How to Grade Essays

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

0; ADMINISTRATION	SUBMIT: W1 DI Desources Quiz (Max Points: 10: Due Sunday)					
 Quiz administration Settings Overrides 	The Var Leve Resources Quiz (Max Folints: IV; Due Sunday)					
Questions	Review this week's videos before attempting this quiz.					
@ Preview	This is a short answer out that covers the various resources available to you during your academic journey here at I PU. Being aware of these resources will emonyer you to make the most of					
R Backup	university experience.					
J Restore						
Question bank	Continue the last preview					
→ Results						
Grades	Attempts allowed: 5					
Responses	Grading method: Highest grade					
Statistics Manual grading						
in the second seco	Attempts: 34					
 Course administration 	summary of your previous attempts					
	Attempt	State		Review		
	Preview	in progress				

 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.

Quest	Questions that need grading							
	Also show questions that have been graded automatically							
Q #	т	Question name	To grade	Already graded	Total			
1		Academic Support Center (ASC)	28 grade	0	28 grade all			
2		Financial Aid	28 grade	0	28 grade all			
3		Instructional Support Specialists	28 grade	0	28 grade all			
4		LPU Resources	28 grade	0	28 grade all			
5		LPU Resources	28 grade	0	28 grade all			
6		LPU Resources	28 grade	0	28 grade all			
7		LPU Resources	28 grade	0	28 grade all			
8		Office of Career & Global Engagement	28 grade	0	28 grade all			
9		Office of Student Development (OSD)	27 grade	0	28 grade all			
10		Registrar's 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.

Grading attempts 1 to 5 of 28
Attempt number 1 for 16kn Smith (100000077, OUG – BAML, ISMITH1@lifepacific.edu)
Question 1 Complete Marked out of 1.00 Y Flag question
Comment
↓ A ▼ B I FI ▼ I E I I H*P U S X2 X2 E <td< td=""></td<>
Add comments here.
Mark out of 1.00

 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.