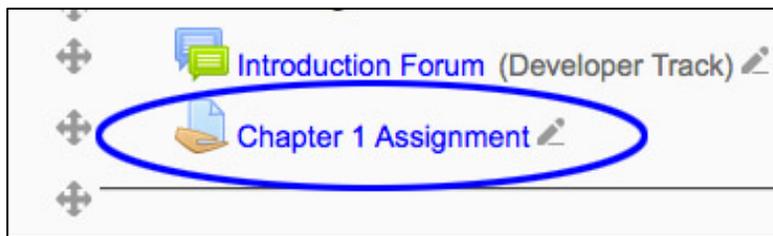
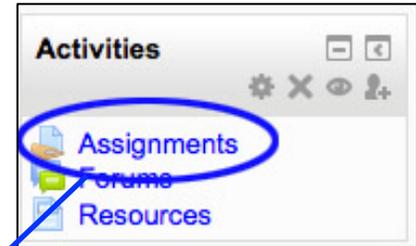


Viewing and Grading Assignments

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).



Select assignment from topic or week



Select Assignments link from Activities block and then select assignment from list

Week	Assignments	Due date	Submission	Grade
25 October - 31 October	Chapter 1 Assignment 1	Saturday, 2 November 2013, 11:45 AM	0	-
1 November - 7 November	Chapter 1 Assignment 2	Saturday, 2 November 2013, 12:00 PM	0	-

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).

Sample Assignment

These are the instructions for the sample assignment.

Grading summary

Participants	20
Drafts	0
Submitted	20
Needs grading	20
Due date	Sunday, 31 January 2016, 11:55 PM
Time remaining	Assignment is due

[View/grade all submissions](#)

Viewing and Grading Assignments

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).

User	First name	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Feedback files	Final grade
<input type="checkbox"/>		Sample Student 1 Submitted for grading	<input type="text"/>	<input type="checkbox"/>	Sunday, 31 January 2016, 10:09 PM	submission1.rtf Export to portfolio	Comments (0)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<input type="checkbox"/>		Sample Student 2 Submitted for grading	<input type="text"/>	<input type="checkbox"/>	Sunday, 31 January 2016, 9:49 AM	Student 0t 2 assign submission.docx Export to portfolio	Comments (0)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

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.

- 3.a) **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 the Submit button, the Status column will be marked as **Submitted for grading**.

- 3.b) To grade one assignment, click the button for that user in the **Grade** column.

- 3.c) Clicking the **Grade** option opens up the assignment Grading page (see figure to the right). This page allows the grader to:
- View the submission
 - Enter the student's grade
 - If you selected to option to enter feedback comments, a **Feedback comments** text field will be displayed on the page.
 - The **Feedback files** box allows uploading of a file in case an instructor wants to mark-up a student's assignment file in an application (like Word) then return it to the student. The modified file can be dragged and dropped into the box or uploaded using the **Add...** button.

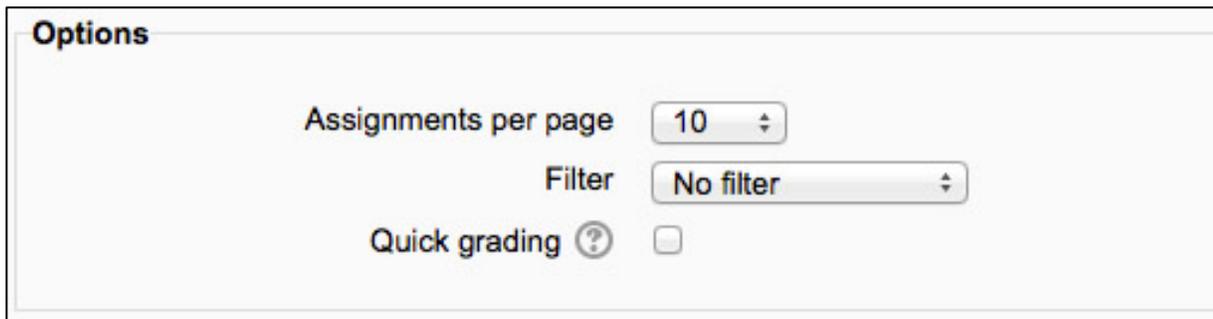
- 3.d) After marking is complete, click the **Save changes** button.

The screenshot shows the 'Submission status' and 'Grade' sections of the grading interface. Annotations include:

- Submission status:** Submitted for grading, Not graded, Due date: Sunday, 31 January 2016, 11:55 PM, Time remaining: Assignment was submitted 1 hour 45 mins early, Editing status: Student cannot edit this submission, Last modified: Sunday, 31 January 2016, 10:09 PM, File submissions: Student1.rtf, Export to portfolio, Submission comments: Comments (0).
- Grade:** Grade out of 100 (with a help icon) is circled in blue, with an arrow pointing to it labeled 'Enter grade here'.
- Feedback comments:** A text field is circled in blue, with an arrow pointing to it labeled 'Feedback comments Text field'.
- Feedback files:** The 'Add...' button is circled in blue, with an arrow pointing to it labeled 'Add... button'.
- Feedback Files box:** A dashed box at the bottom is circled in blue, with an arrow pointing to it labeled 'Feedback Files box'.

Viewing and Grading Assignments

4. Quick Grading - Under Options (scroll down 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).



Options

Assignments per page 10

Filter No filter

Quick grading

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.