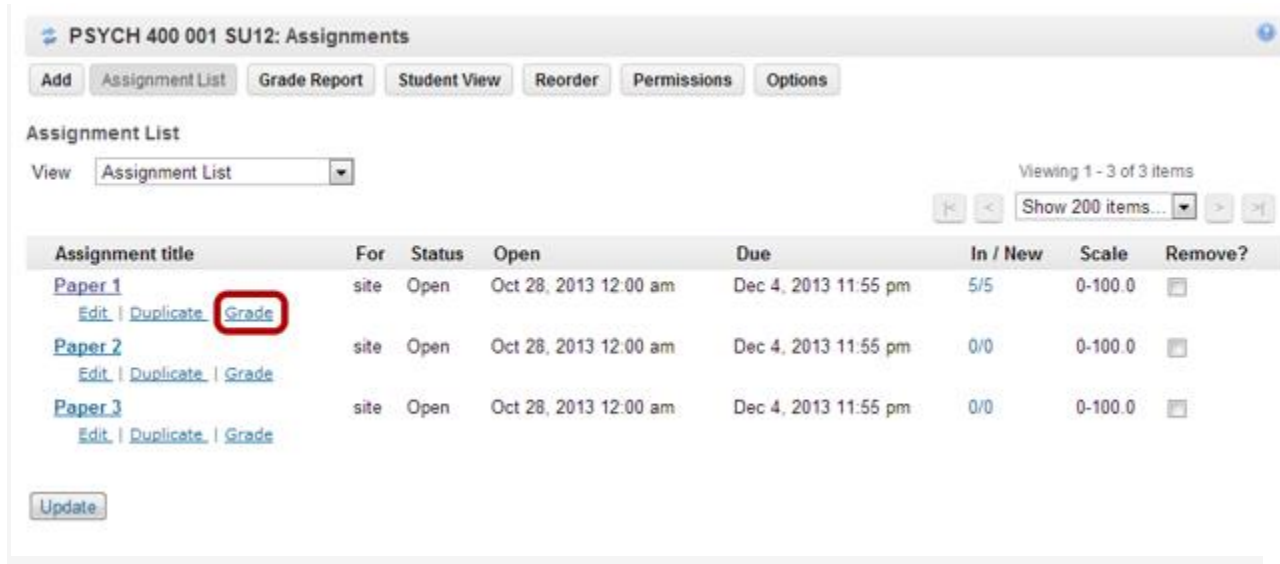


How do I grade an assignment?

Go to Assignments.

Select the **Assignments** tool from the Tool Menu in your site.

Select the assignment to grade.



The screenshot shows the 'PSYCH 400 001 SU12: Assignments' tool interface. At the top, there are navigation buttons: Add, Assignment List, Grade Report, Student View, Reorder, Permissions, and Options. Below this is the 'Assignment List' section, which includes a 'View' dropdown menu set to 'Assignment List' and a 'Showing 1 - 3 of 3 items' indicator. The main content is a table with the following columns: Assignment title, For, Status, Open, Due, In / New, Scale, and Remove?. The table contains three rows of assignments: Paper 1, Paper 2, and Paper 3. Each row has a 'Grade' link, which is highlighted with a red box in the first row. Below the table is an 'Update' button.

Assignment title	For	Status	Open	Due	In / New	Scale	Remove?
Paper 1 Edit Duplicate Grade	site	Open	Oct 28, 2013 12:00 am	Dec 4, 2013 11:55 pm	5/5	0-100.0	<input type="checkbox"/>
Paper 2 Edit Duplicate Grade	site	Open	Oct 28, 2013 12:00 am	Dec 4, 2013 11:55 pm	0/0	0-100.0	<input type="checkbox"/>
Paper 3 Edit Duplicate Grade	site	Open	Oct 28, 2013 12:00 am	Dec 4, 2013 11:55 pm	0/0	0-100.0	<input type="checkbox"/>

Click the **Grade** link for the assignment you would like to grade.

