

Grading the Essay Questions for the Self Care Course.

1. Go to **Quiz 2** in the course
2. Click on the **Submissions** button under the quiz title
 - a. Notice the status of the students is listed as “partial”. This is because the two essay questions need to be graded.
3. To grade the essay questions click the **1** (under the Submissions column) for each student. This will show the students responses to each question.
4. Scroll down to see the student’s responses to the essay questions. The essay questions are #11 and #12 for each student.
5. You should be able to enter a score in the box named **Override score** below the question.
6. Once a score has been entered for both questions, scroll to the bottom of the page and click the **Update** grade button. That should be all you have to do.
7. You will need to do this for each student.

If you have any questions let me know. I should be around on Monday but will be out on Tuesday.

Todd Tabberer

(This was originally an email that I sent to the faculty member)