

Grading Quizzes in myLeo Online (D2L)

Grading quizzes and publishing the grades to the gradebook in myLeo Online is a process with two distinct steps. Many quizzes can be automatically graded by myLeo Online and have the grades exported to the gradebook without manual intervention by checking those boxes in the “Assessment” portion of your Quiz setup. However, if you need to manually grade some questions, or you want to hold grades until a certain time, you’ll need to follow these instructions.

First, go to the Activities menu on the Navbar and select “Quizzes”. This will take you to the Available Quiz screen.

The screenshot shows the 'Manage Quizzes' page in myLeo Online. At the top, there is a navigation bar with 'Activities' selected. Below the navigation bar, a notification states 'You have 6 setup tasks remaining.' The main content area includes tabs for 'Manage Quizzes', 'Question Library', and 'Statistics'. There are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'View:' dropdown is set to 'By Availability' with an 'Apply' button. A 'Bulk Edit' icon is visible. The table below lists quizzes:


Quiz Title	Status
Current Quizzes	Published
Completion Quiz ▼ Availability: always available	167/167

The downward-facing arrow next to the quiz title is the drop-down menu for that quiz. Click the arrow and select “Grade” from the options.

You have 6 sets

Manage Quizzes Questions

New Quiz Edit Quiz Questions ▾

 Bulk Edit

<input type="checkbox"/>	Current Quizzes
<input type="checkbox"/>	Completion Quiz ▾ Availability: always available

Edit

Preview

Delete



Grade

Reports

Statistics

Publish to LOR

This will open the grading interface. Scroll down past the filtering options until you see the submissions. The attempt in this example was auto-graded by the system, so the grade already appears in the Score and Grade columns.

<input type="checkbox"/>	Last Name ▲, First Name	Completed	Score	Grade	Published 
<input type="checkbox"/>					
<input type="checkbox"/>	attempt 1	May 27, 2018 5:56 PM	80 / 100	80 %	<input type="checkbox"/>
	overall grade (highest attempt)		80 / 100	80 %	

To grade a quiz that has not been auto-graded, click “attempt 1” under the student’s name. This will take you to the student’s attempt at the quiz. Under “Grading Feedback” you will see the option to Auto-Grade your quiz, enter a grade, enter feedback, and select whether or not the attempt is “Graded”. The checkbox under “Graded” must be checked if you want the attempt to count toward the student’s grade for the quiz.

Grading Feedback

Auto-Grade

Final Score *

80 / 100

Student View Preview

80 % ▾

Graded (G)



Attempt Feedback

Scroll down to grade each of the student’s answers one at a time, or click “Auto-Grade” to have the system automatically grade the quiz for you. You can overwrite the auto-graded score, so if your quiz has a mix of multiple choice and essay questions, you can “Auto-Grade” and then manually grade the essays. Once you are done with grading and entering feedback, hit “Save and Close.” Repeat this step for each of your students’ attempts.

Once your students’ attempts have all been graded, it’s time to Export to Grades.

Scroll to the top of the grading page, until you see the name of the quiz along with several “Export” options. If your quiz was not automatically exported to the gradebook (which you would have set up in the quiz settings), then you need to manually export the grades by pushing the “Export to Grades” button. **Note:** Once you export to grades, there’s no retracting the grades. Only publish once you’re ready for students to see their grades.

Content Grades ▾ Activities ▾ Communication Tools ▾ YouSeeU-Virtual Classroom

 You have 6 setup tasks remaining.

Grade Quiz - Exam 1 ▾

Export to CSV

Export to Excel

Export to Grades

More Actions ▾

Users

Attempts

Questions

View By:

User ▾

Apply

Search For...



[Hide Search Options](#)

Search In

First Name

Last Name

Org Defined ID