

Grading Assignments

Video Tutorial: [Basic Moodle Grading](#)

Note: To grade a **TurnItIn** activity, go to the activity in Moodle and launch Feedback Studio by clicking on each paper. Graded assignments added manually to the gradebook can only be graded by using the gradebook.

Assignments can include papers, Powerpoints, group assignments, or other file submissions.

There are many ways to grade using Moodle. The easiest way to grade is by using **Open Grader** as it gives you immediate access to all of the assignments and activities and all of the students in a single easy-to-access space.

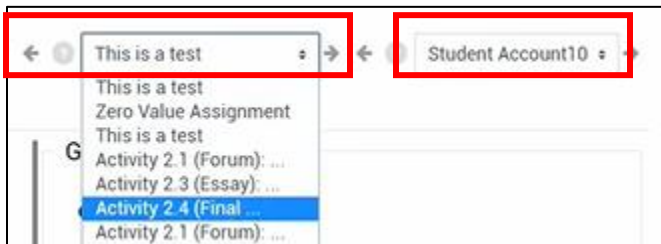
1. Select **Course Dashboard** from the left menu.



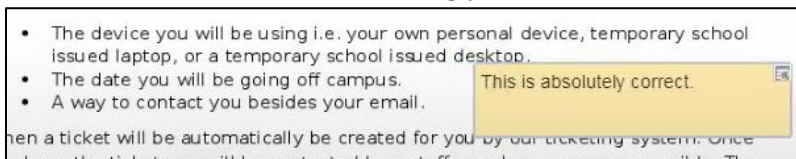
2. Select **Open Grader**.



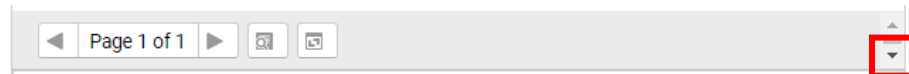
3. Select a grade item from the drop-down menu, then select a student to grade. File submissions will appear on the left.



4. You have two options for viewing the file.
 - a. **Option 1 (preferred):** Scroll down, below the feedback area, and select **Launch PDF editor**. This converts the document to PDF format, allowing you to add comments within the document.



- i. Click on the down arrow to access annotation tools.

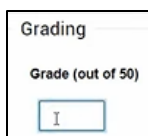


- ii. In Moodle, hover over each icon for a description of its function.



- b. **Option 2:** Select **Download all files** to save and open the file(s) on your computer. You can make comments in that file, then upload to the **File feedback** area.

5. Enter score in grade field, and provide feedback, if desired.



6. Select **Save grade and next** to proceed to the next student.

Grading Discussions

Video Tutorial: [Basic Moodle Grading](#)

There are many ways to grade using Moodle. The easiest way to grade discussion is by using **Open Grader**, as it gives you immediate access to each student's posts in a single easy-to-access space.

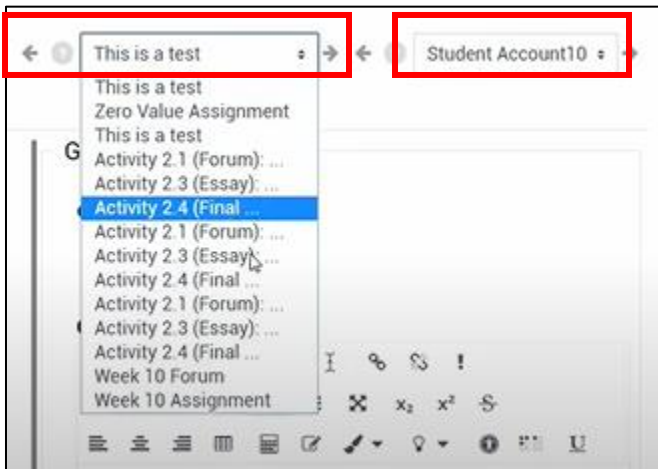
1. Select **Course Dashboard** from the left menu.



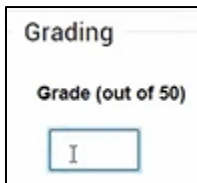
2. Select **Open Grader**.



3. Select a grade item from the drop-down menu, then select a student to grade. Forum posts by that student will appear on the left.



4. Enter score in grade field, and provide feedback, if desired. **Overall feedback** is feedback given by the instructor and it appears in the gradebook; students can't reply to it. **Activity comments** allows an ongoing conversation about the activity between the instructor and the student.



5. Select **Save grade and next** to proceed to the next student.

Grading Quizzes/Exams

Video Tutorial: [Basic Moodle Grading](#)

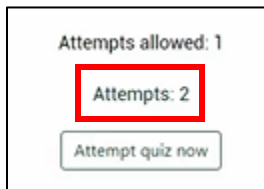
Quizzes and exams are all called Quizzes in Moodle.

Multiple-choice and **True/False** questions are graded automatically; generally other types of questions must be graded manually.

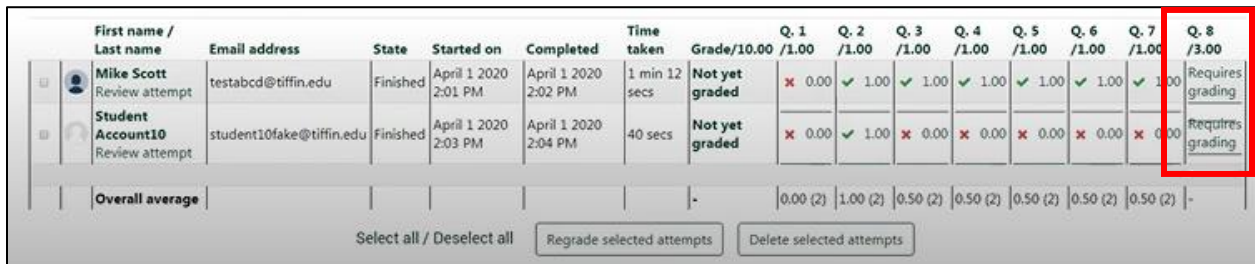
1. Click on the Quiz you want to grade.



2. Click on **Attempts: #**.



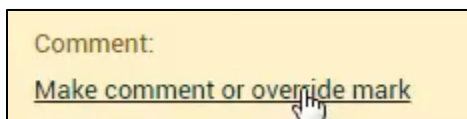
3. Results for all students will appear. You may need to scroll right to see all of the responses. Questions needing to be manually graded will appear as **Requires grading**.



First name / Last name	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /1.00	Q. 2 /1.00	Q. 3 /1.00	Q. 4 /1.00	Q. 5 /1.00	Q. 6 /1.00	Q. 7 /1.00	Q. 8 /3.00
Mike Scott Review attempt	testabcd@tiffin.edu	Finished	April 1 2020 2:01 PM	April 1 2020 2:02 PM	1 min 12 secs	Not yet graded	x 0.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00	Requires grading
Student Account10 Review attempt	student10fake@tiffin.edu	Finished	April 1 2020 2:03 PM	April 1 2020 2:04 PM	40 secs	Not yet graded	x 0.00	✓ 1.00	x 0.00	x 0.00	x 0.00	x 0.00	x 0.00	Requires grading
Overall average							-	0.00 (2)	1.00 (2)	0.50 (2)	0.50 (2)	0.50 (2)	0.50 (2)	0.50 (2)

Select all / Deselect all Regrade selected attempts Delete selected attempts

4. Click on **Requires grading** to view student's response. Under Comment, select **Make comment or override mark**.



5. Enter comment in text box, if desired, and in **Mark** field, enter score.
6. Scroll to bottom of screen and select **Save**.
7. Refresh screen (F5) to update view.