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**.

Assignment Title	For	<u>Status</u>	<u>Open</u>	Due	<u>In</u> / <u>New</u>	<u>Scale</u>	Remove?
Week 1 Paper 👷 🔰 Edit Duplicate Grade	Entire Site	Closed	Jun 26, 2019 8:00 AM	Jul 3, 2019 6:00 PM	<u>2/2</u>	0- 100.00	

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

0	Student 🔺	<u>Submitted</u>	<u>Status</u>	<u>Grade</u>	Turnitin	<u>Released</u>
	<u>East, Jane (jane)</u>	Jul 3, 2019 5:09 PM	Ungraded		📕 Jane Internet Paper.docx	
	North, Greg (greg)		No Submission			
	South, Ted (ted)		No Submission			
	West, David (david)	Jul 3, 2019 3:53 PM	Ungraded		Pavid's Week 1 Paper.docx	

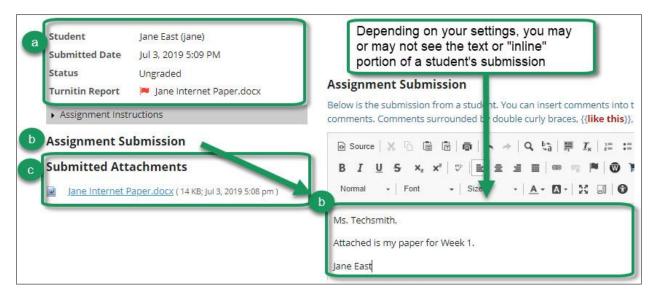
4. The navigation panel at the top and bottom of the page allows you to move from one student to the next while grading. **Your work is saved** each time you click a button in the navigation panel.

Add Remo	Assignments oved Assignme		Grade Report	Student View	Reorder	Permissions	Options	
mpo	rtant Remin	r - Grading nder: Please do not gra I navigate the system				vser w <mark>indo</mark> v	vs or tabs. G	rade
N	avigate	Submissions -						
		Submissions - < Previous Ungraded	Re	turn to List		Next	Ungraded >	Next >

- 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.



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.

	O Source X □ □ □ □ □ □
	$\begin{array}{c c c c c c c c c c c c c c c c c c c $
b	Jane,
	Please review the attached grading rubric in Assignments.
	Let me know if you have questions.
	Ms. redismit

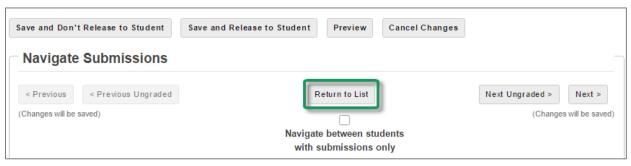
2. Optionally, you can allow the student to resubmit their assignment. To do so, check the **Allow Resubmission** box, specify the *number of resubmissions* the student is permitted, and choose the *date until the assignment can be resubmitted*.

Allow Resubmission	-			
Number of resubmissions allowed	1 Accept Until 07	/03/2019 06	:00 pm	Ê
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	t Release to Student	Save and Release to Student	Preview	Cancel Changes		
Navigate	Submissions					
< Previous	< Previous Ungraded	F	Return to List		Next Ungraded >	Next >
(Changes will be s	saved)				(Chang	ges will be saved)
			e between stu submissions o			

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. 4. 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.

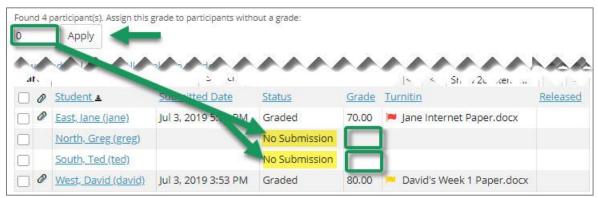
Step 3: Assign zero grade to students with "no submission"

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:

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



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

Ø	Student	Submitted Date	<u>Status</u>	<u>Grade</u>	Turnitin	<u>Released</u>
0	East, Jane (jane)	Jul 3, 2019 5:09 PM	Graded	70.00	🛤 Jane Internet Paper.docx	
	North, Greg (greg)		Graded	0		
	South, Ted (ted)		Graded	0		
0	West, David (david)	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).

ound 4	participant(s). Assign this g	rade to participants without	a grade:		
	Apply				
ownlo	ad All Upload All	elease Grades			
Send	d Feedback to Multip	le Students			
Sele	ect User(s) and Allow I	Resubmission			
	1				Viewing 1 - 4 of 4 items
earch		Search			
					< Show 200 items ▼ > >
0	Student	Submitted Date	<u>Status</u>	Grade	Image: Show 200 items > Turnitin Released
	Student East. Jane (jane)		<u>Status</u> Graded	<u>Grade</u> 70.00	
	Trans and the art	Submitted Date	and an an	increases.	Turnitin Released
	<u>East, Jane (jane)</u>	Submitted Date	Graded	70.00	Turnitin Released

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.*

0	Student	Submitted Date	<u>Status</u>	Grade	Turnitin	Released
0	East, Jane (jane)	Jul 3, 2019 5:09 PM	Returned	70.00	📁 Jane Internet Paper.docx	۲
	North, Greg (greg)		Returned	0		1
	South, Ted (ted)		Returned	0		~
0	West, David (david)	Jul 3, 2019 3:53 PM	Returned	80.00	Pavid's Week 1 Paper.docx	4

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.

Assignment Title	Status	Open Date	Due Date
Week 2 Scavenger Hunt	Submitted Jul 3, 2019 5:31 PM	Jul 3, 2019 8:00 AM	Jul 10, 2019 6:00 PM
Week 1 Paper	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.

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.	During Instructor grading: Instructor added comments for the student and added an attachment
Let me know if you have questions. Ms. Techsmith	
nstructor's attachments to this submission	
Week 1 Activity Grading Rubric.docx (12 KB; Aug 7, 2019 1:50 pm) Back to list	

- 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 to 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	Ē	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	