

Grade an essay quiz question

Background information to consider:

- If you include essay-type questions within the same quiz that contains multiple-choice or true-false questions, students cannot see their quiz grade until you manually grade the essay.
- Some instructors choose to have essay-type questions placed in a separate **Assignment** activity and place the assignment grade within the Quiz grading category.

If you choose to include essay questions in a **Quiz** activity (instead of an Assignment activity), the following instructions show how to grade them.

Step 1: Click on the quiz link on the course page.

Click the **gear icon** to open the Quiz administration menu

Click **Manual grading**

Click here to grade

Q #	T	Question name	To grade	Already graded	Total
21	<input type="checkbox"/>	Essay question	1 grade	0	1 grade all

Grading attempts 1 to 1 of 1
Attempt number 1 for Donald Duck

Question 21
Complete Marked out of 1

Describe the steps involved when considering starting your own business.

Step 1: xxxxxxxx
Step 2: xxxxxxxx
Step 3: xxxxxxxx

Read student's response

Can add comment.

Insert points earned.

Mark out of 1

Click to save. Grade other essays as appropriate.

Save and go to next page