

How do I grade a New Quizzes quiz question one at a time in SpeedGrader?

You can grade individual New Quizzes questions using SpeedGrader. Most quiz items are graded automatically after a student submits the quiz. However, essay and file upload questions must be graded manually.

Notes:

- Quizzes that pull questions from an item bank will shuffle the order of questions for each student. Question order for each submission may vary within SpeedGrader.
- If you are using Classic Quizzes, learn how to grade [one quiz question at a time](#).

Open Grades

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In Course Navigation, click the **Grades** link.

Open SpeedGrader

[Open SpeedGrader](#)

Find the quiz you want to grade [1]. Then click any grade cell for the quiz [2].

To open the Grade Detail Tray, click the **Grade Detail Tray** icon [3]. Then click the **SpeedGrader** link in the Grade Detail Tray [4].

Open SpeedGrader Options

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To enable grading by one question at a time, click the **SpeedGrader Settings** icon [1] and click the **Options** link [2].

Select Grade by Question

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Click the **Grade by question** checkbox [1]. Then click the **Save Settings** button [2].

View Number Bar

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When grading by one quiz question at a time enabled, Canvas displays a number bar next to the quiz view panel to represent each question in your quiz [1].

Numbers with an indicator represent questions that need to be graded manually [2]. Canvas also displays a notification bar with the quiz questions that need to be manually reviewed and assigned a grade [3].

Assign Grade

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Questions that require manual grading display a border and Waiting for grade text [1].

To leave additional comments on the question, click the **Comment** icon [2]. To give a student full points for an answer, click the **Correct** button [3]. To give a student no points for an answer, click the **Incorrect** button [4]. You can also use the **Arrow** buttons to increase or decrease the score [5].

To save the score for the question, click the **Update** button [6].

Advance to Next Student

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To grade a student submission for the same question, click the **Next Student** button [1].

To go to a previous student, click the **Previous Student** button [2]

Note: SpeedGrader displays the same quiz question for the next student.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-grade-a-New-Quizzes-quiz-question-one-at-a-time-in/ta-p/566788>]

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