

This guide will cover:

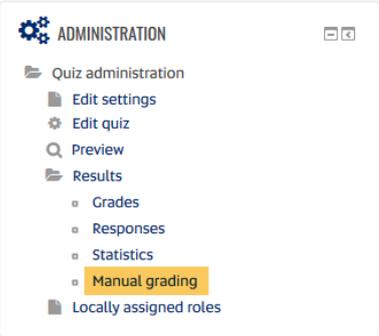
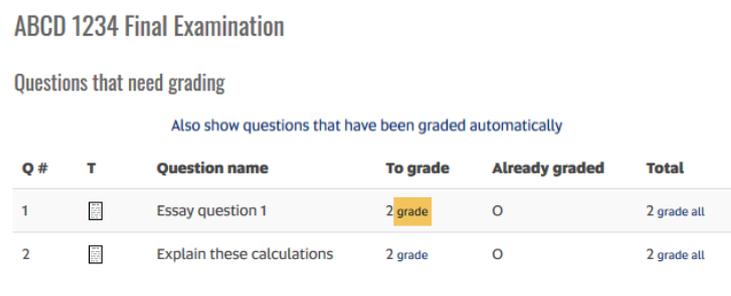
- How to manually mark the **Essay question type**
 - [By each question at a time](#)
 - [By each student at a time](#)
 - [Tutors can mark Essay questions from their own class](#)
- [How to re-mark an already marked question](#)

Marking Essay Questions

All questions in a quiz are marked automatically except Essay questions. You can choose to mark one Essay question at a time for all students, or mark one student's answers to all Essay questions at a time.

Our recommendation is to mark by each question at a time as you are seeing all student's answers to the same question.

By each question at a time

| <p>Select the Exam link on your course home page.</p> <p>Once the quiz opens, select Manual grading from the Administration block.</p> |  | | | | | | | | | | | | | | | | | | |
|---|---|----------------------------|-------------------------|----------------|-------------|----------------|-------|---|--|------------------|-------------------------|---|-------------|---|--|----------------------------|---------|---|-------------|
| <p>All the Essay questions will display.</p> <p>Under the To grade column select Grade (which is a link). You can also select Grade all in the final column.</p> |  <table border="1"> <thead> <tr> <th>Q #</th> <th>T</th> <th>Question name</th> <th>To grade</th> <th>Already graded</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Essay question 1</td> <td>2 grade</td> <td>0</td> <td>2 grade all</td> </tr> <tr> <td>2</td> <td></td> <td>Explain these calculations</td> <td>2 grade</td> <td>0</td> <td>2 grade all</td> </tr> </tbody> </table> | Q # | T | Question name | To grade | Already graded | Total | 1 | | Essay question 1 | 2 grade | 0 | 2 grade all | 2 | | Explain these calculations | 2 grade | 0 | 2 grade all |
| Q # | T | Question name | To grade | Already graded | Total | | | | | | | | | | | | | | |
| 1 | | Essay question 1 | 2 grade | 0 | 2 grade all | | | | | | | | | | | | | | |
| 2 | | Explain these calculations | 2 grade | 0 | 2 grade all | | | | | | | | | | | | | | |

At the top of the marking page you can choose how many **Questions per page** to display and choose how to **Order attempts**.

ABCD 1234 Final Examination
Grading question 1: Essay question 1

[Back to the list of questions](#)

Options

Attempts to grade: Those that need grading (2)

Questions per page: 5

Order attempts: Randomly

- Randomly
- By date
- By student first name
- By student last name
- By student id number

Below this all the student's answers for that Essay question will be listed.

Grading attempts 1 to 2 of 2

Attempt number 1 for Lachlan Pridham (110195561)

Question 1
Complete
Marked out of 10.00

Read the following scenario and discuss the rationale of xyz.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque suscipit ultrices diam sagittis fermentum. Aenean nulla nisi, dictum. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Etiam ac diam sit amet dul ter lobortis arcu, et gravida turpis odio vel ligula. Morbi aliquet, nisi eu ullamcorper porta, metus nisi sollicitudin tortor, eget scelerisque Pellentesque mollis felis quis consequat hendrerit. Duis in nisi suscipit, eleifend neque id, pellentesque augue. Quisque sollicitudi

The answer will be in the blue section.

Comment

Font family Font size Paragraph

B I U X₂ X² [List] [Align] [Link] [Image] [Table] [Code] [Quote] [Undo] [Redo] [Fullscreen] [Print] [Close]

Path: p

Mark: [] out of 10.00

Enter a mark for that student's answer in the green section.

There is no requirement to add a feedback comment.

Scroll down to mark the next student's answer for the same question.

Once complete select **Save and go to next page**.

When all answers have been marked the table will be updated.

ABCD 1234 Final Examination

Questions that need grading

Also show questions that have been graded automatically

| Q # | T | Question name | To grade | Already graded | Total |
|-----|--------|----------------------------|----------|-----------------|-------------|
| 1 | [Icon] | Essay question 1 | 0 | 2 update grades | 2 grade all |
| 2 | [Icon] | Explain these calculations | 2 grade | 0 | 2 grade all |

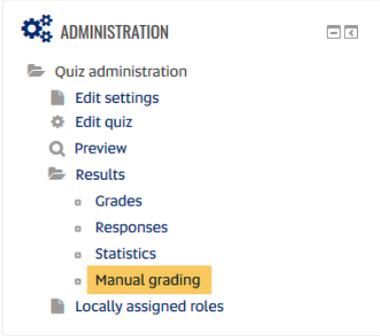
Repeat these steps for the next and subsequent Essay questions.

