quiz.
2. Locate the green gear icon on the upper right hand side of the page. Click on the drop-down menu.



3. Under Results click the Manual Grading link.
4. The screen that is displayed will show the questions that need grading.
5. Click on the Grade All link to display the questions and answers.

Hints:

- Consider these options at the top of the screen after clicking "Grade All":
 - "Attempts to grade" - This will either display all submissions for that question, or the items previously graded.
 - "Questions per page" - By default only 5 questions will display at a time. You may want to increase this number, but the entries do not auto-save. Be sure to press "Save and go to next page" when moving forward.
 - "Order attempts" - By default they are set to display randomly, you may choose to order by first name, last name, date, or student id.

Resources:

- Adding and configuring a Quiz: <https://answers.fredonia.edu/x/HIA4>.
- Importing Quiz questions: <https://answers.fredonia.edu/x/KIA4>.
- Creating importable multiple choice questions using the Aiken format: <https://answers.fredonia.edu/x/H4A4>.
- Extended testing time and other individual quiz modifications: <https://answers.fredonia.edu/x/olAg>.
- Deleting a quiz attempt: <https://answers.fredonia.edu/x/YA4>.

Short URL to this page: [https://answers.fredonia.edu/x/\\$action.getTinyUrl\(\)](https://answers.fredonia.edu/x/$action.getTinyUrl())

Related articles

- [Adding and Configuring Quizzes in OnCourse](#)
- [Adding a YouTube Video to OnCourse](#)
- [Create an Assignment in an OnCourse Gradebook](#)
- [Drop the Lowest Grade in OnCourse Gradebook](#)
- [Exporting Your Roster From OnCourse](#)