

# QUIZZES – TRANSFER QUIZ GRADES TO YOUR GRADE BOOK

Quiz grades not automatically transferring to your grade book? This tutorial outlines troubleshooting options when grades are not automatically exporting from quizzes to your grade book.

When a graded quiz attempt is not appearing in your grade book, it could be due to one of three things:

1. **The grades need to be published**
2. **A grade item needs to be associated with the quiz**
3. **You need to export the grades to your grade book**

## 1. Publishing grades to the grade book

### Step 1.

Navigate to your **Manage Quizzes** page.

### Step 2.

Click on the **context menu** for the desired quiz and select **Grade**.

### Step 3.

In the **published column**, click **Publish** to select all of the learners who have attempted and received a grade for the quiz.

### Step 4.

Click **Save and Close**.

## 2. Associate a grade item with a quiz.

### Step 1.

Navigate to your **Manage Quizzes** page.

### Step 2.

Click on the **context menu** for the desired quiz and select **Edit**.

### Step 3.

Click the **Assessment** tab.

### Step 4.

Check the **Automatic Grade checkbox** to enable the automatic export of grades to your gradebook.

**Step 5.**

You will notice that there is no Grade Item associated with the quiz. Click the **Grade Item menu** and **select the desired Grade Item**.

**Step 6.**

You can check the **Auto Export to Grades** checkbox if you want to export the grades automatically.

**Step 7.**

Click **Save and Close**.

### **3. Export grades to your grade book.**

**Step 1.**

Navigate to your **Manage Quizzes** page.

**Step 2.**

Click on the **context menu** for the desired quiz and select **Grade**.

**Step 3.**

Click **Export to Grades**. Your grades should then be exported.

**Step 4.**

Click **Save and Close**.

**If you still require assistance on the matter, CITL offers support for your online course issues.  
Please contact our Support Centre at <https://citl.mun.ca/support/>**