Managing Assignment Submissions

Viewing & Grading Assignments

1. To view students’ submissions, scroll down to the Topic that contains the link to the desired assignment and click on the assignment name. You can also select the Assignments link from the activity block and then select from the list of assignments to open the Grading Summary page (see figures below).

2. The Grading Summary page displays the assignment name and details. It also displays the number of participants, number of drafts, number of submitted assignments, due date and time remaining. Click the View/grade all submissions (see figure below).
3. Clicking the **View/grade all submissions** link will bring up the Grading Table. The Grading Table displays a list of the submitted assignments (see image below).

![Grading Table](image)

**NOTE:** If the browser window is not wide enough, one or more of the columns on the far right may be cut off. When that happens, a scroll bar will be available just below the table to allow the grader to scroll horizontally.

1. **Status** column (see figure above) – If grading student work, take note of the submission status before beginning the marking process. If students are required to click the Submit button, some submissions may still be marked as **Draft (not submitted)**, meaning the student has either uploaded a file(s) or entered some text, but has not clicked the Submit button. If the student has uploaded the assignment and clicked Submit, or if students have uploaded the assignment and are not required to click Submit, the Status column will be marked as **Submitted for grading**.

2. To grade one assignment, move the pointer (without clicking) over the **Grade** button for that user in the **Grade** column to see a drop down list of options.

3. Select the "Grade" option from the drop down list (see figure below).

   ![Grade Options](image)

   - **NOTE:** If it's after the due date and the grader is about to start inputting grades, it is suggested that the grader use 'Prevent submission changes' to stop students from making changes to their assignment.
   - Or select two or more students by putting a tick in the select column and going to 'Lock submissions' from the **With selected...** menu under the grading table (see figure below).
4. Clicking the **Grade** option opens up the assignment Grading page (see figure to the right); This page allows the grader to:
   a. View the submission
   b. Enter the student’s grade
   c. If you selected to option to enter feedback comments, a **Feedback comments** text field will be displayed on the page.
   d. If you selected the option to allow the grader to upload feedback files, a file upload window will also be displayed on the page.

5. After marking is complete, click the **Save changes** button.

6. Quick Grading - Under Options (scroll to the section beneath the **With selected users**... drop down list), the grader can determine the preferences for the number of assignments to display per page. The user can also filter assignments either to show all (no filter), submitted, or requires grading. This is also where **quick grading** can be turned on (see figure below).

**NOTE:** Quick grading allows the grader to assign grades directly in the submissions table. Quick grading is not compatible with advanced grading and is not recommended when there are multiple graders.