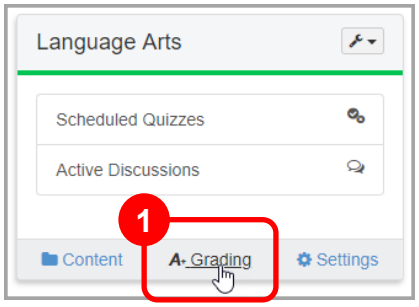
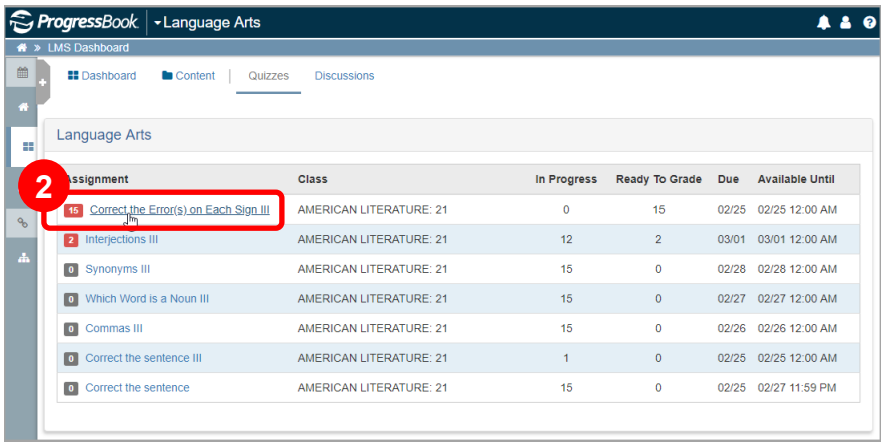
ProgressBook VirtualClassroom

Grading Quizzes

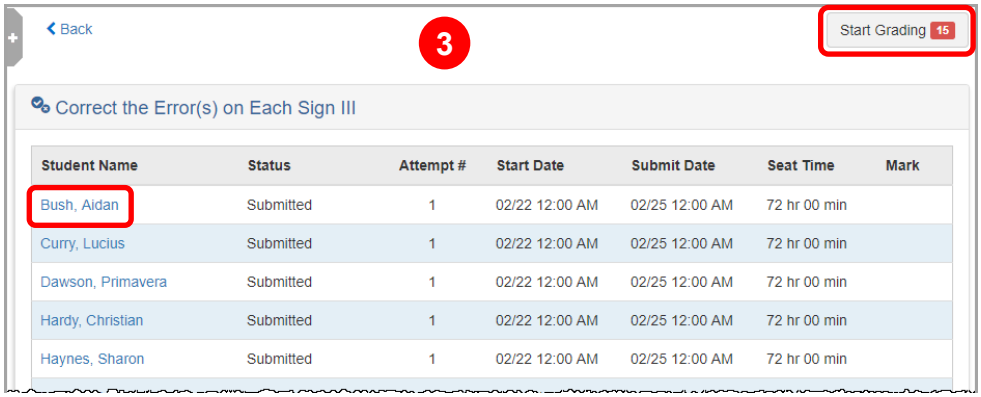
1. On the **Dashboard**, click **Grading** on the course containing the quiz you want to grade.



2. On the quiz grading screen, in the **Assignment** column, click the name of the assignment associated with the quiz you want to grade.



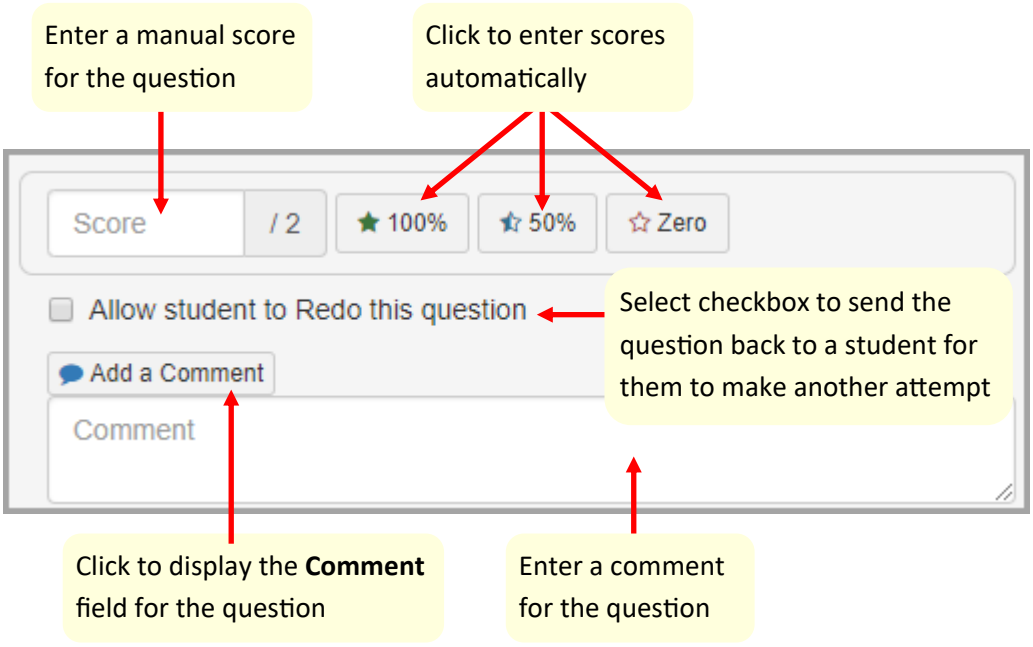
3. Click the name of the student whose quiz you want to start grading, or click **Start Grading** to start with the first student in the list.

