Quick Guide: Grade One Question at a Time

The ability to grade quizzes one question at a time is very useful for quizzes that contain a mix of automatically-graded questions (like multiple choice and true/false) and instructor-graded questions (like essay and fill-in-the-blank). It allows instructors to go directly to questions that needed manual grading. This is an opt-in feature of the Speedgrader™. To configure Speedgrader™ and use this feature, follow the directions below.

1. Navigate to your course space, and click on the Quizzes link from the left Navigation bar.

2. Locate the quiz to be graded, and click the title.

3. On the right navigation bar, select the link to the “Speedgrader™”.

4. Once in Speedgrader™, click on the Settings link in the upper right column. This is in the dark grey band at top.
5. Select the box next to **Grade by Question** and click the blue “Save Settings”.

6. When the **Grade by Question** feature is activated, a number bar displays above the quiz view panel to represent each question in your quiz. Gray numbers represent questions that are already graded, while white numbers represent questions that need to be graded manually. Canvas will also display a yellow notification bar with the quiz questions that need to be graded. To view a manually graded question, click the number in the number bar or the question number in the notification bar.

7. **Enter a grade** into the grade field. Feedback can also be added at the question level. Click the blue “**Update Scores**” at the end of the quiz.

8. Canvas will take you to the same question in the next student’s quiz by clicking the “Next” arrow (>) next to the student list or using the drop-down list, click the next student’s name.