



Grading or Re-Grading a Quiz – D2L Tutorial

This tutorial is for faculty who have previous experience using the Quizzes tool in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved with grading questions in a quiz that were not auto-graded (for example, **Written Response** questions) or that need to be checked and re-graded (for example, **Short Answer** questions that had correct responses not counted for in the original answer set).

Steps

1. Go to the **Quizzes** tool in your course.
2. Click the down-arrow next to the title of the completed quiz you wish to grade/re-grade, and select **Grade**.

The screenshot shows the D2L Quizzes tool interface. At the top, there are navigation links: Training Course 01, Course Home, My Tools, and Edit Course. Below these are tabs: Manage Quizzes (active), Question Library, Statistics, and LockDown Browser. There are buttons for New Quiz, Edit Categories, and More Actions. A 'View:' dropdown is set to 'By Availability' with an 'Apply' button. A 'Bulk Edit' link is visible. The main table lists quizzes with checkboxes, titles, availability, and scores. The 'All About Quizzes' row is highlighted, and its dropdown menu is open, showing options: edit, review, delete, Grade (highlighted with a red box), Reports, and Statistics. A red arrow points to the dropdown arrow next to the quiz title.

Quiz Title	Availability	Score
Current Quiz	Published	
All About Quizzes	Availability: always available	0/4
Master Quiz	Availability: always available	-
Special Access test	Availability: always available	-
Week 1 Quiz- Required	Availability: always available	3/3
Respondus with Password Test- Requires Respondus LockDown Browser	Availability: always available	0/2



3. You can choose to grade quiz attempts by **User** (student), **Attempts** (a general listing of Attempt 1's, followed by Attempt 2's if there are any), or by **Question** (which is really handy for grading Written Response questions). We will look at each of these in turn.

Grade Quiz - All About Quizzes ▾

Export to CSV Export to Excel Export Event Logs More Actions ▾

Users Attempts Questions

View By: User ▾ Apply

Search For... 🔍 [Hide Search Options](#)

Search In

☒ First Name ☒ Last Name

☒ Org Defined ID

Restrict to

Users who have completed an attempt ▾

☐ Users who are exempt

First Name Last Name Completed

Save and Close Save Cancel

- a. First, grading by **User**. User is the default tab, so you will just need to scroll down to see the list of students with their attempts links. Click an attempt to go to its grading area.

Users who have completed an attempt ▾

☐ Users who are exempt

☐	First Name ▲, Last Name	Completed	Score	Grade	Published 🔗
☐	Training01 Student				
☐	attempt 1	Mar 27, 2017 10:23 AM	6 / 3	200 %	☐
	overall grade		-	-	
☐	Training03 Student				
☐	attempt 1	Nov 8, 2017 1:41 PM	1 / 3	33.33 %	☐
	overall grade		-	-	
☐	Training04 Student				



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Scroll through the quiz, and re-grade as needed (note the “auto-graded” questions). In this attempt, **Question 3** is the **Written Response** question, saying “not auto-graded a default value of 0 was assigned”. Enter your grade, and click **Expand question feedback** to open a box into which you can add comments.

✓ ☐ True
☐ False

Save Time
1:41 PM

Score
1 / 1 (auto-graded)

▷ Expand question feedback
? question feedback has been set

Question 3

What is your favourite tool in D2L? How are you planning on implementing it?

My favourite tool is the quiz tool.

Save Time
1:41 PM

Score
.5 / 1 (not auto-graded: a default value of 0 was assigned)

▷ Expand question feedback

Save and Close

When you are finished grading/re-grading the quiz attempt, click **Save and Close**.



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- b. Second, grading by quiz **Attempts**. First, click the **Attempts** tab.

Grade Quiz - All About Quizzes ▾

Export to CSV Export to Excel Export Event Logs More Actions ▾

Users **Attempts** Questions

View By: User ▾ Apply

Search For... 🔍 Hide Search Options

Search In

☒ First Name ☒ Last Name

☒ Org Defined ID

Restrict to

Users who have completed an attempt ▾

☐ Users who are exempt

Save and Close Save Cancel

You can make several selections around which attempts you want to see. The drop-down menu allows you to select the attempt types shown below. Select the type you wish to view, then click the magnifying glass in the **Search For...** box.

Search For... 🔍 Hide Search Options

Search In

☒ First Name ☒ Last Name

☒ Org Defined ID

Restrict to

Attempts that have been completed ▾

All attempts

Attempts completed within the last 30 days

Attempts completed within the last 60 days

Attempts completed within the last 90 days

Attempts that have been completed

Attempts In Progress

Preview Attempts

☐ Attempts submitted before

10-9-2018 Now

☐ Attempts from users who are exempt

Attempt First Name ▴, Last Name ▴

Save and Close Save Cancel

Training01.Stud



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You can also select the following (make your selection, then click the magnifying glass in the **Search For...** box.):

View By: User Apply

Search For...  Hide Search Options

Search In

☒ First Name ☒ Last Name

☒ Org Defined ID

Restrict to

Attempts that have been completed

☒ Graded and Ungraded attempts

☐ Graded Attempts

☐ Ungraded Attempts

☐ Attempts with score: <= %

☐ Attempts submitted after

10-2-2018 Now

☐ Attempts submitted before

10-9-2018 Now

☐ Attempts from users who are exempt

Click the attempt you wish to grade.

