

Grade by Question

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Created by	Creation Date	Last Updated
Linda Morosko	Oct 31, 2025	Oct 31, 2025

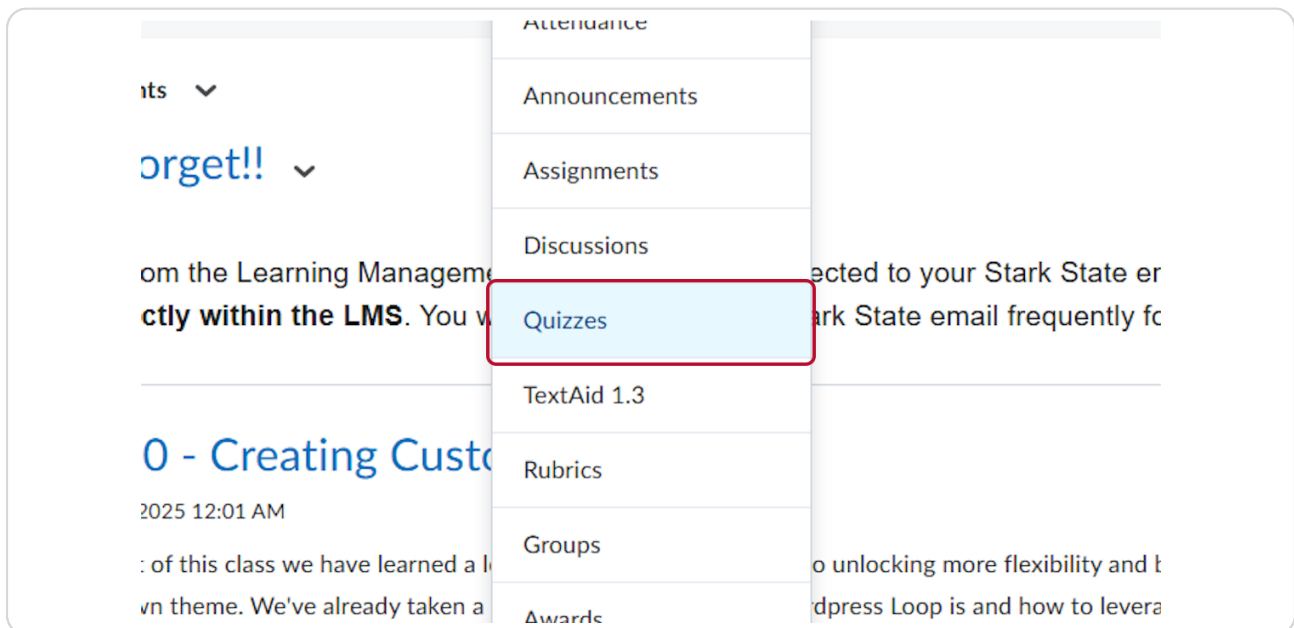
STEP 1

When you use the Written Question type in Brightspace, it's nice to grade by question, rather than by student. To do this, we'll need to find the quiz. Step 1, is to click on Course Tools



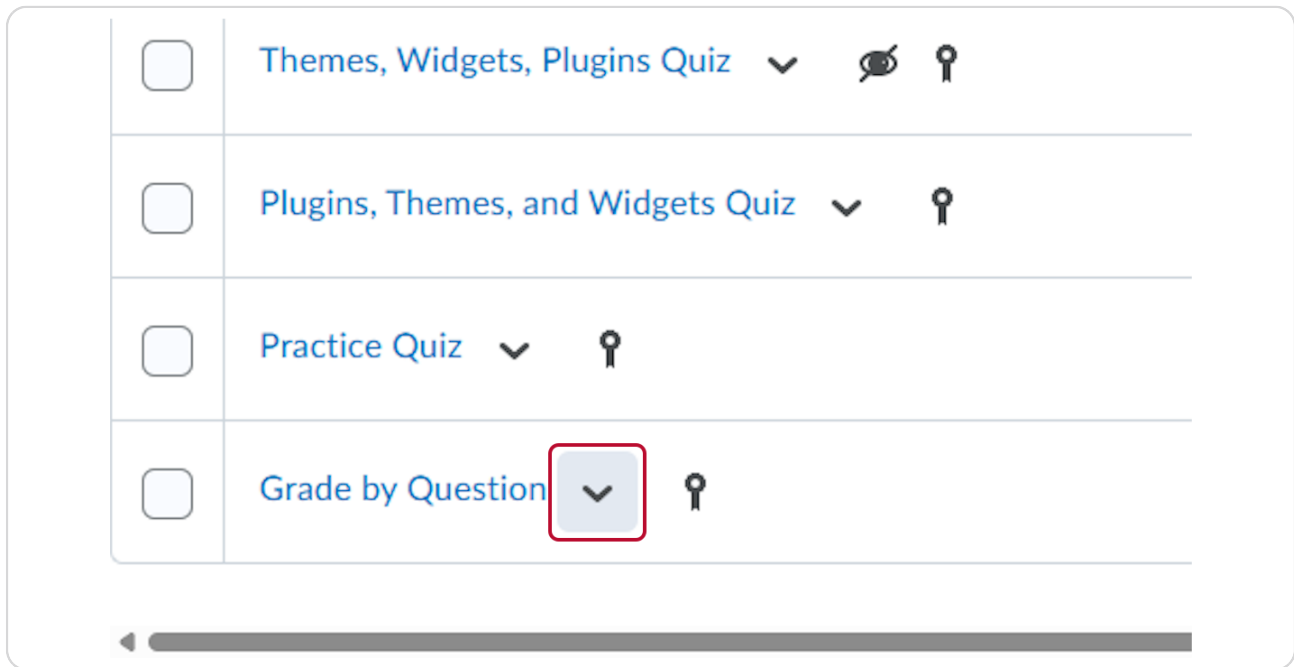
STEP 2

Then choose Quizzes from the dropdown list.



