



## 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 or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### 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 that, there are tabs for Manage Quizzes, Question Library, Statistics, and LockDown Browser. A 'Help' icon is in the top right. There are three buttons: 'New Quiz', 'Edit Categories', and 'More Actions'. A 'View:' dropdown is set to 'By Availability' with an 'Apply' button. A 'Bulk Edit' link is on the left. The main area is a table of quizzes. The 'All About Quizzes' row is highlighted with a red box, and a red arrow points to the 'Grade' option in its dropdown menu. The table has columns for checkboxes, quiz titles, availability, and scores.

Checkbox	Quiz Title	Availability	Score
<input type="checkbox"/>	Current Quiz		Published
<input type="checkbox"/>	All About Quizzes	Availability: always available	0/4
<input type="checkbox"/>	Master Quiz	Availability: always available	-
<input type="checkbox"/>	Special Access test	Availability: always available	-
<input type="checkbox"/>	Week 1 Quiz- Requi	Availability: always available	3/3
<input type="checkbox"/>	Respondus with Password Test- Requires Respondus LockDown Browser	Availability: always available	0/2



- 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.

- 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.

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Published
<input type="checkbox"/>	Training01 Student				
<input type="checkbox"/>	<a href="#">attempt 1</a>	Mar 27, 2017 10:23 AM	6 / 3	200 %	<input type="checkbox"/>
	overall grade		-	-	
<input type="checkbox"/>	Training03 Student				
<input type="checkbox"/>	<a href="#">attempt 1</a>	Nov 8, 2017 1:41 PM	1 / 3	33.33 %	<input type="checkbox"/>
	overall grade		-	-	
<input type="checkbox"/>	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.

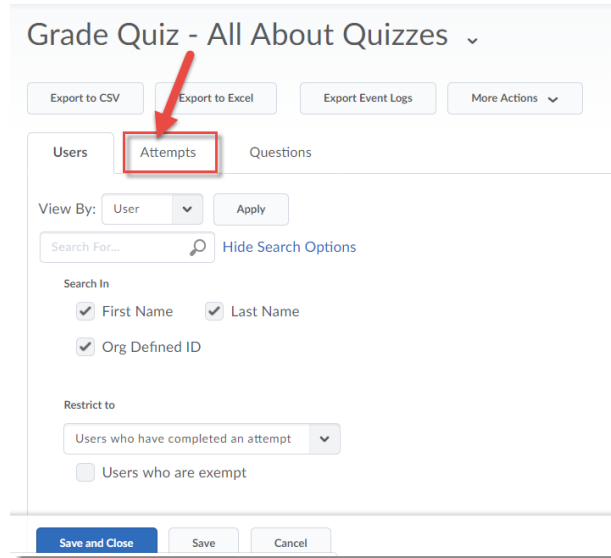
The screenshot shows a quiz interface. At the top, there are radio buttons for 'True' (selected) and 'False'. Below them is a 'Save Time' section showing '1:41 PM'. A 'Score' section shows a text input field containing '1' followed by '/ 1 (auto-graded)'. Below the score is a blue button labeled 'Expand question feedback' with a right-pointing triangle icon. Underneath the button, it says 'question feedback has been set'. A grey bar separates this from 'Question 3'. The question text is 'What is your favourite tool in D2L? How are you planning on implementing it?'. The answer is 'My favourite tool is the quiz tool.'. Below the answer is another 'Save Time' section showing '1:41 PM'. A 'Score' section shows a text input field containing '.5' followed by '/ 1 (not auto-graded: a default value of 0 was assigned)'. Below the score is a blue button labeled 'Expand question feedback' with a right-pointing triangle icon. At the bottom of the interface, there are three buttons: 'Save and Close' (highlighted with a red box), 'Save', and 'Cancel'. Red arrows point to the '1' in the first score field, the '.5' in the second score field, the 'Expand question feedback' button in the second question, and the 'Save and Close' button.

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

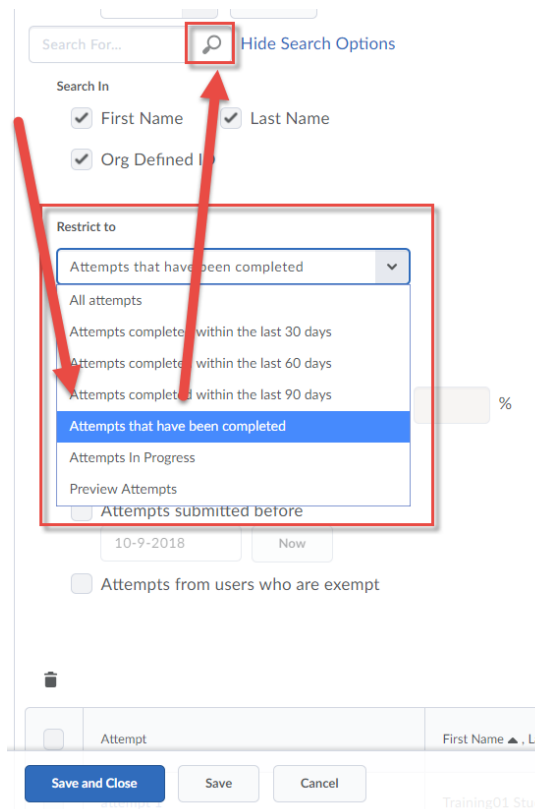


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- b. Second, grading by quiz **Attempts**. First, click the **Attempts** tab.



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.



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

View By: User [v] Apply

Search For... [magnifying glass icon] Hide Search Options

Search In

- First Name
- Last Name
- Org Defined ID

Restrict to

Attempts that have been completed [v]

- Graded and Ungraded attempts
- Graded Attempts
- Ungraded Attempts

Attempts with score: <= [v] %

Attempts submitted after

10-2-2018 [v] Now

Attempts submitted before

10-9-2018 [v] Now

Attempts from users who are exempt

Click the attempt you wish to grade.

Attempts submitted after

10-2-2018 [v] Now

Attempts submitted before

10-9-2018 [v] Now

Attempts from users who are exempt

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

20 per page [v]

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.

The screenshot shows the 'Grade Quiz - All About Quizzes' interface. At the top, there are three tabs: 'Users', 'Attempts', and 'Questions'. The 'Questions' tab is selected and highlighted with a red box. Below the tabs, there are several options for grading: 'Grade Individual Responses' (selected), 'Blind Marking' (unchecked), 'View Graded Responses' (checked), and 'Update All Attempts' (unchecked). Below these options is a table of questions. The table has columns for 'Name', 'Type', 'Points', 'Diff', 'Bonus', and 'Mandatory'. The questions listed are: RQ1. Small business ownership in Canada provides employe..., RQ2. What are the most common colours of marigolds?, RQ3. Describe the steps necessary to transplant seedlings..., RQ4. The library at Interurban is located in the \_\_\_\_\_, and RQ5. The discussion tool is the best tool to use for comm... Each question row shows its type (T/F, MC, WR, FIB) and a '1' in the 'Points' column, with dashes in the other columns.

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

This screenshot is similar to the previous one, but the 'Blind Marking' option is now checked. A red arrow points from the 'Blind Marking' checkbox to the 'Questions' tab. The rest of the interface, including the table of questions, remains the same.



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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)	-	1	-	-	-
RQ1. Small business ownership in Canada provides employe...	T/F	1	-	-	-
RQ2. What are the most common colors 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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