☐ Attempts submitted after

10-2-2018 Now

☐ Attempts submitted before

10-9-2018 Now

☐ Attempts from users who are exempt

☐	Attempt	First Name ▲, Last Name	Completed	Score	Grade	Published 
☐	attempt 1	Training01 Student	Mar 27, 2017 10:23 AM	6 / 3	200 %	☐
☐	attempt 1	Training03 Student	Nov 8, 2017 1:41 PM	1 / 3	33.33 %	☐
☐	attempt 1	Training04 Student	Nov 8, 2017 12:10 PM	1 / 3	33.33 %	☐
☐	attempt 2 (Exceeded time limit by 0:17:52)	Training04 Student	Sep 12, 2018 10:46 AM	0 / 3	0 %	☐

20 per page

Save and Close Save Cancel

Follow the steps outlined in the section on grading by Attempt, and click **Save and Close** when finished.



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- c. Finally, grading by **Question**. First, click the **Questions** tab.

Grade Quiz - All About Quizzes ▾

Users Attempts **Questions**

☒ Grade Individual Responses

☐ Blind Marking ?

☒ View Graded Responses ?

☐ Update All Attempts

Name	Type	Points	Diff	Bonus	Mandatory
Randomized Questions (Questions 1 - 3)					
RQ1. Small business ownership in Canada provides employe...	T/F	-	1	-	-
RQ2. What are the most common colours of marigolds?	MC	-	1	-	-
RQ3. Describe the steps necessary to transplant seedlings...	WR	-	1	-	-
RQ4. The library at Interurban is located in the _____	FIB	-	1	-	-
RQ5. The discussion tool is the best tool to use for comm...	T/F	-	1	-	-

Close

You can choose to grade using **Blind Marking** (so you will not know which student submitted which question attempt).

Grade Quiz - All About Quizzes ▾

Users Attempts **Questions**

☒ Grade Individual Responses

☒ Blind Marking ?

☒ View Graded Responses ?

☐ Update All Attempts

Name	Type	Points	Diff	Bonus	Mandatory
Randomized Questions (Questions 1 - 3)					
RQ1. Small business ownership in Canada provides employe...	T/F	-	1	-	-
RQ2. What are the most common colours of marigolds?	MC	-	1	-	-
RQ3. Describe the steps necessary to transplant seedlings...	WR	-	1	-	-
RQ4. The library at Interurban is located in the _____	FIB	-	1	-	-
RQ5. The discussion tool is the best tool to use for comm...	T/F	-	1	-	-

Close



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Click on the question you wish to grade.

Grade Quiz - All About Quizzes ▾

Users Attempts Questions

☒ Grade Individual Responses

☒ Blind Marking ?

☒ View Graded Responses ?

☐ Update All Attempts

Name	Type	Points	Diff	Bonus	Mandatory
Randomized Questions (Questions 1 - 3)					
RQ1. Small business ownership in Canada provides employe...	T/F	-	1	-	-
RQ2. What are the most common colours of marigolds?	MC	-	1	-	-
RQ3. Describe the steps necessary to transplant seedlings...	WR	-	1	-	-
RQ4. The library at Interurban is located in the	FIB	-	1	-	-
RQ5. The discussion tool is the best tool to use for comm...	T/F	-	1	-	-
RQ6. From the list below, what tool do you believe is bes...	MC	-	1	-	-
RQ7. What is your favourite tool in D2L? How are you plan...	WR	-	1	-	-

Questions that are not in the quiz anymore

Close

Add the **Score**, and click **Expand question feedback** to add additional feedback for the answer to the question. Click **Save and Continue** to move to the next attempt for this question. Click **Save** when you have finished grading all the question attempts.

Grade Question

1 2 1 ▾

Question Responses

Attempt 1

Describe the steps necessary to transplant seedlings from a peat pot into a garden.

Prick out the seedling and lift by the leaves.

Save Time

10:22 AM

Score

.5 / 1 (graded by Emily Schudel)

Expand question feedback

Save Save and Continue



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Click **Close** to return to the main Quizzes area.

Grade Quiz - All About Quizzes ▾

Users Attempts Questions

☒ Grade Individual Responses

☒ Blind Marking ⓘ

☒ View Graded Responses ⓘ

☐ Update All Attempts

Name	Type	Points	Diff	Bonus	Mandatory
Randomized Questions (Questions 1 - 3)	-	1	-	-	-
RQ1. Small business ownership in Canada provides employe...	T/F	-	1	-	-
RQ2. What are the most common colours of marigolds?	MC	-	1	-	-
RQ3. Describe the steps necessary to transplant seedlings...	WR	-	1	-	-
RQ4. The library at Interurban is located in the _____	FIB	-	1	-	-
RQ5. The discussion tool is the best tool to use for comm...	T/F	-	1	-	-
RQ6. From the list below, what tool do you believe is bes...	MC	-	1	-	-
RQ7. What is your favourite tool in D2L? How are you plan...	WR	-	1	-	-

[Close](#) Items that are not in the quiz anymore

Things to Remember

When grading attempts, **DO NOT click on the Auto Grade button at the top of the grading area**. This will revert any grade changes you have made to the original grade (in other words, you will lose ALL the changes you just made!)

Sometimes you will find a question has been answered incorrectly by most or all of your students, and you would like to edit it of “remove” it from the quiz. However, we DO NOT recommend editing questions or deleting questions from a quiz after some or all of your students have completed the quiz, as this will likely cause technical issues (especially if the question is part of a Question Pool, or if the Quiz is attached to a Grade Item).



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