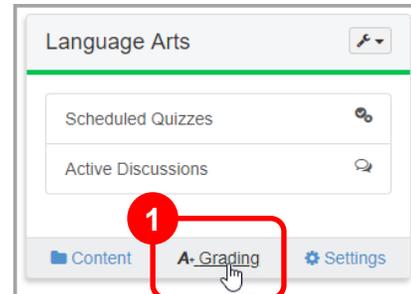
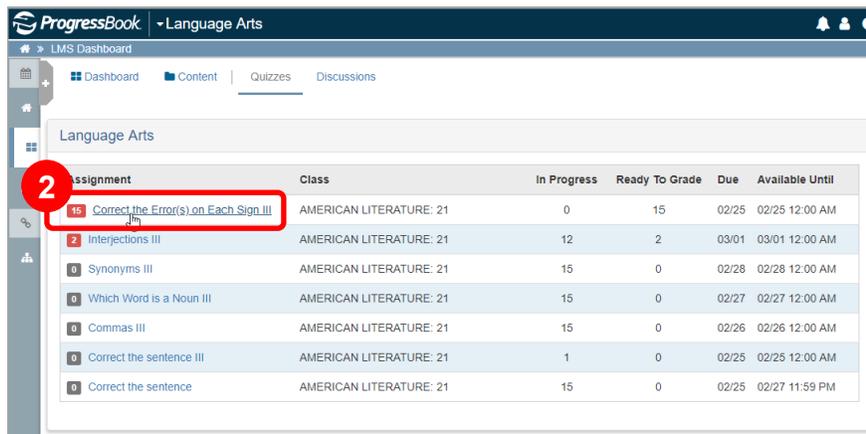


- 1 On the **Dashboard**, click **Grading** on the course containing the quiz you want to grade.

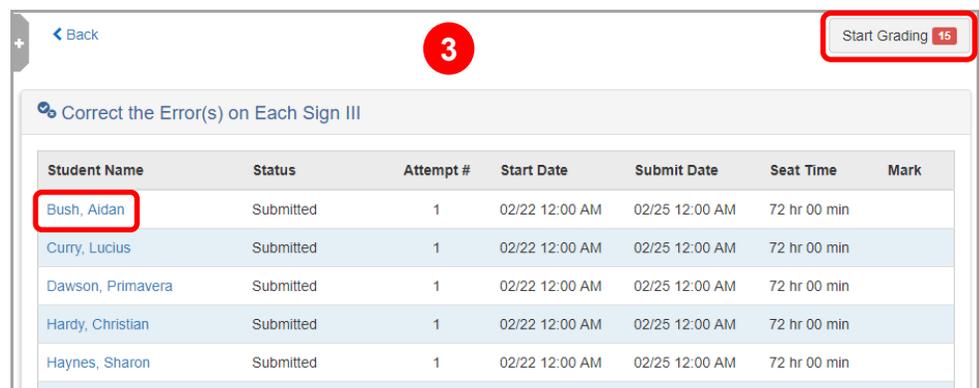


- 2 On the quiz grading screen, in the **Assignment** column, click the name of the assignment associated with the quiz you want to grade.



Assignment	Class	In Progress	Ready To Grade	Due	Available Until
15 Correct the Error(s) on Each Sign III	AMERICAN LITERATURE: 21	0	15	02/25	02/25 12:00 AM
2 Interjections III	AMERICAN LITERATURE: 21	12	2	03/01	03/01 12:00 AM
0 Synonyms III	AMERICAN LITERATURE: 21	15	0	02/28	02/28 12:00 AM
0 Which Word is a Noun III	AMERICAN LITERATURE: 21	15	0	02/27	02/27 12:00 AM
0 Commas III	AMERICAN LITERATURE: 21	15	0	02/26	02/26 12:00 AM
0 Correct the sentence III	AMERICAN LITERATURE: 21	1	0	02/25	02/25 12:00 AM
0 Correct the sentence	AMERICAN LITERATURE: 21	15	0	02/25	02/27 11:59 PM

- 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.



Student Name	Status	Attempt #	Start Date	Submit Date	Seat Time	Mark
Bush, Aidan	Submitted	1	02/22 12:00 AM	02/25 12:00 AM	72 hr 00 min	
Curry, Lucius	Submitted	1	02/22 12:00 AM	02/25 12:00 AM	72 hr 00 min	
Dawson, Primavera	Submitted	1	02/22 12:00 AM	02/25 12:00 AM	72 hr 00 min	
Hardy, Christian	Submitted	1	02/22 12:00 AM	02/25 12:00 AM	72 hr 00 min	
Haynes, Sharon	Submitted	1	02/22 12:00 AM	02/25 12:00 AM	72 hr 00 min	

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.

4 Grade the quiz as desired (see below).

Enter a manual score for the question

Click to enter scores automatically

Score / 2

★ 100%

★ 50%

☆ Zero

Allow student to Redo this question

Add a Comment

Comment

Select checkbox to send the question back to a student for them to make another attempt

Click to display the **Comment** field for the question

Enter a comment for the question

GradeBook Mark Score: 14 / 19 (73.68 %)

Adjust score as necessary

Mark: 14 / 5

Comment: Much improved from your last assignment!

Enter a comment for the overall activity

Checkbox is automatically selected if a student submits work past the assigned due date

Late Mark quiz for redo

Select checkbox to send the quiz back to a student for them to make another attempt

Show all answer keys

Select checkbox to display all provided answer keys on the quiz

5 Post

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