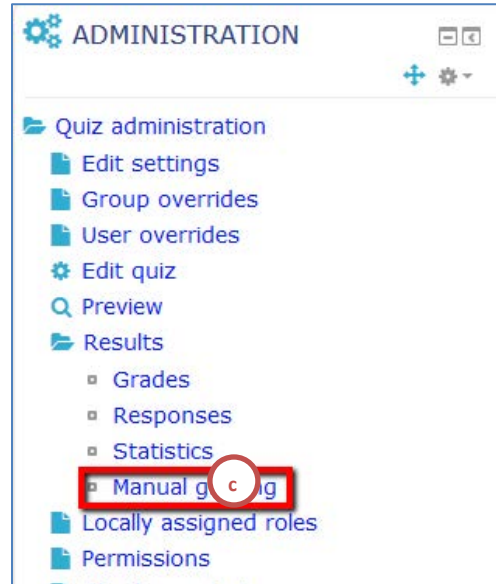


1. Locate the quiz on your course homepage.
 - a. Click on the quiz name.
 - b. In the Quiz Administration block, click the icon in front of Results to **expand the topic**.
 - c. Click **Manual grading**.



2. Click **“grade all”** for the first question.

d

Quiz - Topic 7

Questions that need grading

Also show questions that have been graded automatically

Q #	Question name	To grade	Already graded	Total
1	Causes of the Civil War	2 grade	0	2 grade all
2	Why did North Win?	2 grade	0	2 grade all
3	Outside countries	2 grade	0	2 grade all

3. Enter your comments in the **Comment** field below the first student response.
4. Then enter the score for that response in the **“Points”** field just below comments.
5. Continue with remaining questions then click **Save and go to the next page** when you reach the bottom of the page.

Comment

Enter your comments here.

Enter your comments here.

Points 9 out of 10.00

6. Once all answers to that question are graded, scroll to the top and click **“Back to the list of questions”**.

Quiz - Topic 7

Grading question 1: Causes of the Civil War

[Back to the list of questions](#)

7. Select **“grade all”** for the next question. Repeat until all questions have been graded.
8. Verify there is a 0 in the **“To grade”** column for all questions.

Q #	Question name	To grade	Already graded	Total
1	Causes of the Civil War	0	2 update grades	2 grade all
2	Why did North Win?	0	2 update grades	2 grade all
3	Outside countries	0	2 update grades	2 grade all

What Students See

Your students can see your comments when they click on the exam link, then click **Review**:

Quiz - Topic 7

[Return to: Topic 7 ↗](#)

Type your answer into the box provided.

Attempts allowed: 1

Summary of your previous attempts

State	Grade / 30.00	Review
Finished Submitted Thursday, 17 August 2017, 2:08 PM	26.00	Review Review

Your final grade for this quiz is
26.00/30.00.