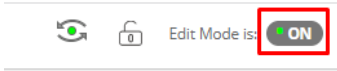


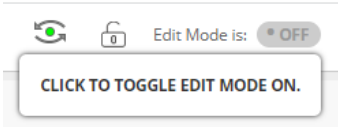
How to Grade Assignments

This allows you to grade assignments that students have submitted via the assignment dropbox.

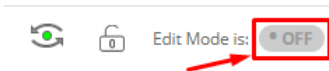
Edit Mode is ON



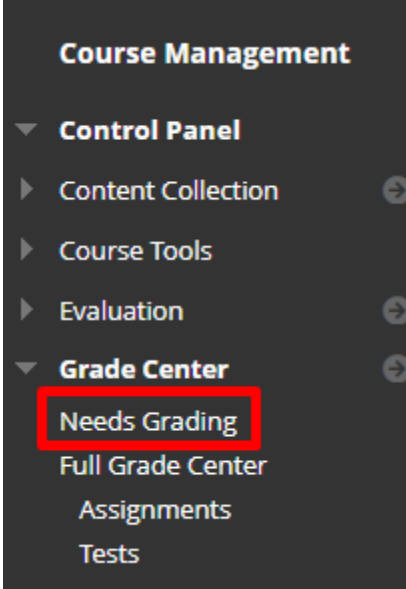
Make sure edit mode is on (Top right of screen) Click to toggle.



Edit Mode is Off



1. Click Grade Centre then click Needs Grading.



Course Management

- ▼ **Control Panel**
- ▶ Content Collection →
- ▶ Course Tools
- ▶ Evaluation →
- ▼ **Grade Center** →
 - Needs Grading**
 - Full Grade Center
 - Assignments
 - Tests

- The attempts will appear for you to choose which student you would like to grade.
- Click on the User Attempt you wish to view.

3 total items to grade.

CATEGORY	ITEM NAME	USER ATTEMPT
	Assignment 1	Courtney Boisvert_PreviewUser
Assignment	Assignment 2	Courtney Boisvert_PreviewUser (Attempt 1 of 2)
Assignment	Assignment 2	Courtney Boisvert_PreviewUser (Attempt 2 of 2)

- Click the arrow to expand the grading panel or click the download button to download a copy of this single assignment.
- In Attempt you can type the score they received or you can open the rubric and mark using the rubric and after which the rubric's score will enter into the attempt.
- You can provide feedback, including adding Mashups for video and audio feedback.
- You can add notes for the instructor
- You can save the draft or press submit to make the grade live.

The screenshot shows the 'Assignment Details' grading interface. Key elements highlighted with red boxes and arrows include:

- The 'GRADE' section showing 'HIGHEST GRADE' and a score of '25 /30'.
- The 'ATTEMPT 2' dropdown menu and the '25 /30' score field.
- The 'Grade by rubric' section with a link to 'Assignment 1 Rubric' and a 'Used for Grading' checkbox.
- The 'Feedback to Learner' section with a large text input area.
- The 'Add Notes' button at the bottom left.
- The 'Save Draft' and 'Submit' buttons at the bottom right.

Interested in more educational tools? Check out our How-To Guides at: www.ufv.ca/myclass/faculty-centre/faculty-tutorials or email us at asktlc@ufv.ca

