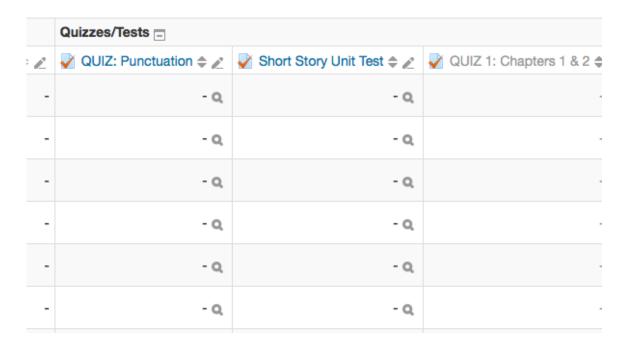
Yu-Can Moodle Step-by-Step

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.



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.