

## How to Grade Students' Assignments

This handout covers the steps to review student submissions in the Assignments tool and to enter grades and feedback. Also, it covers the important step of **releasing grades** to students, so they can see the grades and feedback you have entered.




### Step 1: Review student submissions

1. You must grade assignment submissions in the Assignments area, not the Gradebook. Click on **Assignments** on the course menu. The **Assignments List** appears.

2. Find the **title** of the Assignment you want to grade. Below it, click **Grade**.

<a href="#">Assignment Title</a>	<a href="#">For</a>	<a href="#">Status</a>	<a href="#">Open</a>	<a href="#">Due</a>	<a href="#">In / New</a>	<a href="#">Scale</a>	<a href="#">Remove?</a>
<a href="#">Week 1 Paper</a>  <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Closed	Jun 26, 2019 8:00 AM	<b>Jul 3, 2019 6:00 PM</b>	<a href="#">2/2</a>	0-100.00	<input type="checkbox"/>

3. The *Submissions* page appears, which lists all **students** and their submission status. Click on a student's name to start grading.

<input type="checkbox"/>	<a href="#">Student</a> 	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Turnitin</a>	<a href="#">Released</a>
<input type="checkbox"/>	<a href="#">East, Jane (jane)</a>	Jul 3, 2019 5:09 PM	Ungraded		 Jane Internet Paper.docx	
<input type="checkbox"/>	<a href="#">North, Greg (greg)</a>		No Submission			
<input type="checkbox"/>	<a href="#">South, Ted (ted)</a>		No Submission			
<input type="checkbox"/>	<a href="#">West, David (david)</a>	Jul 3, 2019 3:53 PM	Ungraded		 David's Week 1 Paper.docx	

4. The navigation panel at the top and bottom of the page allows you to move from one student to the next while grading. **Your work is saved** each time you click a button in the navigation panel.

[Add](#) [Assignments](#) [Assignments by Student](#) [Grade Report](#) [Student View](#) [Reorder](#) [Permissions](#) [Options](#)

Removed Assignments

**Week 1 Paper - Grading**

**Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.**

**Navigate Submissions**

< Previous  
(Changes will be saved)

< Previous Ungraded

Return to List

Next Ungraded >  
(Changes will be saved)

Next >

☐  
Navigate between students with submissions only

5. Beneath the navigation panel, the student's submission is displayed.

a. The student's **name**, submission **date**, and grading **status** are first.

If you enabled Turnitin for the assignment, a **Turnitin Report** section also appears, listing each file that was scanned by Turnitin, with a small **status icon** beside each file. You can click the status icon to view Turnitin results for the student.

b. Next, depending on the Assignment's settings, you may see a **text box** with the content entered by the student. (The text box appears if you chose the default submission format of *Inline and Attachments* or submission type *Inline Only*. The text box contains the "inline" portion of the student's submission.)

c. Finally, files that the student **attached** will display in the *Submitted Attachments* area.

- To view an attached file, click the **file title**, such as *Jane Internet Paper.docx* (as shown in area "c" below). Depending on your web browser, you will be prompted to save or open the file. You can save the file wherever you like, but if you save it in a new folder, it will be easier to go back and forth between student files while grading.

The screenshot shows a student submission interface with several annotated areas:

- Area a:** A box containing student information: Student: Jane East (jane), Submitted Date: Jul 3, 2019 5:09 PM, Status: Ungraded, and Turnitin Report: Jane Internet Paper.docx.
- Area b:** A box containing the "Assignment Submission" section, which includes a text editor with a toolbar and the text: "Ms. Techsmith, Attached is my paper for Week 1. Jane East".
- Area c:** A box containing the "Submitted Attachments" section, which lists the file "Jane Internet Paper.docx (14 KB; Jul 3, 2019 5:08 pm)".

A callout box points to the text editor area, stating: "Depending on your settings, you may or may not see the text or 'inline' portion of a student's submission".

