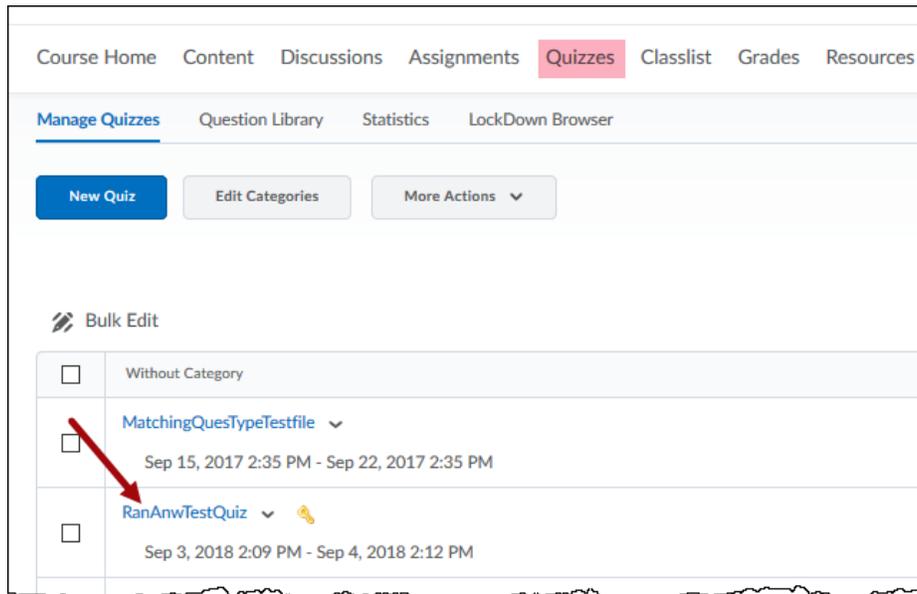
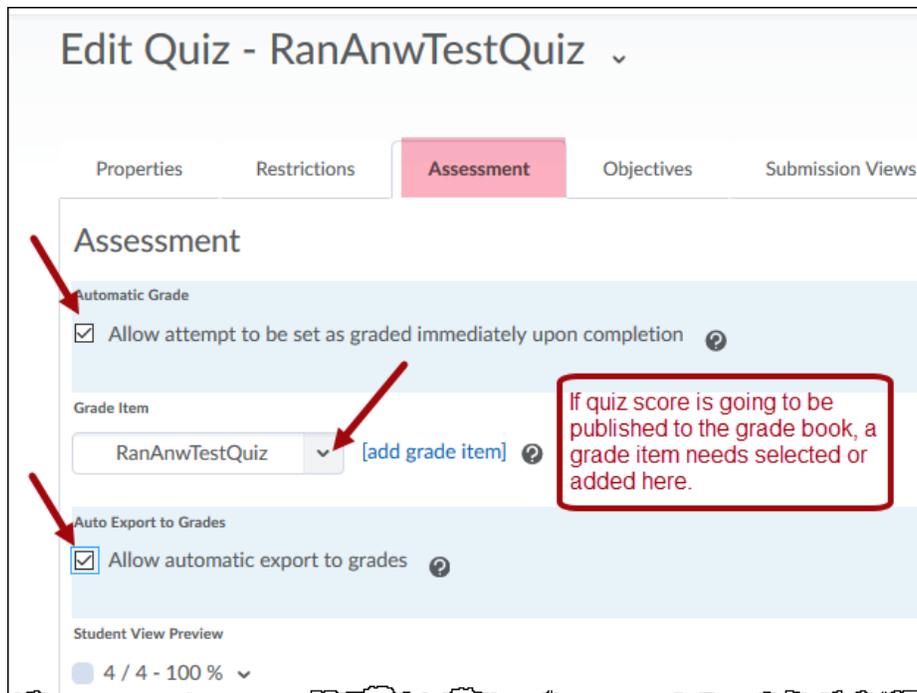


Quiz – Setting the automatic grading and export to gradebook

- A. Locate the quiz and click on it in the Quiz list under the Quiz Tool.



- B. Click on the “Assessment” tab. To have the quiz or test graded automatically (for automatic grading type questions*), check the “Allow attempt to be set as graded immediately upon completion”. To automatically send that score or grade to the grade book, make sure a grade item is selected, or added, then check “Allow Automatic export to grades”.



*Note: If the quiz or test has questions that must be manually graded, such as essay type, then you may not want to check the above boxes until you are finished grading. You will have to manually publish them from the “Grade All” screen of the quiz or test drop-down menu. See “Publishing Quiz Scores the Grade book.”