












Yu-Can Moodle Step-by-Step

How to manually enter or override quiz marks

Here's one way to manually enter quiz marks:

- open the Gradebook (in Grader report view)> scroll along to the quiz in question, e.g.

| Quizzes/Tests  | | | |
|---|---|--|--|
|  |  QUIZ: Punctuation   |  Short Story Unit Test   |  QUIZ 1: Chapters 1 & 2  |
| - | - Q | - Q | - |
| - | - Q | - Q | - |
| - | - Q | - Q | - |
| - | - Q | - Q | - |
| - | - Q | - Q | - |
| - | - Q | - Q | - |

Next to the name of the quiz, find this **icon**:  "Single view for _____ quiz/test . . ." Click on the icon.

On the next page (Grade item), select '**Override**' box for the student in question, and **enter the mark**.

Hit '**Save**'.

You can jump to another item to grade using the '**Select grade item**' dropdown menu, bottom right.