

# How to Grade Essay Questions

**ProProfs Quiz Maker** allows automatic grading of different question types, such as [multiple-choice](#), fill-in-the-blanks, matching, etc. However, essay questions are manually graded by the instructor after evaluating the answer provided by the quiz taker.

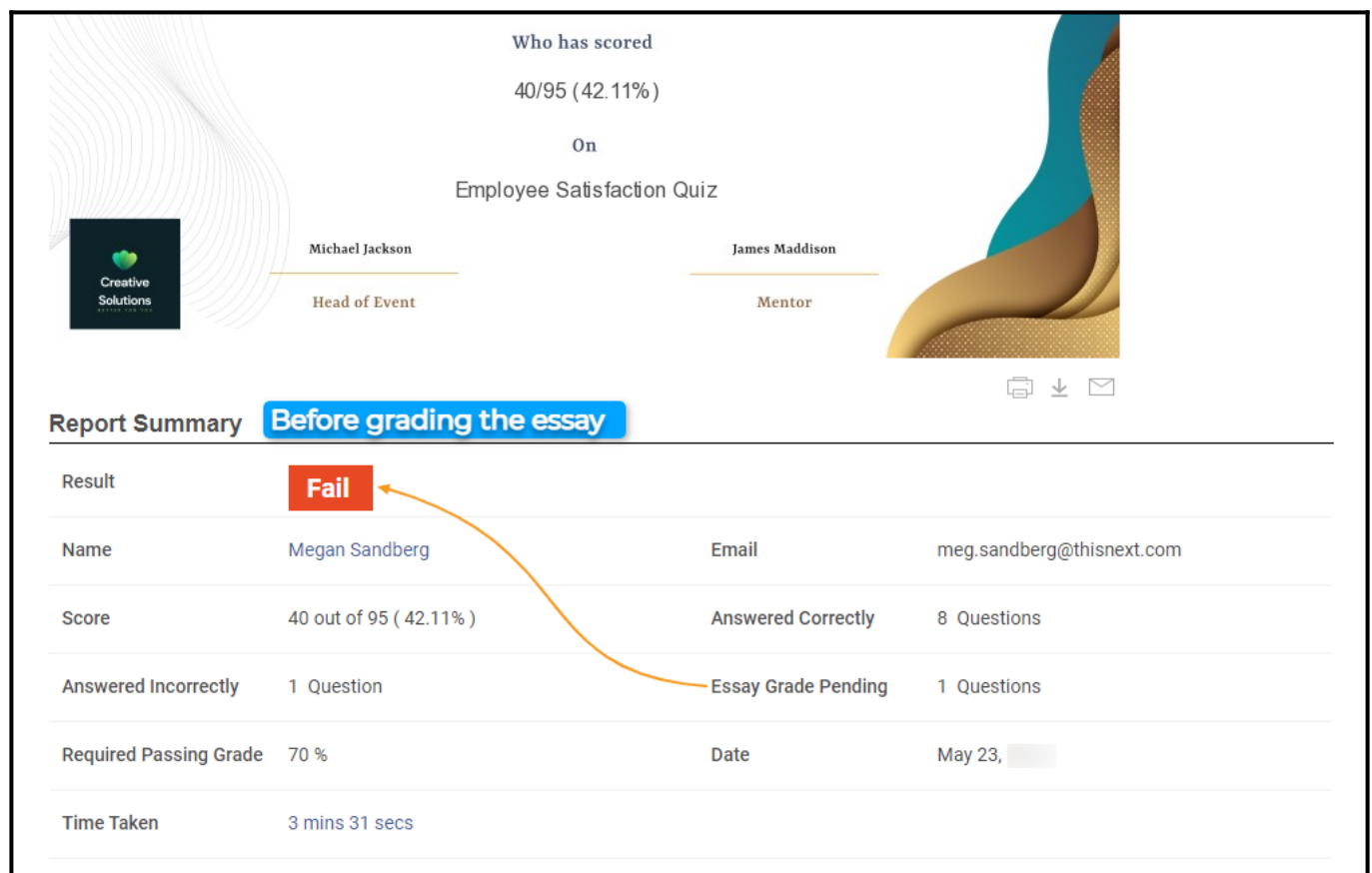
In this case, the steps are:

1. The instructor views students' answers online.
2. The instructor grades the solution online and assigns it a score.
3. They mark the grading as complete after grading all the answers.
4. The essay points are added, and the student's final score is updated.
5. Instructors can send the student an updated report /certificate by clicking "Email Report to Student." The updated report can also be downloaded.

Since the score is updated after adding essay grades, the instructor can also prevent students from seeing the [interim \(pre-grading\) score](#).

**This is what a quiz report will look like before and after grading essays.**

## 1. Before grading-



Who has scored  
40/95 (42.11%)  
On  
Employee Satisfaction Quiz

Michael Jackson  
Head of Event

James Maddison  
Mentor

Report Summary **Before grading the essay**

Result	<b>Fail</b>		
Name	Megan Sandberg	Email	meg.sandberg@thisnext.com
Score	40 out of 95 ( 42.11% )	Answered Correctly	8 Questions
Answered Incorrectly	1 Question	Essay Grade Pending	1 Questions
Required Passing Grade	70 %	Date	May 23,
Time Taken	3 mins 31 secs		

## 2. After grading-

Report Summary

Result

Pass

After grading the essay

Name	Megan Sandberg	Email	meg.sandberg@thisnext.com
Score	88 out of 95 ( 92.63% )	Answered Correctly	8 Questions
Answered Incorrectly	1 Question	Partially Correct	1 Question
Required Passing Grade	70 %	Date	May 23,
Time Taken	3 mins 31 secs		

Grading complete

Yes

No

(Grade Essays)

Score

88/95 (Bonus points)

### Benefits of manual grading, i.e., grading essay questions:

- **Personalized feedback:** Manual grading allows instructors to provide customized feedback on essay questions, helping learners to improve their understanding of the subject.
- **Flexibility:** Manual grading allows instructors to assign scores based on their grading criteria, allowing for a more nuanced evaluation of learners' responses.
- **Accuracy:** Manual grading can be more accurate than automatic grading for certain types of questions, such as essays, where the answer may not be straightforward.

