

Manual Grading Essay Test Questions in Scholar
Version 2.9
April 16, 2016

Prepared by Jule Thorsen, Instructional Technology Specialist

1. To manually grade essay questions, click on the name of the quiz on the front page of the course.

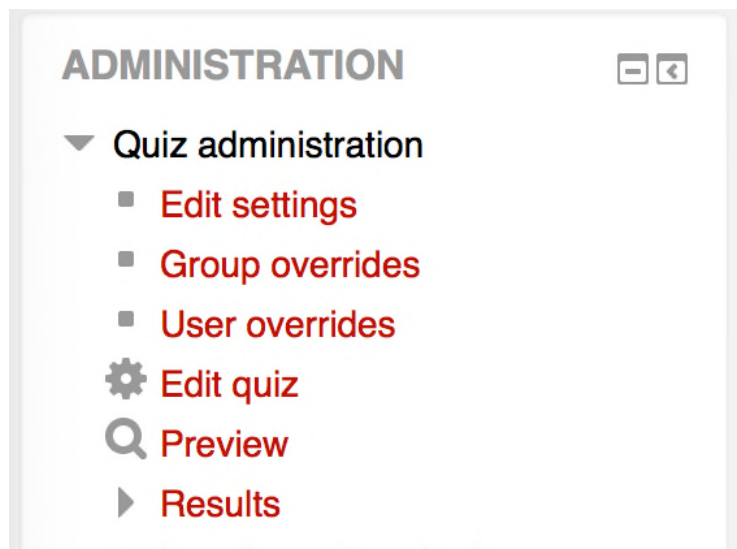


Quiz 1



This quiz covers Chapters 1 and 2. There are 45 multiple choice questions and 5 essay questions.

2. The next step is scroll down and look on the left hand side of the screen for the box called "**Quiz Administration.**" Click on the word "**Results**" to turn the arrow and show the items underneath that word.
- 3.



4. Then click on the choice called "**Manual Grading.**"

- ▼ **Results**
 - **Grades**
 - **Responses**
 - **Statistics**
 - **Manual grading**

5. That opens the page where you select the question you are going to grade first. I click on grade all but you can also get started by clicking on **“To Grade”** if there are more assignments yet to be submitted. Either choice will get you to the same page.

Quiz 1

Questions that need grading

Also show questions that have been graded automatically

Q #	Question name	To grade	Already graded	Total
1	q46 What is an organization?	0	15 update grades	15 grade all
2	q47 Discuss the effects that corporate downsizing has had on the relationship be	5 grade	10 update grades	15 grade all
3	q48 Explain the ASA framework.	14 grade	0	15 grade all
4	q49 Define diversity and then review the three challenges it presents for organi	15 grade	0	15 grade all
5	q50 Compare individuals who have an internal locus of control with individuals w	14 grade	0	15 grade all

6. At the top of the next page, you decide if there is an order how you want the questions displayed for you.

Quiz 1

Grading question 2: q47 Discuss the effects that corporate downsizing has had on the relationship be

[Back to the list of questions](#)

Options

Attempts to grade

Questions per page

Order attempts

7. When you starting grading you will see the question followed by the student answer.

Attempt number 1 for Daniel Beitelspacher (3495484)

Question 2

Complete

1.00 points out of
1.00



Discuss the effects that corporate downsizing has had on the relationship between an organization and its members.

Downsizing is a process in which organizations lay off managers and workers to reduce costs. Downsizing allows companies to cut hard working employees and allows them to cut costs by doing so. Employees need to realize that to keep their job they need to keep their job skills up to date.

8. If you have also loaded a "sample answer" then that appears with a comment box for you to make your comments on the student's answer and then the box for you to type the final grade awarded into.

Administi

In the past it was common for people to spend their whole careers at a large company. However, most companies today have been pressured by global competition to find ways to reduce operating costs. The result has been that tens of millions of employees have found themselves laid off by their companies and forced to search for new jobs.

Downsizing is the process by which organizations lay off managers and workers to reduce costs. The size and scope of these downsizing efforts has been enormous. The increasing tendency of companies to lay off hard working, loyal employees as needed seems to be changing the employment relationship between employees and the companies for which they work. Today, employees realize that to keep their jobs and to advance to better ones, they must invest in themselves, keep their job skills and knowledge up to date, and search for new job opportunities.

Comment

Rich text editor toolbar with icons for text color, bold, italic, bulleted list, numbered list, link, unlink, and image.

Points out of 1.00

9. The final thing you will see is the quiz results page will now show the final score for the quiz. As you know, before the manually items are graded, the students only see the following:

<input type="checkbox"/>		Tyler Smaha Review attempt	tyler.smaha@my.simpson.edu	Finished	March 17 2016 7:15 PM	March 17 2016 8:02 PM	46 mins 21 secs	Not yet graded
--------------------------	---	--------------------------------------	----------------------------	----------	-----------------------	-----------------------	-----------------	-----------------------

10. The words "**Not yet graded**" are replaced with the final score.