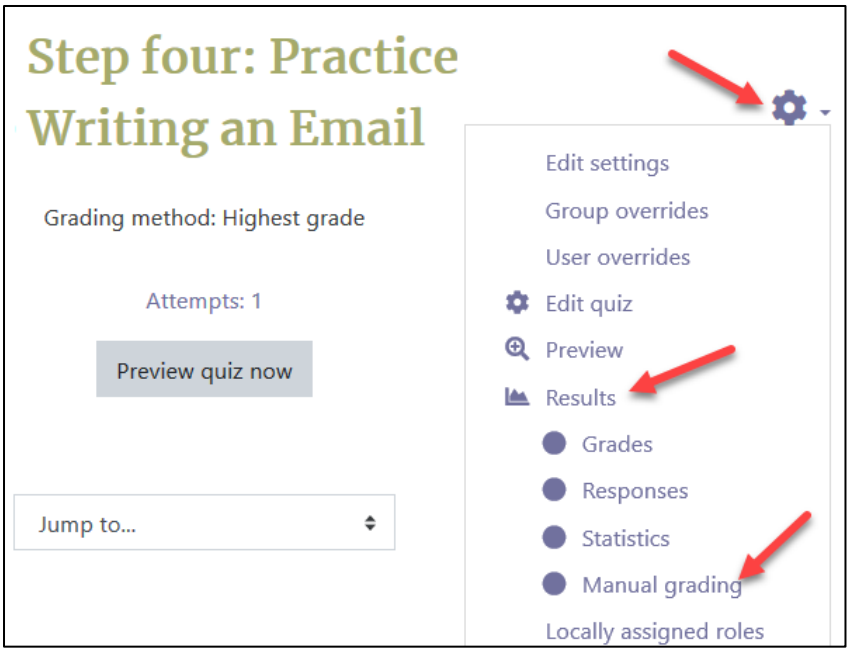
Giving Action-Oriented Feedback in a Quiz

1. On the course, click on the **Quiz** link.

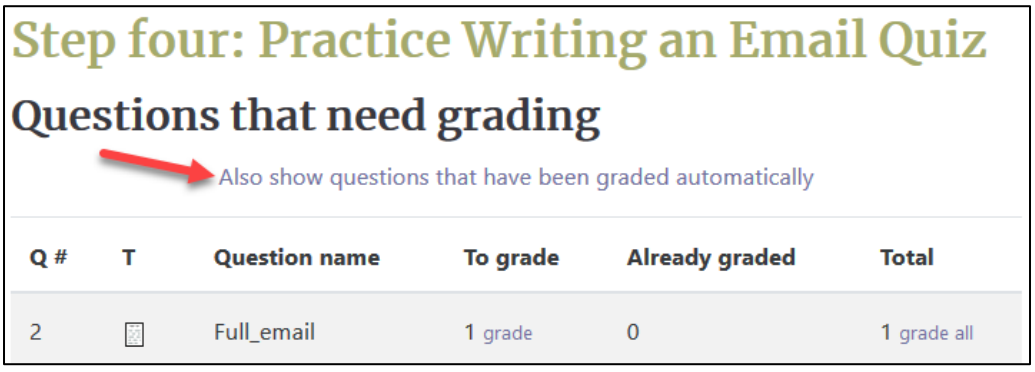
2. The **Results** page is accessed through the **Actions menu**.

3. Click on **Results** to expand the menu. To begin grading, click on the **Manual grading** link.

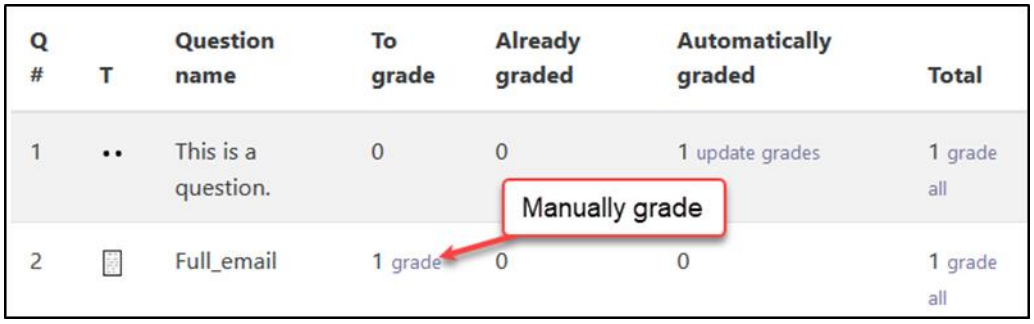


4. The **Manual grading** page displays.

5. To view questions that were graded automatically, click on the **Also show questions that have been graded automatically**.

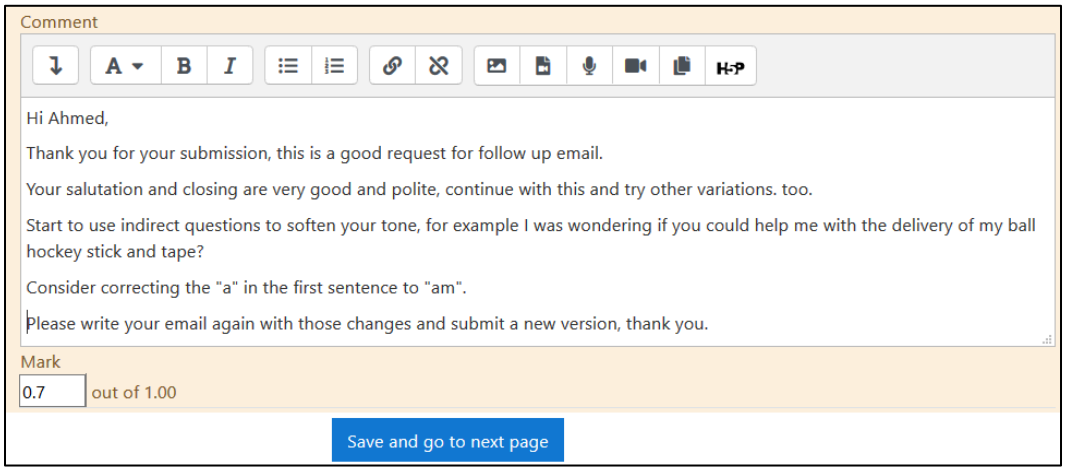


6. The **questions** already graded appear (only one in this sample)



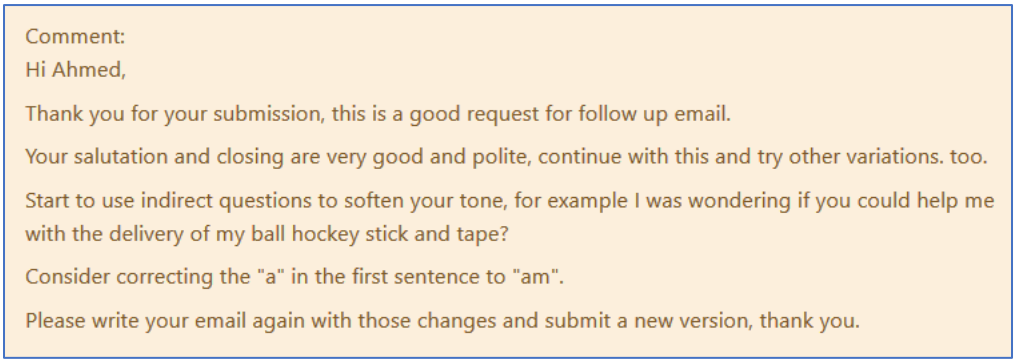
7. To grade the manual items, click on the **grade** or **grade all** links.

8. Use the **Comment** text box and editing tools to give **action-oriented feedback**. You can:
   - copy and paste learner work to make corrections
   - change the font/colour of the text and highlight items that need attention
   - add hyperlinks to useful resources (build and keep a list of resources for common errors)
   - use any of the other options available in the text editing toolbar to tailor the feedback



9. Give the response a **Mark** if necessary, and then click on the **Save and go to next page** button.

When a student reviews the feedback, they will see their submission, their mark if applicable, and the teacher comments as pictured here:


Comment:
Hi Ahmed,

Thank you for your submission, this is a good request for follow up email.

Your salutation and closing are very good and polite, continue with this and try other variations. too.

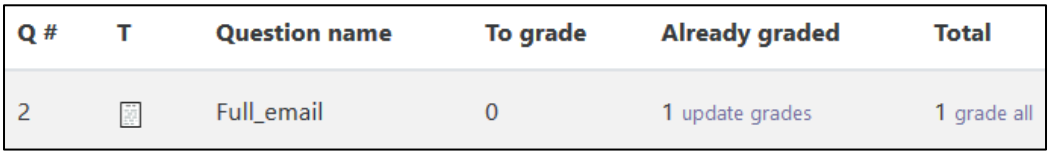
Start to use indirect questions to soften your tone, for example I was wondering if you could help me with the delivery of my ball hockey stick and tape?

Consider correcting the "a" in the first sentence to "am".

Please write your email again with those changes and submit a new version, thank you.

10. If there are more attempts to grade, the next one will display, if the grading is finished, click on the **Back to the list of questions** link to return to the **Manual grading** page.

11. To edit comments or change a mark, return to the manual grading screen, and then click on the update grades link beside the question



Q #	T	Question name	To grade	Already graded	Total
2		Full_email	0	1 update grades	1 grade all

Grading Quiz Help Files

Moodle Documents: Quiz reports
<https://docs.moodle.org/39/en/Quiz_reports>

Moodle Documents: Quiz FAQ
<https://docs.moodle.org/39/en/Quiz_FAQ>