View/Update Individual Student Responses

To view/update individual responses:

1. Click **Quizzes**
2. Click the ✔ to the right of the quiz name
3. Click the attempt you want to view for that user

4. Change point values of questions if needed
5. Click **Recalculate**
6. Click **Save**
Quizzes

Display Options

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By selecting the appropriate boxes you can change the following quiz display options:

- Quiz Score displays the grade beside users’ names
- Percent displays the percent beside users’ names
- Completed displays date and time the quiz was completed
- Allow Reset allows you to reset users’ grades – if you check this box, a delete icon will appear on the menu

![Display Options](image)

**Reset a Quiz**

If you need to reset a student’s quiz, you will need to make sure you changed the Display Options to Allow Reset. To reset a quiz, click the checkbox to the left of the attempt that you want to reset and click the trash can. You will receive a Confirmation window – click Yes.

**Show Search Options**

The search option allows you to search for a student based on first or last name. You can also restrict the display of quizzes by using the dropdown menu.

![Restrict to](image)

Once you select the Restrict to, click **Search**. Your screen will refresh.

**Manually Grade or View an Individual Student’s Responses**

To manually grade a student’s quiz or view the responses selected:

1. Click the **Attempts** tab
2. Click the **attempt** for that student
The student's entire quiz is displayed including question data, the user's answers and the correct answers. If a user's answer is correct it will be appear with a checkmark and if it is wrong it will be displayed with an X.

3. Enter overall feedback in the **Attempt Comments** textbox
4. Enter feedback by clicking **Add Feedback** below the question
5. If you wish to override an existing auto-grade, enter a new value in the **Final score** textbox
6. Click **Recalculate**
7. Click **Save**
Grading by question
While grading a quiz, click the Questions tab to view quiz responses broken down by question.

Click on a question title to view statistics on and/or re-grade that question. The next page will display a percentage breakdown (question analysis) of how users responded to the question, and the date of the most recent response. Select the Grade icon to modify the grade for the current question.

Other information displayed in the question analysis includes the quiz version, question text and options, the number of responses for each option, and the question value at the top of the page.

Updating a Question Value
You can change the point value for the question and the change will update to all users. To do this, click on the grade icon to the right of the version you want to update.
1. Select the **Grading Type**
2. Add Comments (if applicable)
3. Click **Save**
4. Click **Yes** in the confirmation window