Grade a Quiz/Exam

1. In your course, click “Gradebook.”

![Gradebook Image]

2. Click on the student's name that you would like to grade.

![Gradebook Image]

3. Next, click in the “Grade” area for the item that you would like to grade. For example “Week 1 – Quiz,” click “0.”

![Gradebook Image]
4. The Grade Detail page will open.

![Grade Detail](image)

5. In the “Grading Summary” area you can clear the students answers or grant more time to take the quiz.

![Grading Summary](image)
6. The “Grade Details” area is where you will grade each question. You will enter the “Points Received” for each question and also provide “Comments” if necessary.

![Grade Details Image]

7. Once you have finished grading the quiz, click “Save and Close.”

![Week 1 Quiz Image]