## Step 2: Grade student submissions

1. You can now enter grades and feedback for students.

- Note: Students will not be able to see the grades or feedback you enter until you **release grades** to students. (See **Step 4: Release Grades** below.)

a. After evaluating the student's work, enter **points** for the student in the **Grade** box.

b. You can type **comments or feedback** in the *Instructor Summary Comments* box (area b below). This feedback will be displayed to students in the Assignments area of Sakai and also in the Gradebook after you release grades to students.

- c. If you want to **attach a file**, such as a completed grading rubric, scroll down to the area titled *Attachments to Return with Grade* and click the **Add Attachments** (or Add / Remove Attachments) button.

**a** Grade: 70.00 (max 100.00)

**Instructor Summary Comments**  
Use the box below to enter summary comments about this submission's at

**b** Jane,  
Please review the attached grading rubric in Assignments.  
Let me know if you have questions.  
Ms. Techsmith

**c** Add / Remove Attachments

2. Optionally, you can allow the student to resubmit their assignment. To do so, check the **Allow Resubmission** box, specify the *number of resubmissions* the student is permitted, and choose the *date until the assignment can be resubmitted*.

☒ Allow Resubmission

Number of resubmissions allowed: 1 Accept Until: 07/03/2019 06:00 pm

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

3. To move on to the next student, click the **Next** button in the lower right corner. The grade, comments, and attachments you entered will be saved, and you can grade the next student.

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

**Navigate Submissions**

< Previous < Previous Ungraded Return to List Next Ungraded > **Next >**

(Changes will be saved) (Changes will be saved)

☐ Navigate between students with submissions only

**TIP:** At any time, if you want to **stop grading** but aren't finished, click on the **Save and Don't Release to Student** button in the lower left. Later you can return and continue grading.

- When you are completely finished grading the assignment, click on **Return to List** at the bottom (or top) of the screen. Again, your changes will be saved.

**Note:** You could click on the *Save and Release to Student* button each time you grade a particular student's submission, but most instructors prefer to wait and release grades after all grading has been done. There's an easy way to do this, which we'll cover in Step 4.

### Step 3: Assign zero grade to students with "no submission"

For any students who did not submit the assignment, you will need to enter a zero grade. Leaving the grade blank has no impact on the student's course grade and is the same as "forgiving" the assignment.

You can enter zero grades one-by-one, the same way you enter other grades (as described above). Or you can follow the steps below to easily apply a zero grade to ALL students who have "no submission."

*To apply a grade of zero to ALL students with No Submission:*

- Locate the **Apply** button (above the list of students)
- Type a zero in the box to the left of the Apply button, then click **Apply**.

Student	Submitted Date	Status	Grade	Turnitin	Released
East, Jane (jane)	Jul 3, 2019 5:09 PM	Graded	70.00	Jane Internet Paper.docx	
North, Greg (greg)		No Submission			
South, Ted (ted)		No Submission			
West, David (david)	Jul 3, 2019 3:53 PM	Graded	80.00	David's Week 1 Paper.docx	

- Students who did not submit now have a status of *Graded* and a **grade of zero**.

<input type="checkbox"/> <a href="#">Student</a>	<a href="#">Submitted Date</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Turnitin</a>	<a href="#">Released</a>
<input type="checkbox"/> <a href="#">East, Jane (jane)</a>	Jul 3, 2019 5:09 PM	Graded	70.00	Jane Internet Paper.docx	
<input type="checkbox"/> <a href="#">North, Greg (greg)</a>		Graded	0		
<input type="checkbox"/> <a href="#">South, Ted (ted)</a>		Graded	0		
<input type="checkbox"/> <a href="#">West, David (david)</a>	Jul 3, 2019 3:53 PM	Graded	80.00	David's Week 1 Paper.docx	



## Step 4: Release grades to students

You must "release" grades to students for them to see their scores and any feedback.

To release grades to students, click on **Release Grades** below the *Apply* button (near the top of the page).

