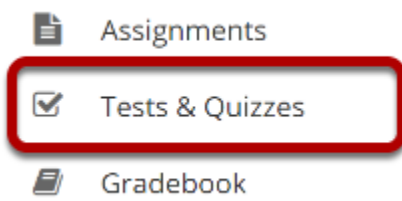


# How do I grade assessment submissions by question?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

For more information and additional options for grading assessments, see the following article: [How do I grade Tests & Quizzes?](#)

## Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

# Select the Published-All View.

## Assessment List

View **All**  per page Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 3	Published - Active	0	<u>2</u>	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:58:30	<input type="checkbox"/>
<b>Draft - Quiz 3</b>	Draft			Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:58:27	<input type="checkbox"/>
Quiz 1	Published - Active	0	<u>4</u>	Entire Site	2019-01-19 15:10:00	2019-02-09 00:00:00	ktinstructor	2019-02-03 15:10:42	<input type="checkbox"/>

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

# Go to the assessment submissions.

## Assessment List

View **Published - All**  assessments per page Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 3	Published - Active	0	<u>2</u>	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:58:30	<input type="checkbox"/>
	Published - Active	0	<u>4</u>	Entire Site	2019-01-19 15:10:00	2019-02-09 00:00:00	ktinstructor	2019-02-03 15:10:42	<input type="checkbox"/>
Quiz 2	Published - Active	0	<u>3</u>	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:10:07	<input type="checkbox"/>

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

## Click on Questions.

### Total Scores: Quiz 3

Submission Status **Total Scores** **Questions** Statistics Item Analysis Export

Apply This Score  to all participants with "No Submission".

View Highest Submission ▼ for Entire Site ▼

Search Student name or ID  Find Clear

Viewing 1 - 4 of 4 items

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	<a href="#">Johnson, Steven</a>	student02	Student	02/03/2019 04:03:46 PM	6	<input type="text" value="0.0"/>	6	<input type="text"/> Add Attachments
	Marin, Eristudent03	Student	No Submission	-	-	<input type="text" value="-"/>	-	Requires student submission

Click on the **Questions** tab in the assessment menu.

## Select the question.

### Part 1: Question 7 (Quiz 3)

Submission Status Total Scores **Questions** Statistics Item Analysis Export

Part 1: [Q1](#) | [Q2](#) | [Q3](#) | [Q4](#) | [Q5](#) | [Q6](#) | **[Q7](#)**

From the list of question numbers, select the question you'd like to grade. Each question is listed as the letter **Q** with the question number (e.g., **Q1**, **Q2**).

# Enter grades and/or comments.

## Part 1: Question 7 - Short Answer/Essay (4.0 Points)

In your opinion, where does the future of marine science lie?

### Responses

View  with  for Entire Site

Search

Viewing 1 - 2 of 2 items

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
<a href="#">Johnson, Steven</a>	student02	Student	02/03/2019	4.0	The greatest progress in the immediate future will be made by consortia of universities and research institutions funded by state and federal agencies. Through decisions on the use of tax revenue, the voters will directly or indirectly determine the future of marine science.	good answer <input type="button" value="Add Attachments"/>
<a href="#">Thompson, Mary</a>	student01	Student	02/03/2019	1.0	In the future, marine scientists will live in bubble houses at the bottom of the ocean and talk to dolphins.	partial credit for creativity <input type="button" value="Add Attachments"/>

All of the student responses will be displayed by question.

1. Enter the score for each student for the selected question.
2. Enter comments and/or add an attachment in the **Comments for Student** column if desired.

## Save your changes.

Be sure to scroll down to the bottom and click **SAVE** to save your changes!