

## Quiz—Grading Essay Questions

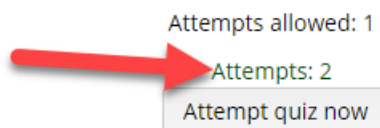
Essay questions in quizzes must be manually graded.

## Quiz—Grading Essay Questions How to

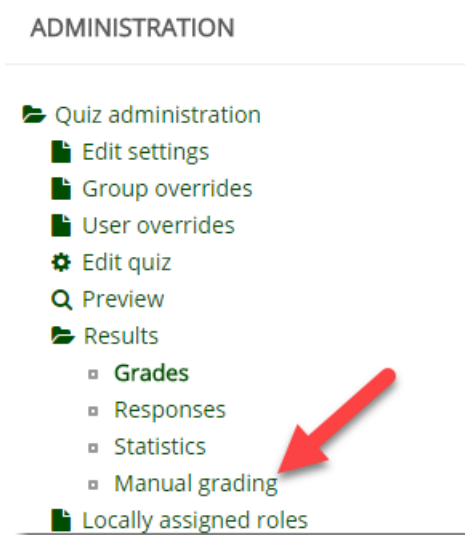
Begin by logging in to EduCat and selecting the course with the quiz you want to grade:

1. Scroll down to the section with the Quiz, and select the title of that quiz.
2. Select **Attempts**.

### Essay Exam



3. Scroll to the bottom of the page past the list of quiz attempts, and under the **Administration** block select **Manual Grading**.



4. Select **grade all** to the right of the question you would like to grade.

### Essay Exam

#### Questions that need grading

Also show questions that have been graded automatically

| Q # | Question name | To grade | Already graded | Total       |
|-----|---------------|----------|----------------|-------------|
| 1   | Essay 01      | 2 grade  | 0              | 2 grade all |
| 2   | Essay 02      | 2 grade  | 0              | 2 grade all |
| 3   | Essay 03      | 2 grade  | 0              | 2 grade all |

4. You will see the first 5 attempts for the selected question on this page, one for each student. In the **Comments** field, type any desired comments for each student’s submission, and add a numeric score in the **Mark** field.

## Grading attempts 1 to 2 of 2

### Attempt number 1 for Bugs Bunny

Question 1  
Complete  
Marked out of 10.00

Answer the following .....

My answer is as follows.....

**Comment**

Type instructor comments here.

**Mark**

out of 10.00

Add a numeric score here.

### Attempt number 1 for Daffy Duck

Question 1  
Complete  
Marked out of 10.00

Answer the following .....

Here is my answer to the first essay question.....

**Comment**

5. Scroll to the bottom of the page and click the **Save and go to next page** to grade the attempts of the next 5 students.

6. You can change how you view the question attempts on each page:
  - 6.1 **Questions per page** determines how many student attempts are listed on each page.
  - 6.2 You may **order attempts** randomly, by date/time, or by name.
  - 6.3 Click the **Change options** button to save your changes.

Options

Attempts to grade

All (2)

Questions per page

30 1

Order attempts

By student last name 2

3 Change options

7. If you choose to display a large number of attempts on one page, keep in mind that the server times out after 3 hours. If you get called away, take a second to scroll to the bottom of the page and save your work so you don't lose everything on the page if you are gone longer than anticipated.
8. Once you have saved your grades for all of the attempts on a single question, scroll to the top of the page and select **Back to the list of questions**. Repeat steps 4 through 6 for any remaining essay questions.