Found 4 participant(s). Assign this grade to participants without a grade:

0

[Download All](#) | [Upload All](#) | [Release Grades](#)

► [Send Feedback to Multiple Students](#)

► [Select User\(s\) and Allow Resubmission](#)

Search

Viewing 1 - 4 of 4 items

<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted Date</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Turnitin</a>	<a href="#">Released</a>
<input type="checkbox"/>	<a href="#">East, Jane (jane)</a>	Jul 3, 2019 5:09 PM	Graded	70.00	Jane Internet Paper.docx	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">North, Greg (greg)</a>		Graded	0		<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">South, Ted (ted)</a>		Graded	0		<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">West, David (david)</a>	Jul 3, 2019 3:53 PM	Graded	80.00	David's Week 1 Paper.docx	<input type="checkbox"/>

You'll now see a *checkmark* in the Release column for every student, and all students will now have a status of "Returned." *All of your students can now see their grades and your feedback in the Assignments area of Sakai and the Gradebook.*

<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted Date</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Turnitin</a>	<a href="#">Released</a>
<input type="checkbox"/>	<a href="#">East, Jane (jane)</a>	Jul 3, 2019 5:09 PM	Returned	70.00	Jane Internet Paper.docx	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">North, Greg (greg)</a>		Returned	0		<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">South, Ted (ted)</a>		Returned	0		<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">West, David (david)</a>	Jul 3, 2019 3:53 PM	Returned	80.00	David's Week 1 Paper.docx	<input checked="" type="checkbox"/>

## Step 5: What will students see?

1. **In Assignments**, students will see a status of "Not Started" or "Submitted" for each of the assignments that you've made available. After you release a particular assignment's grades, students will see a status of "**Returned**" as shown below.

<a href="#">Assignment Title</a>	<a href="#">Status</a>	<a href="#">Open Date</a>	<a href="#">Due Date</a>
<a href="#">Week 2 Scavenger Hunt</a>	Submitted Jul 3, 2019 5:31 PM	Jul 3, 2019 8:00 AM	Jul 10, 2019 6:00 PM
<a href="#">Week 1 Paper</a>	Returned	Jun 26, 2019 8:00 AM	Jul 3, 2019 6:00 PM

**TIP:** Your students **won't** be informed that you have released grades and comments for a particular assignment unless you chose the Assignment setting to **Send notification email to student when the grade is released**. If you didn't choose that option, you can email your students and/or post an announcement.

2. **In Assignments**, after a student clicks on the ***title of an assignment*** that you've returned, they will see a lot of text (your original instructions, their submissions, plus feedback you provided).
  - In an announcement or email, you can tell your students that after they click on the Assignment title, they will need to scroll to the very bottom of the assignment to the *Additional instructor's comments about your submission* area to see your feedback and attached files.
  - You can format your instructor comments to make your feedback noticeable for your students.

**Submitted Attachments**

[Jane Internet Paper.docx](#) ( 14 KB; Jul 3, 2019 5:08 pm )

**Additional instructor's comments about your submission**

Jane,

**Please review the attached grading rubric in Assignments.**

**Let me know if you have questions.**

Ms. Techsmith

**Instructor's attachments to this submission**

[Week 1 Activity Grading Rubric.docx](#) ( 12 KB; Aug 7, 2019 1:50 pm )

[Back to list](#)

**During Instructor grading: Instructor added comments for the student and added an attachment**

3. **In the Gradebook**, when a student looks at your comments for their assignment, the *Gradebook* won't format your comments; and your instructor files won't be displayed.
  - We suggest that you inform your students that the best way for them to view your complete feedback is in the Assignments tool, not in the Gradebook.

Gradebook Item	Grade	Due Date	Comments
Week 1 Paper	70 /100	07/03/2019	Jane, Please review the attached grading rubric in Assignments. Let me know if you have questions. Ms. Techsmith
Week 2 Scavenger Hunt	- /100	07/10/2019	