Tutors can mark Essay question from their own class

This only works for two kinds of Groups:

- Groups that have been created from the timetabling process, i.e. tutorial classes
- Manually created groups made specifically for the exam quiz

Tutors follow the same initial steps to get started:

| <p>Select the Exam link on the course home page.</p> <p>Once the quiz opens, select Manual grading from the Administration block.</p> |  | | | | | | | | | | | | | | | | | | |
|--|---|----------------------------|----------|-----------------------|-------------|----------------|-------|---|--|------------------|---------|-----------------------|-------------|---|--|----------------------------|---------|-----------------------|-------------|
| <p>All the Essay questions will display.</p> <p>Under the To grade column select Grade (which is a link).</p> <p>You can also select Grade all in the final column.</p> | <p>ABCD 1234 Final Examination</p> <p>Questions that need grading</p> <p>Also show questions that have been graded automatically</p> <table border="1"> <thead> <tr> <th>Q #</th> <th>T</th> <th>Question name</th> <th>To grade</th> <th>Already graded</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Essay question 1</td> <td>2 grade</td> <td><input type="radio"/></td> <td>2 grade all</td> </tr> <tr> <td>2</td> <td></td> <td>Explain these calculations</td> <td>2 grade</td> <td><input type="radio"/></td> <td>2 grade all</td> </tr> </tbody> </table> | Q # | T | Question name | To grade | Already graded | Total | 1 | | Essay question 1 | 2 grade | <input type="radio"/> | 2 grade all | 2 | | Explain these calculations | 2 grade | <input type="radio"/> | 2 grade all |
| Q # | T | Question name | To grade | Already graded | Total | | | | | | | | | | | | | | |
| 1 | | Essay question 1 | 2 grade | <input type="radio"/> | 2 grade all | | | | | | | | | | | | | | |
| 2 | | Explain these calculations | 2 grade | <input type="radio"/> | 2 grade all | | | | | | | | | | | | | | |
| <p>If there are groups in the course the option to select them will display.</p> <p>Select the drop-down in Separate groups to choose a group (class).</p> | <p>Online Exam</p> <p>Separate groups All participants Questions that need grading</p> <table border="1"> <thead> <tr> <th>Q #</th> <th>T</th> <th>Question name</th> <th>To grade</th> <th>Already graded</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>7</td> <td></td> <td>Essay Question 1</td> <td>2 grade</td> <td><input type="radio"/></td> <td>2 grade all</td> </tr> <tr> <td>8</td> <td></td> <td>Essay question 2</td> <td>2 grade</td> <td><input type="radio"/></td> <td>2 grade all</td> </tr> </tbody> </table> | Q # | T | Question name | To grade | Already graded | Total | 7 | | Essay Question 1 | 2 grade | <input type="radio"/> | 2 grade all | 8 | | Essay question 2 | 2 grade | <input type="radio"/> | 2 grade all |
| Q # | T | Question name | To grade | Already graded | Total | | | | | | | | | | | | | | |
| 7 | | Essay Question 1 | 2 grade | <input type="radio"/> | 2 grade all | | | | | | | | | | | | | | |
| 8 | | Essay question 2 | 2 grade | <input type="radio"/> | 2 grade all | | | | | | | | | | | | | | |

How to re-mark an already marked question

You can manually remark any question, including questions that are automatically marked.

| <p>Select the grade already assigned to the question that is to be remarked. This grade is a link.</p> | <table border="1"> <thead> <tr> <th>First name / ID</th> <th>Q. 1</th> <th>Q. 2</th> <th>Q. 3</th> <th>Q. 4</th> </tr> <tr> <th>Surname number Username Email address</th> <th>Grade/100.00</th> <th>/12.50</th> <th>/6.25</th> <th>/6.25</th> </tr> </thead> <tbody> <tr> <td>Review attempt</td> <td>Not yet graded</td> <td>6.25</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> | First name / ID | Q. 1 | Q. 2 | Q. 3 | Q. 4 | Surname number Username Email address | Grade/100.00 | /12.50 | /6.25 | /6.25 | Review attempt | Not yet graded | 6.25 | 0.00 | 0.00 |
|--|--|-----------------|-------|-------|------|------|---------------------------------------|--------------|--------|-------|-------|----------------|----------------|------|------|------|
| First name / ID | Q. 1 | Q. 2 | Q. 3 | Q. 4 | | | | | | | | | | | | |
| Surname number Username Email address | Grade/100.00 | /12.50 | /6.25 | /6.25 | | | | | | | | | | | | |
| Review attempt | Not yet graded | 6.25 | 0.00 | 0.00 | | | | | | | | | | | | |
| <p>A new window will open. The student's answer is in the blue section. Select Make comment or override mark.</p> | | | | | | | | | | | | | | | | |
| <p>Another new window will open. Edit the mark for that student's answer in the green section. Select Save at the very bottom after Response history.</p> | | | | | | | | | | | | | | | | |