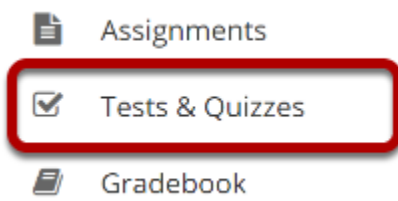


# How do I grade assessment submissions by student?

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**

Display **20** assessments per page

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 1	Published - Active	0	4	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	3	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:10:07	<input type="checkbox"/>
Quiz 3	Published - Active	0	1	Entire Site	2019-01-19 14:50:00	2019-02-23 00:00:00	ktinstructor	2019-02-03 15:09:47	<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**

Display **20** assessments per page

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 1	Published - Active	0	4	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	3	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:10:07	<input type="checkbox"/>
Quiz 3	Published - Active	0	1	Entire Site	2019-01-19 14:50:00	2019-02-23 00:00:00	ktinstructor	2019-02-03 15:09:47	<input type="checkbox"/>

Actions for Quiz 2: **Scores**, Preview, Print, Settings

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.

## Display multiple submissions for students. (Optional)

### ☑ TESTS & QUIZZES

Assessments	Add	Question Pools	Event Log	User Activity Report
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## Total Scores: New Quiz

Submission Status	Total Scores	Questions	Statistics	Item Analysis	Export
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to all participants with "No Submission".

**View** Highest Submission ▼ for Entire Site ▼

**Search** All Submissions

Highest Submission

By default, the submission that displays for each student will be based on your [assessment's Recorded Score setting](#). For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted an [allowed retake](#), you can choose to view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

## Select the student.

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 03:26:26 PM	5	<input type="text" value="0.0"/>	5	<input type="text"/> <input type="button" value="Add Attachments"/>
	Marin, Eric	student03	Student	No Submission	-	<input type="text" value="-"/>	-	Requires student submission
X	<a href="#">Smith, Jeremy</a>	student04	Student	02/03/2019 03:27:01 PM	4	<input type="text" value="0.0"/>	4	<input type="text"/> <input type="button" value="Add Attachments"/>
X	<a href="#">Thompson Mary</a>	student01	Student	02/03/2019 03:25:49 PM	6	<input type="text" value="0.0"/>	6	<input type="text"/> <input type="button" value="Add Attachments"/>

Click on the student's name to view the individual submission.

# View and enter grades/comments for the individual student.

Steven Johnson

Submission Status | Total Scores | Questions | Statistics

**Quiz 2**

Comments for Student:

**Table of Contents**

**Part 1 - Default - 6/6 Answered Question 5.0 / 6.0 Points**

1. Which of the following statements accurately describe a turbidity current?	1 Points
2. The deep-ocean basin includes all of the following features EXCEPT:	1 Points
3. The continental shelf:	1 Points
4. Which of the following statements accurately describes ALL continental margins?	1 Points
5. The great heaps of unconsolidated sediment at the base of the continental slope are known as:	1 Points
6. The trailing edge of a moving continental crustal plate is most likely to exhibit features associated with:	1 Points

Part 1 of 1

Question 1 of 6:  / 1.0 Points

Which of the following statements accurately describe a turbidity current?

A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).

B. The cause of mid-ocean trenches.

C. A phenomenon associated with violent atmospheric storms at sea.

D. none of these

Answer Key: D

Comments for Student:

Attachments

No Attachment(s) yet

The individual student submission will be displayed, showing all of the questions and answers for that student. You may enter or modify comments and points for any of the questions in the assessments as needed. You may also add attachments to provide additional feedback for a particular question if desired.

## Save your changes.



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