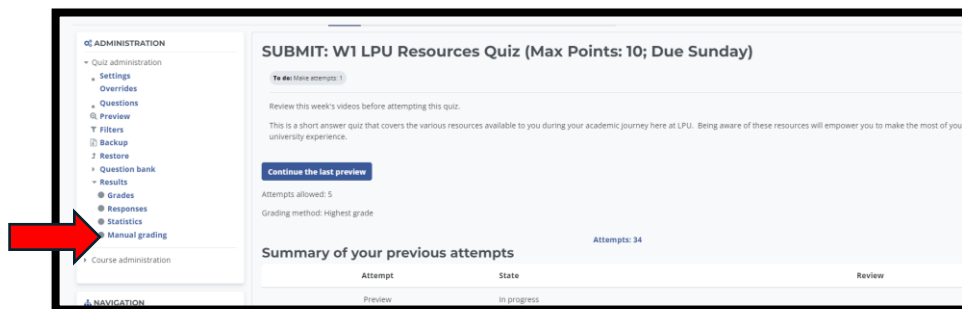


## How to Grade Essays

1. Click on the quiz link. On the left panel of your Moodle page, click on **Manual Grading**.

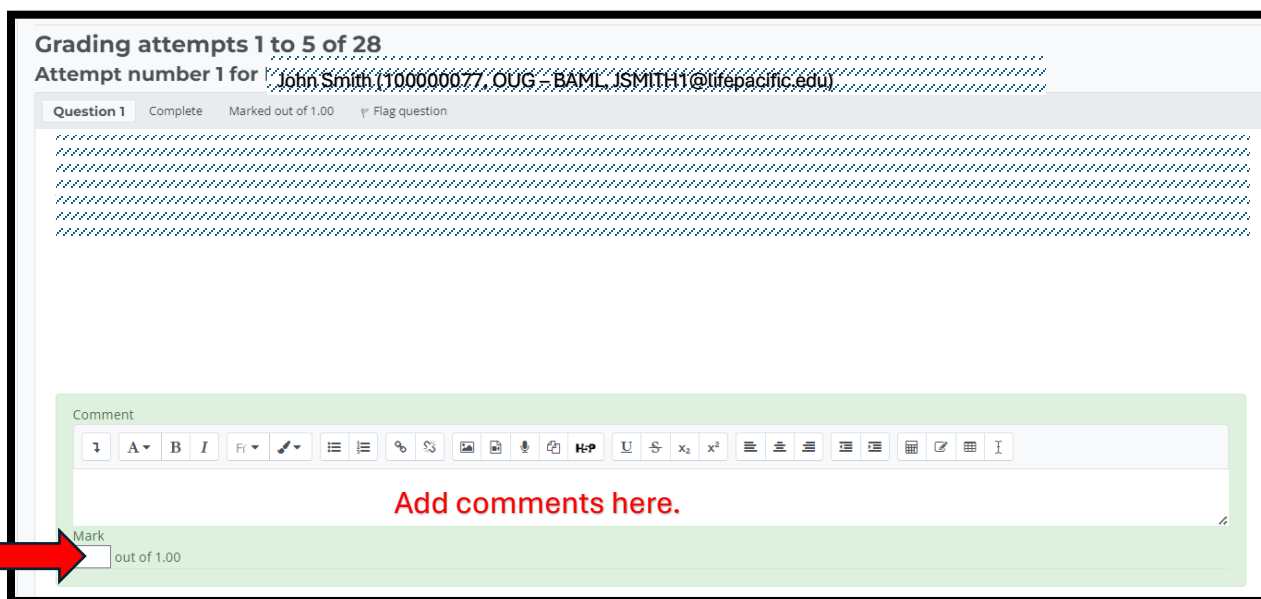


2. For each question, there's a “grade all” link on the far right side of your page. Click on each “**grade all**” link located at the far-right side of your page (last column). This will show all the student responses to that essay question.

A screenshot of the 'Questions that need grading' page. It features a table with columns for 'Q #', 'T', 'Question name', 'To grade', 'Already graded', and 'Total'. A red arrow points to the 'grade all' link in the 'Total' column of the first row.

Q #	T	Question name	To grade	Already graded	Total
1	<input type="checkbox"/>	Academic Support Center (ASC)	28 grade	0	28 grade all
2	<input type="checkbox"/>	Financial Aid	28 grade	0	28 grade all
3	<input type="checkbox"/>	Instructional Support Specialists	28 grade	0	28 grade all
4	<input type="checkbox"/>	LPU Resources	28 grade	0	28 grade all
5	<input type="checkbox"/>	LPU Resources	28 grade	0	28 grade all
6	<input type="checkbox"/>	LPU Resources	28 grade	0	28 grade all
7	<input type="checkbox"/>	LPU Resources	28 grade	0	28 grade all
8	<input type="checkbox"/>	Office of Career & Global Engagement	28 grade	0	28 grade all
9	<input type="checkbox"/>	Office of Student Development (OSD)	27 grade	0	28 grade all
10	<input type="checkbox"/>	Registrars Office	28 grade	0	28 grade all

3. Go to each of your students' responses. You can enter the grade in the box under **Mark**. You can also add a comment in each text box.



4. Continue this process for each student. When you're done with the first page, click on the **Save and show next** button.

**Note:** For students who did not submit this exam or quiz, be sure to enter a “zero” grade on the grade book.