Albany State University
INFORMATION TECHNOLOGY SERVICES

Version 10.2

Desire2Learn

New and Updated Features

Quizzes

Grade a Quiz

Desire2Learn is a trademark of Desire2Learn Incorporated.

Microsoft Word is a trademark of the Microsoft Corporation.

D2L – Grading Quizzes

Hosted by ASU Information Technology Services

Please be remember:

Google Chrome is the recommended browser for accessing D2L on ASU site.

OVERVIEW – GRADE A QUIZ

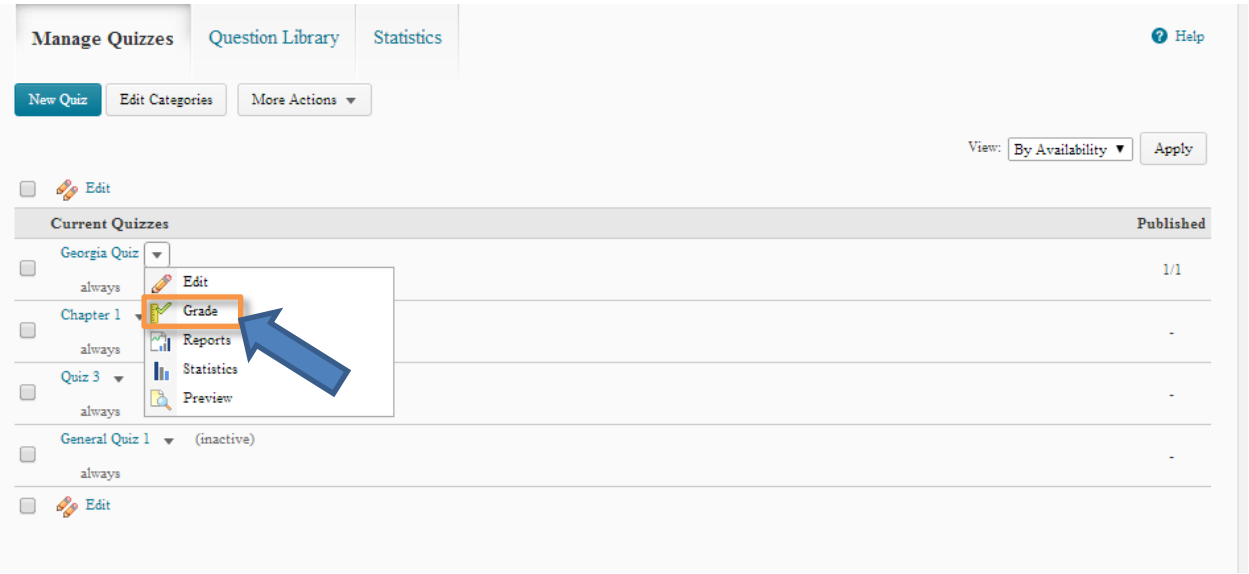
The following documentation shows how to grade a quiz that was created and submitted from within Desire2Learn. This tutorial shows a quiz with a variety of questions some that are autograded and others that are manually graded.

STEP 1

Log into your course from the course navigate click on **Quizzes**.

STEP 2

Click on the drop-down menu icon next to the quiz you need to grade and select **Grade.**

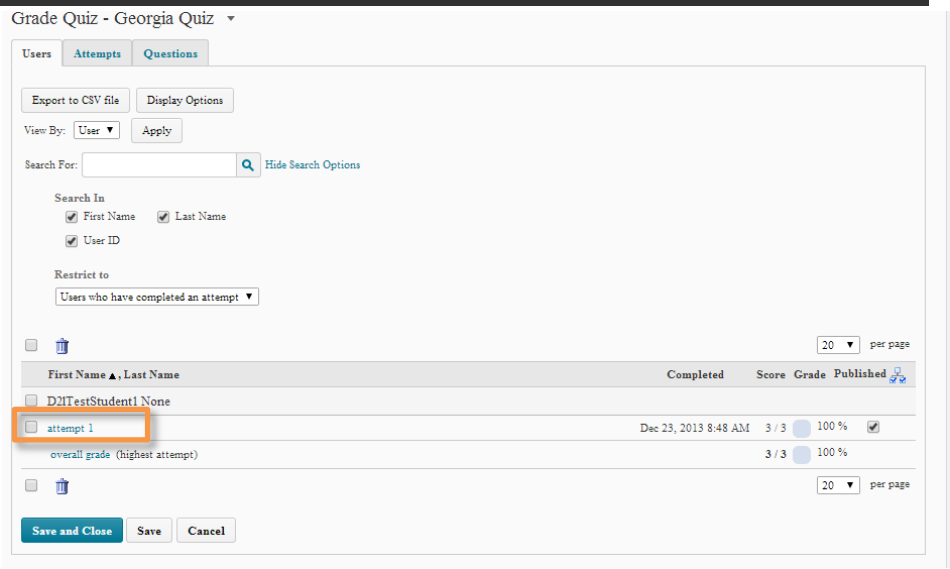


D2L – Grading Quizzes

Hosted by ASU Information Technology Services

STEP 3

Click the students submission under the students name, as shown to the left (most likely called **attempt 1**).



