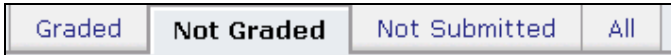


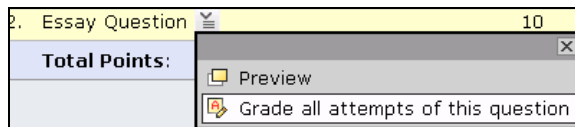
## View Assessment Results, Add Bonus Points, Override a Grade, Manually Grade Essay Questions

1. Move to the Teach tab.
2. Select Assessments Manager within the Instructor Tools menu.
3. Use the Tab navigation to view Graded Assessments, Not Graded (contain Essay questions that need manual grading), Not Submitted (list of students that have not completed the quiz or never finished the quiz).



### Manually Grade a question that is an Essay (Paragraph) Question

- Select the ActionLink next to an Assessment, select 'Grade All Attempts of a Single Question'.
- Select the ActionLink next to the Question, select 'Grade all attempts of this question'.



- Select the 'Hide Names' tab to grade each question without knowing the student's identity.
- Select the Attempt link next to each student that has completed the question.

Display Names <input type="button" value="Hide Names"/>		
Name ↑	Attempt	Score Out of 10
Student 0001	Not attempted	--
Student 0002	Not attempted	--
Student 0003	Not attempted	--
Student 0004	<a href="#">Attempt 1</a>	5.0

- Read the student's response; score the question, select 'Save and View Member List'.

This is the Essay Question

Student Response:

Score:  / 10

Comments for student:

**View a specific student submission, Reset a student attempt, and Override a Score, add Bonus Points**

- Select the Graded tab.
- Select View Attempt next to the student's name.
- Delete a student's attempt and allow them to retake the quiz by selecting Reset Attempt.
- Override a score for a specific question by adjusting the Score, then select Update Grade.
- Add bonus points by typing a score into the 'Adjust total score by:' box at the bottom of the page, then select Update Grade.

Total score: 15/20 = 75% Adjust total score by: