

## Blended Learning Development: Activity Guide 2

### Part 5: Giving Action-Oriented Feedback in a Quiz

1. On the course page, click on a **Quiz** activity.

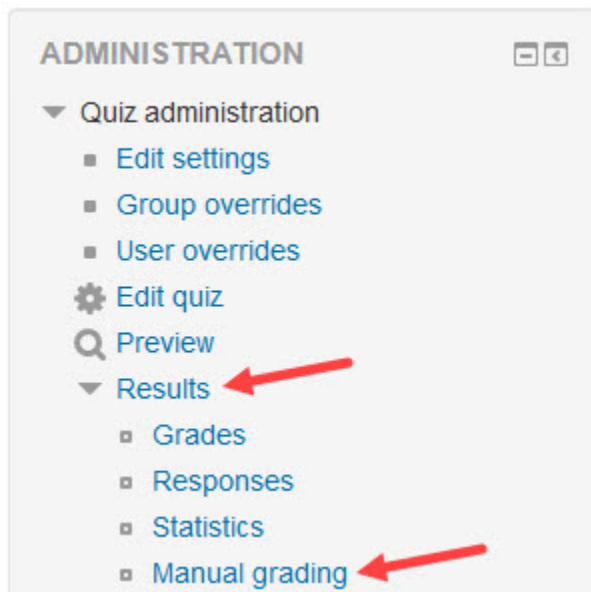


2. When students complete the **Quiz**, the number of **Attempts** is displayed below the activity description and **Grading method**. Clicking on the **Attempts** link will open the **Results** page.

Grading method: Highest grade

Attempts: 1

3. The **Results** page can also be accessed through the **Administration** block, click on **Results** to expand the menu. To begin grading, click on the **Manual Grading** link.



4. The **Manual grading** page displays the **Q #**, the **Question name**, the number **To grade**, the number **Already graded**, and the **Total**, click on the **grade** or **grade all** link to start.

Q #	Question name	To grade	Already graded	Total
1	Writing an Email Q	1 grade	0	1 grade all

5. The first question that needs grading appears. Scroll down past the question to find the student responses that require grading.
6. 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

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

**Comment**

Hi Maria,  
 Thank you for your submission, this is a good email invitation.  
 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 would like to come to my house for a barbeque?***  
 Consider adding the word 'please' to the second sentence and the last paragraph in your email, this will make it more polite and less direct.  
 Be careful with your prepositions: *The barbeque is ~~in~~ at my house this Saturday ~~on~~ in the afternoon at 1pm...Call me ~~on~~ at 555-263-4321.* You can try this activity to practice using prepositions: [https://www.settlementatwork.org/lincdocs/linc5-7/telephone.calls/LINC5/14.prep.collocations/14.prep.collocns.act1\\_gp.htm](https://www.settlementatwork.org/lincdocs/linc5-7/telephone.calls/LINC5/14.prep.collocations/14.prep.collocns.act1_gp.htm)  
 Please write your email again with those changes and submit the new version, thank you.

**Mark** 7 out of 10.00


Save and go to next page

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


**Comment:**  
 Hi Maria,  
 Thank you for your submission, this is a good email invitation.  
 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 would like to come to my house for a barbeque?***  
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[https://www.settlementatwork.org/lincdocs/linc5-7/telephone.calls/LINC5/14.prep.collocations/14.prep.collocns.act1\\_gp.htm](https://www.settlementatwork.org/lincdocs/linc5-7/telephone.calls/LINC5/14.prep.collocations/14.prep.collocns.act1_gp.htm)  
 Please write your email again with those changes and submit the new version, thank you.

7. 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.

### Grading question 1: Writing an Email Q

[Back to the list of questions](#) 

8. To edit comments or change a mark, click on the **update grades** link beside the question.

Q #	Question name	To grade	Already graded	Total
1	Writing an Email Q	0	1 <a href="#">update grades</a> 	1 <a href="#">grade all</a>

## Grading Quiz Help Files

- [Moodle Docs: Quiz reports](https://docs.moodle.org/35/en/Quiz_reports)  
<https://docs.moodle.org/35/en/Quiz\_reports>
- [Moodle Docs: Quiz FAQ](https://docs.moodle.org/35/en/Quiz_FAQ)  
<https://docs.moodle.org/35/en/Quiz\_FAQ>