Select a student to grade.

PSYCH 400 001 SU12: Assignments

Add Assignment List Grade Report Student View Reorder Permissions Options

Paper 1 - Submissions

Please choose a group to view student submissions.

View: Entire Site

Name, ID, or Email Find Clear

Download All | Upload All | Release Grades

Found 6 participant(s). Assign this grade to participants without a grade: [] Apply

Viewing 1 - 6 of 6 items

Show 200 items...

Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	Student 1, Demo (demostudent01) Grade	Nov 27, 2013 3:34 pm	Ungraded		
<input type="checkbox"/>	Student 2, Demo (demostudent02) Grade	Nov 27, 2013 3:31 pm	Ungraded		
<input type="checkbox"/>	Student 3, Demo (demostudent03) Grade	Nov 27, 2013 3:32 pm	Ungraded		
<input type="checkbox"/>	Student 4, Demo (demostudent04) Grade	Nov 27, 2013 3:33 pm	Ungraded		
<input type="checkbox"/>	Student 5, Demo (demostudent05) Grade	Nov 27, 2013 3:28 pm	Ungraded		
<input type="checkbox"/>	Student 6, Demo (demostudent06) Grade		No Submission		

Assignment Details

You will see a list of all the students in the class, along with the submission date, status, grade, and release columns for each student. You may sort by any of these columns by clicking on the title of the column if desired.

Click on the **Grade** link for the student submission that you would like to grade.

View student submission.

1

Student	Student 1, Demo(demostudent01)
Submitted Date	Nov 27, 2013 3:34 pm
Status	Ungraded

▸ Assignment Instructions

Assignment Submission

Below is the submission from a student. You can insert comments into this text by clicking in the box, then type your comments. Comments surrounded by double curly braces, {{like this}}, will appear red to the student.


My paper is attached.
Thanks!

Word Count : 5

2

Submitted Attachments

3

 [Paper1.docx](#) (11 KB; Nov 27, 2013 3:34 pm)

The student submission will be displayed at the top of the page.

1. The student's name, username, submission date, and graded status appear at the very top.
2. Next, under "Assignment Submission" the student's inline submission text (if applicable) is shown. Notice that the Word Count for inline submissions is displayed in the bottom right corner of the rich text editor.
3. Under "Submitted Attachments" any attached files will appear. The filename as well as the the file size and submission date are also shown.

Note: To view student file attachments, you will need to click on the filename to download and open the file.

