Grade an Assignment

When an assignment is created, a column is added automatically to the Grade Center. An assignment that has been submitted, but not graded, is indicated with an exclamation mark—the needs grading icon (see Figure 1).

There are multiple ways to grade assignments. You can access the student submissions from Needs Grading or the Full Grade Center.

Accessing Student Submission from Needs Grading

1. On the Control Panel, expand the Grade Center section.
2. Select Needs Grading (figure 2).
3. The total number of items to be graded appears on the Needs Grading page (figure 3). This page shows the Category, Item Name, User Attempt, Date Submitted, and Due Date.
4. Click on the student’s name to access the attempt (See step 6 below for additional instructions).
Accessing Student Submission from Full Grade Center

1. On the Control Panel, expand the Grade Center section.
2. Select Full Grade Center (figure 4).
3. Locate the appropriate assignment column. For any assignments submitted, you will see a yellow box with an exclamation point inside it. This indicates this submission is in the “needs grading” status (figure 1).
4. Locate the first submission you want to grade, and click the Action Menu (figure 5).
5. Click on Attempt (figure 5).

6. The attempt will open up in the New Box View (figure 6 and 7). In the New Box view you can add annotations directly to the student paper.
   a. Click on the Point Annotation Mode to write in pop-up comments directly onto the paper
      i. Type your comments to the student in the comment box that appears, Click Post
      ii. A comment icon will appear on the document
      iii. To view the comment, Click on the comment box
   b. Click on the Drawing Tool Mode to circle or underline specific sentences and paragraphs in the student paper
   c. In order to highlight, hold the left mouse button down and draw the mouse over the area you want to highlight. Once you are done highlighting a box will appear with a highlight tool.
7. Once all of the annotations have been made on the paper, input the students grade and any additional feedback if you’d like in the Feedback to Learner box (figure 8)
8. Click Submit (figure 8).
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**Figure 6**

**Figure 7**

**Figure 8**