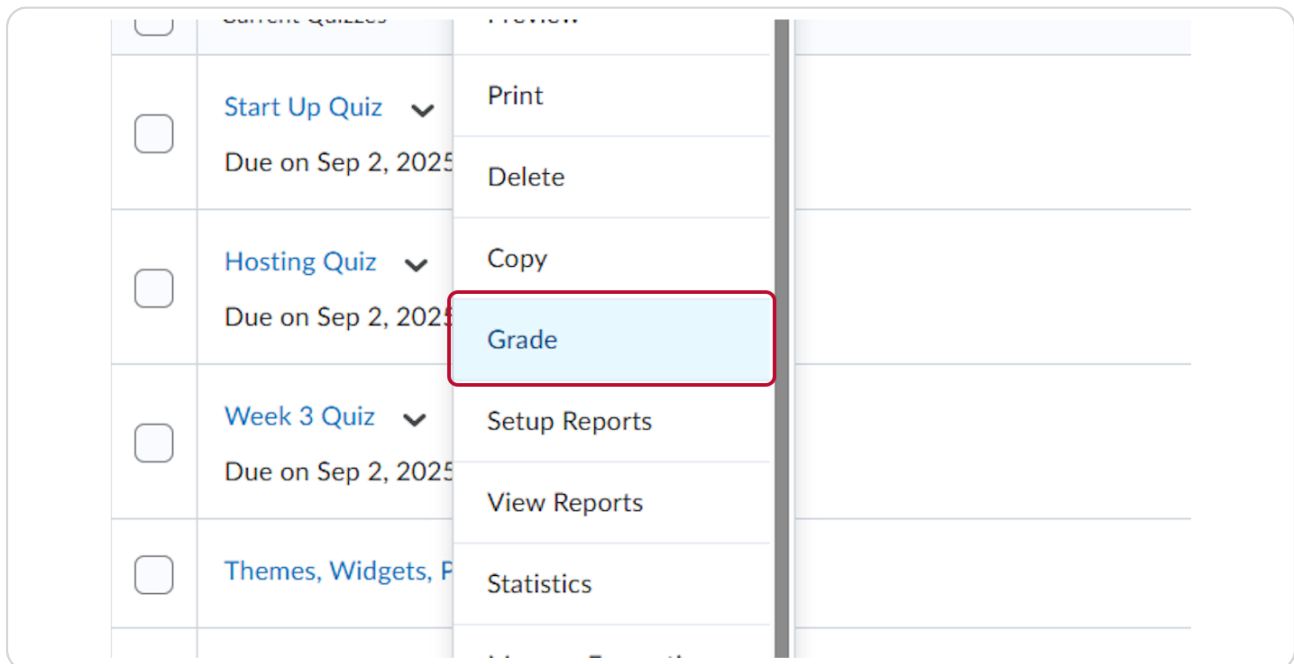
STEP 3

Click on Actions (the down arrow, on the chosen quiz.



STEP 4

From the popup, choose Grade



STEP 5

The default choice is to grade by Users. Choose the Questions tab.

Grade Quiz - Grade by Question

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[Users](#)[Attempts](#)[Questions](#)

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STEP 6

You can grade the questions with or without seeing the student names. Hiding the names is a mechanism to avoid unconscious bias in the grading and feedback process. Check Hide learners' names box.

[Users](#)[Attempts](#)[Questions](#)

☒ Grade individual responses

☒ Hide learners' names [?](#)

☒ View evaluated responses [?](#)

☐ Update all attempts

STEP 7

Review the student's response and add points to the Score box.

Save Time

8:27 AM

Score

5

 / 5 (not auto-graded: a default value of 0 was assigned)

▶ Expand question 2 feedback

Attempt 2

STEP 8

Expand the feedback area to provide feedback to the student

Course Home Lessons Calendar Grades Course Tools ▾ SSC Resources ▾ Awards

Save Time

8:27 AM

Score

5

 / 5 (not auto-graded: a default value of 0 was assigned)

▶ Expand question 2 feedback

Attempt 2

If animals could talk, which species would be the most entertaining conversationalist?

Dogs. They'd talk nonstop about snacks, walks, and how good we are.

Save Time

8:30 AM

Score

/ 5 (not auto-graded: a default value of 0 was assigned)

▶ Expand question 2 feedback

Attempt 3

If animals could talk, which species would be the most entertaining conversationalist?

Save

Go Back to Questions

everything.

Add your feedback to the student's response.

If animals could talk, which species would be the most entertaining conversationalist?

Dogs. They'd talk nonstop about snacks, walks, and how good we are.

Save Time

8:30 AM

Score

5

/ 5 (graded by Linda Morosko)

▼ Collapse question 2 feedback

Feedback

Paragraph | B I U | A | [List Icons] | [Link Icon] | [Image Icon] | Σ | [Table Icon] | + | ...

Lato (Recomm... | 19px | [Font Color Icon] | [Text Color Icon] | [Indent Icon] | [Decrease Indent Icon] | [Undo Icon] | [Redo Icon]

Good choice and fun reasoning! You painted a clear picture of what dogs might say. To strengthen this, add a bit more detail or humor — what kind of stories would they tell about their humans?

When you've completed grading the question, click on Save in the lower left hand corner and your grades and responses will be saved.

▼ Collapse question 2 feedback

Feedback

Good choice and fun reasoning! You painted a clear picture of what dogs might say. To s
this, add a bit more detail or humor – what kind of stories would they tell about their h

Attempt 3

STEP 11

That is how you grade by question in Brightspace.