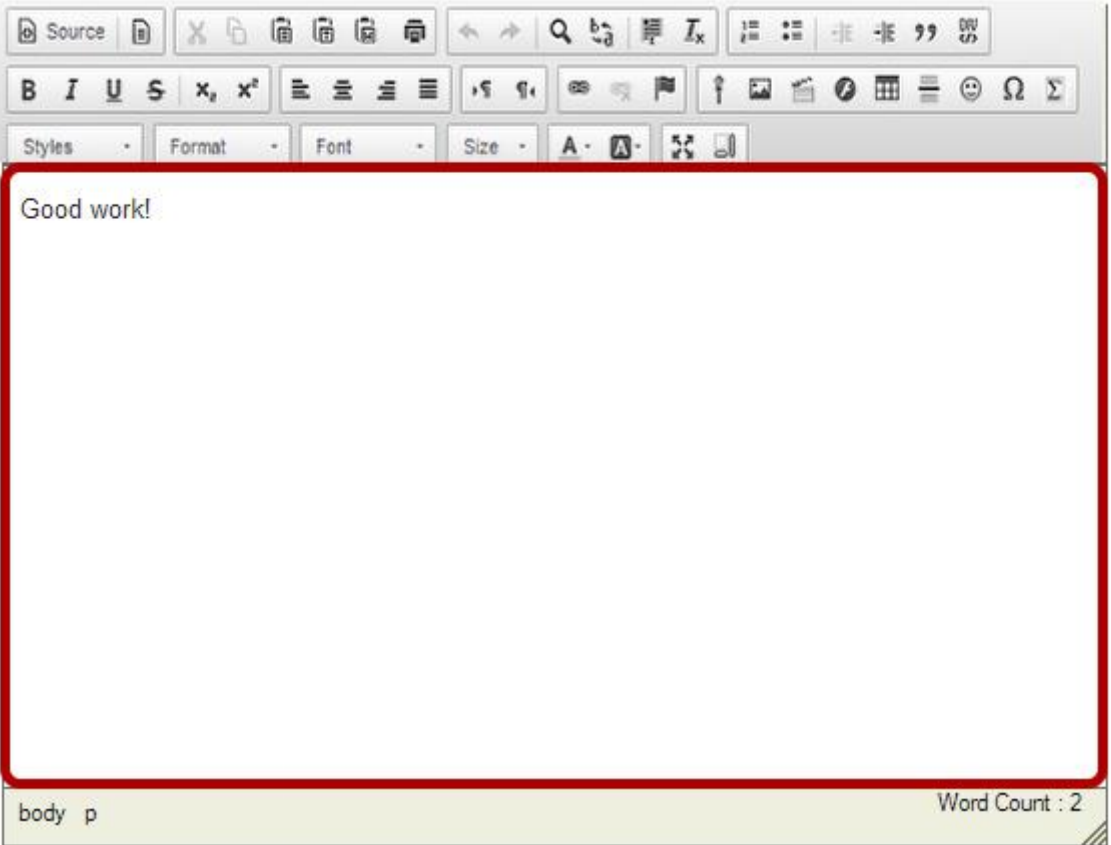
Enter grade.

Grade: (max 100.0)

Enter the score for the student's assignment in the grade entry text box provided.

Enter instructor comments.

Instructor Summary Comments
Use the box below to enter additional summary comments about this submission.



Good work!

body p Word Count : 2

If you would like to include additional comments along with the grade, you may enter them into the rich text editor under the "Instructor Summary Comments" section.

Return an attachment.

Attachments to Return with Grade

No attachments yet

Add Attachments

If you would like to return a file attachment to the student with additional feedback, click on the **Add Attachments** button to browse for and select a file.

Allow resubmissions.

Allow Resubmission
Number of resubmissions allowed
Accept Until at

If you would like to allow the student to resubmit the assignment, you may check the **Allow Resubmission** box and specify the number of resubmissions allowed and the date until which they will be accepted.

Note: If you allowed resubmissions on the assignment when you created it, this information will be prepopulated with the default resubmission information for this assignment. However, you may override the default resubmission settings for an individual student by changing the information shown here.

Save grade.

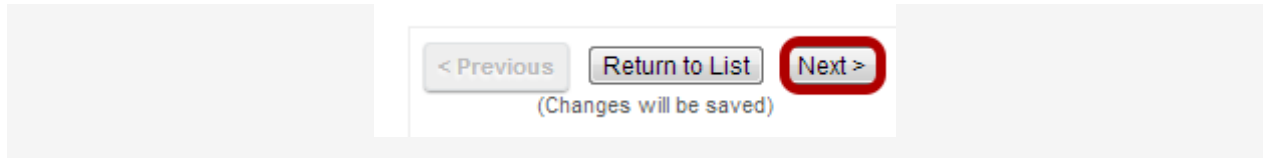
Save and Don't Release to Student **Save and Release to Student**
Preview **Cancel Changes**

If you are finished grading and would like to release the information to the student, click the **Save and Release to Student** button.

Alternately, if you would like to save the grade but wait and release to the student at a later date, you may select the **Save and Don't Release to Student** button instead.

Tip: Some faculty prefer to release all of the grades at one time when they have finished entering grades for the whole class.

Go to the next submission.



If you have more student submissions to grade and would like to go directly to the next submission in the list, click the **Next** button at the bottom of the page.