Step 1 - Click Assessments
Step 2 - Click Quizzes
Step 3 - Click the quiz you want to grade.
Step 4 - Click the down arrow next to the title of the quiz and click grade
Step 5 - Click the attempt
Step 6 - Grade the student's submission

Scroll down to read the students submission and then scroll back up to give a score and feedback.
Grading short-answer response Quizzes

Step 7 - Click Save and Close