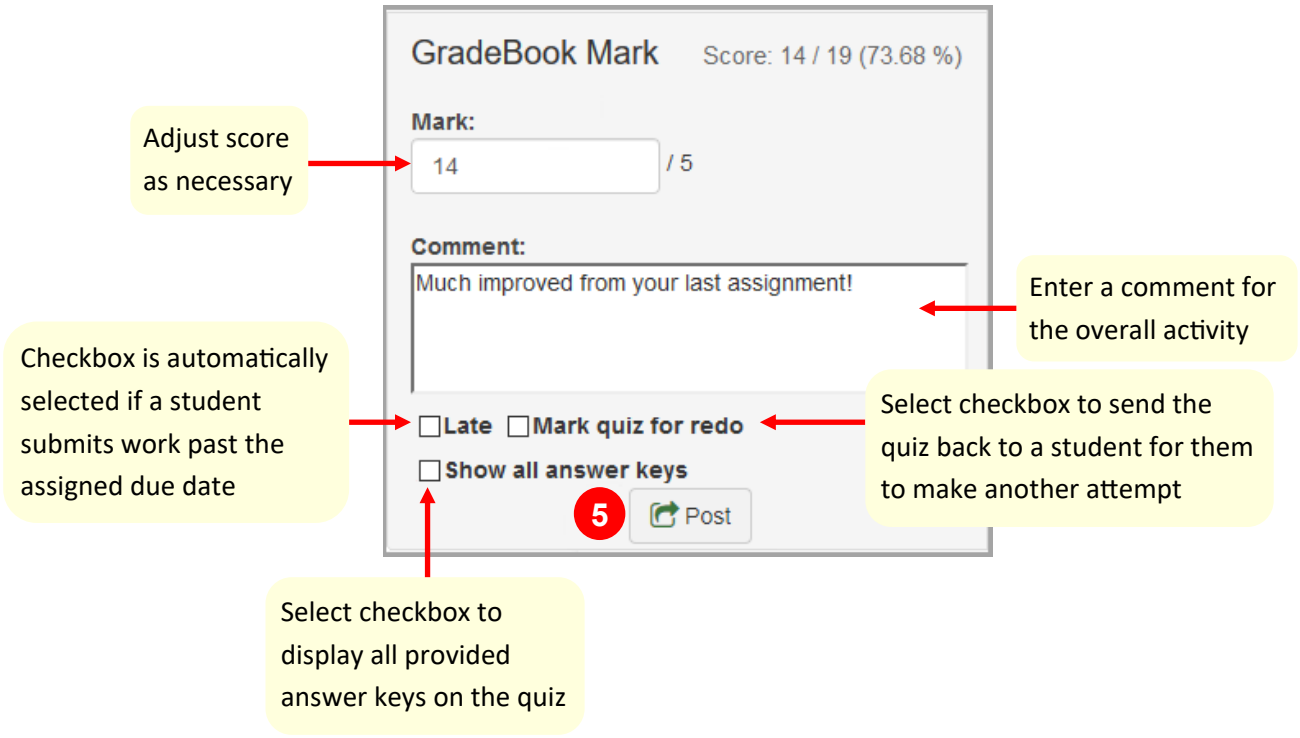


Note: *If you did not select* ***Preview before post?*** *on the* ***Assignment Details*** *screen while scheduling a quiz that contains* ***only*** *true/false, multiple choice, multi-answer, matching, and fill-in-the-blank questions, student submissions from that activity will not display in the list of activities to grade, as they have already been autoscored and posted to GradeBook.*

© 2019 Software Answers, LLC

4 Grade the quiz as desired (see below).





5 After completing grading and comments, click **Post**.