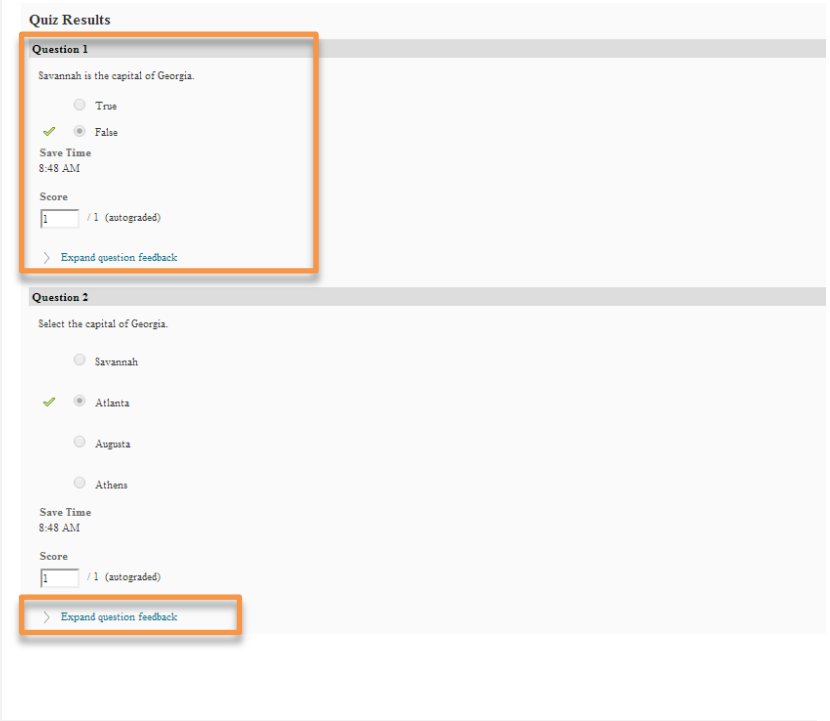
STEP 4

Review the questions to make sure they are graded accurately.

The image to the left shows how to manually enter a grade if a mistake was made on assigning value to a question. As you can see the student initially did not receive full credit for their correct answer.

If you have a long answer or essay portion of your quiz, you must manually assign a grade for a student's response.

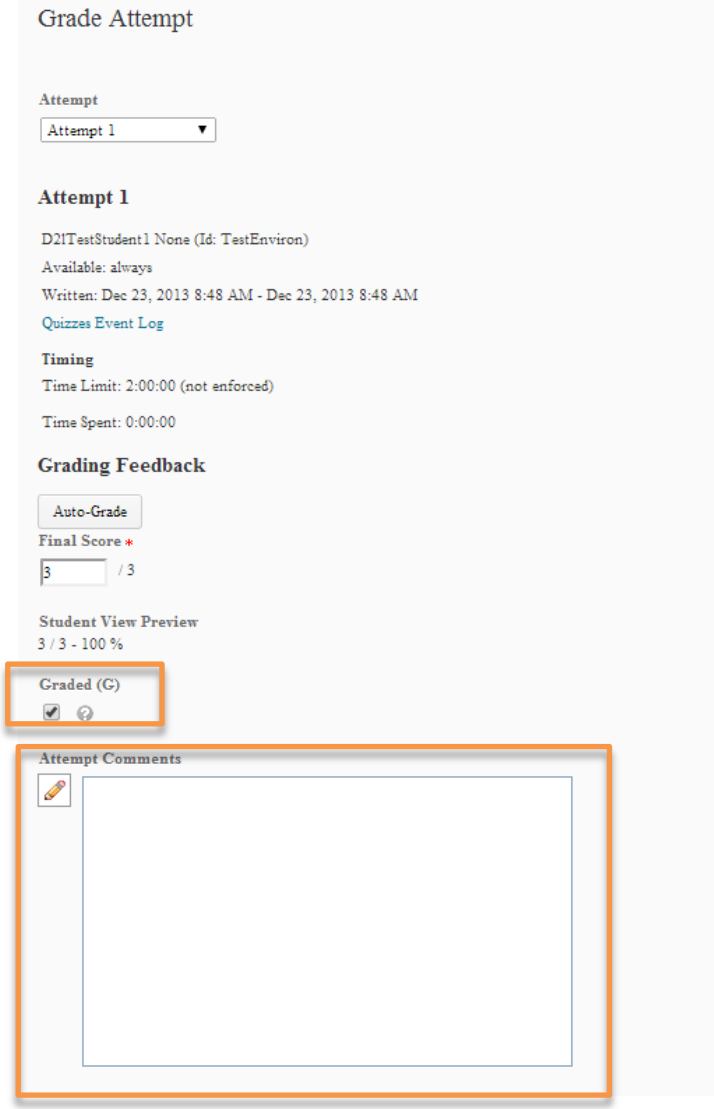
If you would like to give the student feedback on their response, click the **Expand question feedback** link and then enter in your comments

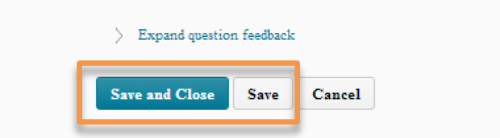


STEP 5

Go back to the top of the submission and enter comments in the **Attempt Comments:** if you wish.

Once you are finished grading the submission, mark the **Graded (G)** checkbox (if the box is not checked).



STEP 6

Click either the **Save** or **Save and Close** button at the bottom of the page.