

You can grade long answer questions, regrade incorrect questions, and delete attempts.

Grade Individual Questions

This section describes how to grade quiz questions types that D2L cannot accurately grade. This includes long answer essays and, in some cases, short answer or fill-in-the-blank. You can also use this option to regrade incorrect questions.

1. Access your course and click the **Quizzes** tab.
2. Click the **drop-down arrow** next to quiz you wish to grade and select **Grade**.
3. Click the **Questions** tab.
4. Select **Grade Individual Responses** and select the question you wish to grade.
5. Change the **drop-down arrow** to 20 to see more responses per page; the default is 1.

Grade Question



6. Review the response and enter a grade in the *Score* box.
7. **OPTIONAL:** Click **Expand question feedback** and enter comments.
8. Click **Save** or **Save and Continue**.

Regrade Incorrect Questions

You can regrade after attempts have been completed by students (e.g., a poorly worded question or a wrong answer was selected as correct).

1. Access your course and click the **Quizzes** tab.
2. Click the **drop-down arrow** next to quiz and select **Grade**.
3. Click the **Questions** tab.
4. Select **Update All Attempts** and select the question you wish to regrade.
NOTE: On the resulting page, you will see the number of students who chose each answer option. The answer option with the blue arrow to the left is marked as the correct answer.
5. Scroll to the *Grade* section and use one of the following *Grading Types*:



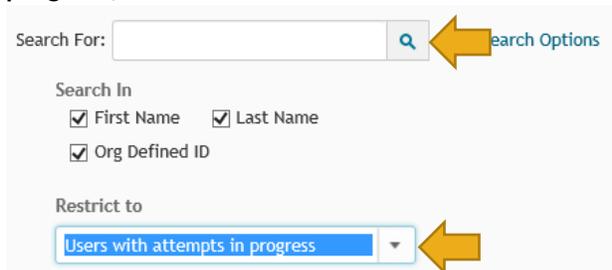
6. Click **Save** and select **Yes** to confirm.
IMPORTANT: This process does not correct the question and associated answers for future attempts, in the *Question Library*, or in submission views (students see the original question with the new score). Edit the question and answers (and save in all locations when prompted) to correct the question for future attempts and if you copy your course in a future semester.

Delete Quiz Attempts

You can delete a student's quiz attempt to allow them to retake the quiz as long as the quiz date has not ended.

WARNING: Deleting a quiz attempt permanently removes the attempt; the attempt cannot be recovered.

1. Access your course and click the **Quizzes** tab.
2. Click the **drop-down arrow** next to quiz you wish to delete and select **Grade**.
3. Scroll down and locate quiz attempt.
NOTE: If you do not see the attempt, click the *Restrict to* drop-down arrow, select **Users with attempts in progress**, and click the **Search icon** .



Search For:  Search Options

Search In

First Name Last Name

Org Defined ID

Restrict to

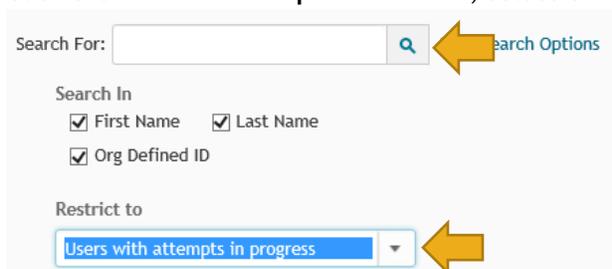
Users with attempts in progress 

4. Select the *attempt 1* checkbox (or *attempt 2*, etc.).
NOTE: If you do not see checkboxes in front of student quiz attempts, click the **Display Options** button at the top of the page, select the *Allow Reset* checkbox, and click **Save**.
5. Click the **trash can** icon above or below the list of quiz attempts and click **Yes**.

Submit Quiz Attempts

When a student has an attempt in progress, D2L will not grade the attempt and you cannot manually grade it. Once you submit the attempt, D2L will grade it if you have those options selected and you will be able to manually grade as well.

1. Access your course and click the **Quizzes** tab.
2. Click the **drop-down arrow** next to the applicable quiz and select **Grade**.
3. Click the *Restrict to* drop-down arrow, select **Users with attempts in progress**, and click the **Search icon** .



Search For:  Search Options

Search In

First Name Last Name

Org Defined ID

Restrict to

Users with attempts in progress 

4. Click the **Enter Quiz as User icon**  next to the attempt and click **Yes**.
5. Scroll down, if necessary, and click **Go to Submit Quiz**.
6. Click **Submit Quiz** and click **Yes, submit quiz**.