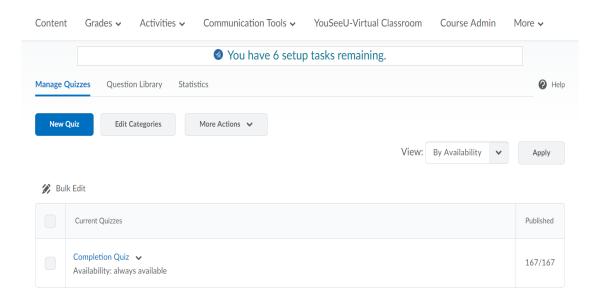
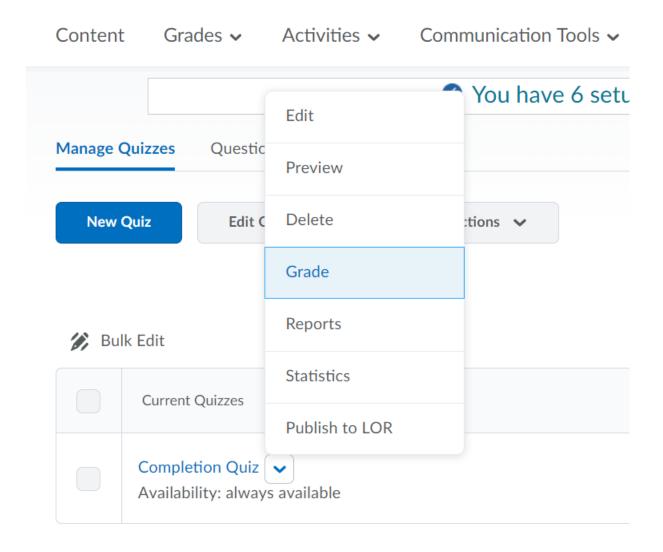
Grading Quizzes in myLeo Online (D2L)

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.

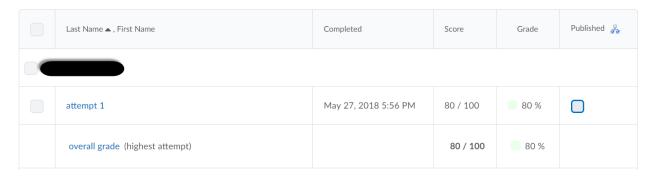
First, go to the Activities menu on the Navbar and select "Quizzes". This will take you to the Available Quiz screen.



The 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.



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.



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.

