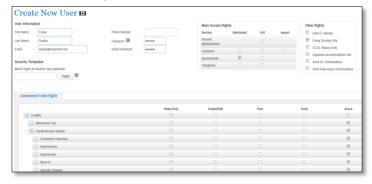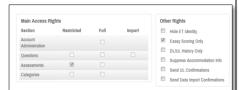Users with the proper permissions are able to grade essays online to include individualized comments to each Exam Taker's response. Essay Graders can be assigned to specific questions, Exam Takers, or a combination of both. When setting up Essay Grading, users can designate a maximum number of points for each question. If grading the same essay question, the question stem can be hidden to provide a full screen view of the essay answers.
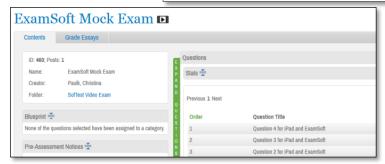
## Creating Essay Scoring Only User

1. Navigate to **Admin** tab.
2. Choose **Users**.
3. Click **Create New User**.
4. Include all pertinent information.



5. Choose **Essay Scoring Only** under **Other Rights**.
6. Select **Restricted** for Assessments.
7. Choose the exam folders that the Essay Grader will have access for grading.
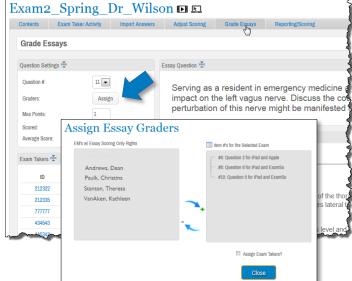




> Creating an Essay Grader Only user limits the view of the assessment content when grading. Only the Content and Grade Essay tab is visible.

## Setting Up Essays for Grading

1. Navigate to the **Assessments** tab.
2. Select an assessment.
3. Go to the **Grade Essays** tab.
4. A list of the available Essay Questions and Exam Takers who submitted their essays will appear. Select the essay desired from the **Question #** dropdown menu. That essay question and each Exam Taker will appear by **ID**.



5. Click **Assign** to assign essay graders to specific questions.
6. To select specific Exam Takers to assign to each essay grader, check **Assign Exam Takers**. A new selection opens allows you to quickly identify the specific Exam Takers responses to assign to each Essay Grader, or you can randomly assign Exam Takers.



## Grading Essays

1. Navigate to **Assessments** Tab.
2. Select an Assessment and click **Grade Essays** tab.
3. All answers will be displayed. To select an essay to grade, click the ID. The user can assign points and add comments in the grading window. Click **Save Comments**.
7. Click [printer icon] to print the Exam Taker's answer.



## Running Essay Grader Reports

1. Navigate to the specific assessment.
2. Select Reporting/Scoring Tab and select Grader Report.
3. Choose Question/Item and Grader to run report.
4. Essay Graders cannot run this report.