### This article covers the following:

1. How to Grade Essay Questions
2. How to Configure the Release Report Setting

## Grading Essay Questions

**Step 1:** Open a quiz report from the dashboard.

View help for this section

Search

All Quizzes

Create a Quiz

Quizzes

Preview

Send

Reports

Newest to Oldest

Instructor

Employee Satisfaction Quiz

Edit

Settings

Draft

Copy

Delete

15

View Reports & Stats

May 23

Tim

**Step 2:** Click the “View” icon under the Reports column to open the “User Score Report.”

**Step 3:** Go to “Grade Essays” to review essay answers and assign a score.

**Step 4:** Assign points, add feedback, and click Post & Next. You can also choose to notify the learner about the input.

Email : rich.smith@thisnext.com

35 / 50 points

1

2

Instructor Feedback

Well-written, but the example was missing.

Post & Next Cancel

☐ Notify Learner

3

**Q.2) Define employee satisfaction with a real-life example**

**Answer:**  
Employee satisfaction refers to the level of contentment and fulfillment experienced by employees in their work environment. It encompasses factors such as job security, work-life balance, compensation, opportunities for growth, recognition, supportive management, and a positive workplace culture. High employee satisfaction leads to increased motivation, productivity, and loyalty, while low satisfaction can result in decreased performance, turnover, and a negative impact on organizational success.

**Step 5:** A preview of the updated score will appear. You can email the updated report to students.

Richard Smith Email rich.smith@thisnext.com

**Essay grading completed!**

Grading Complete: Yes No ?

Updated Score: 80 / 95 (84%)

Q. No.	Question	Feedback	Points
2	Define employee satisfaction with a ..	Well-written, but the example was mi..	35 / 50

Email Report To Student Next Report >> Back to report

**Note:** You can proceed to the report of another user and grade essays without exiting the page.

When you click Email Report to Student, the dialog box will open. You can choose your preferred option and add a custom message to go with it.

Send updated report to

- ☐ Certificate Only ?
- ☐ Score Only ?
- ☒ Score & Certificate ?
- ☐ Notification to visit classroom ?
- ☐ Full Report ?
- ☐ View as Student Report ?

Thanks for taking our quiz! Here's how you performed

Name: Richard Smith  
Your Score: 80 out of 95  
Answered Correctly: 9 out of 10  
Date Completed: May 23, [year]

Please find the certificate from this link: [https://www.proprofs.com/quiz-school/certificate/certificate.php?id=313389905&aid=\[id\] Richard%20Smith&saveAs=PDF](https://www.proprofs.com/quiz-school/certificate/certificate.php?id=313389905&aid=[id] Richard%20Smith&saveAs=PDF)

Here's what the updated result will look like after grading is complete.

## Employee Satisfaction Quiz

# CERTIFICATE OF APPRECIATION

THE FOLLOWING AWARD IS GIVEN TO

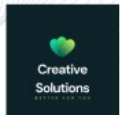
Richard Smith

Who has scored

80/95 (84.21%)

On

Employee Satisfaction Quiz



Michael Jackson

Head of Event

James Maddison

Mentor



## Report Summary

Result	<b>Pass</b>		
Name	Richard Smith	Email	rich.smith@thisnext.com
Score	80 out of 95 ( 84.21% )	Answered Correctly	9 Questions
Answered Incorrectly	0 Questions	Partially Correct	1 Question
Required Passing Grade	70 %	Date	May 23, <input type="text"/>
Time Taken	1 mins 24 secs		

Grading complete

(Grade Essays)

Score **80/95** (Bonus points)



## Configuring Release Report Setting

You may only want quiz takers to see the report once you manually grade the essay or [add bonus points](#). ProProfs Quiz Maker makes it easy to configure the release report.

1. Go to a **quiz setting**
2. Navigate to **Advanced** and locate **Release Report**.
3. Choose the **"Manually, after essays are graded"** option from the dropdown. You can also add a

custom message to show at the end of the quiz in place of an interim score.

The screenshot shows the 'Grading' settings for a quiz. It includes three text input fields for feedback messages, each with a help icon: 'Question Correct Label' (set to 'Correct - Keep going!'), 'Question Incorrect Label' (set to 'Incorrect - You Got This Wrong!'), and 'Release Report' (highlighted with an orange border). Below these is a dropdown menu for 'Release Report' with options 'Instantly, when quiz is taken' and 'Manually, after essays are graded' (the latter is selected and highlighted in blue). At the bottom, there is a 'Network Security' section with a 'Yes' button highlighted in blue and a 'No' button, followed by a checkbox for 'Enable IP based security' with a help icon.

4. Save your changes, and you're done.

### Related Articles:

- [How to Grade Quizzes in Different Ways](#)
- [Introduction to the Quiz Editor](#)
- [How to Show Quiz Scores Based on Tags in Learner Reports](#)