

How to Grade Students' Assignments

This handout covers the steps to review student submissions in the Assignments tool and how 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 provided.

Step 1: Review student submissions

IMPORTANT: You must grade student assignment submissions in the **Assignments tool**, not in the Gradebook tool.

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

3. The *Submissions* page appears, which lists your students and their submission status. To start grading, click on a student's name.

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

4. The *Navigate Submissions* 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 this 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 < Previous Ungraded (Changes will be saved) Return to List Next Ungraded > **Next >** (Changes will be saved)

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.

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:** (max 100.00)

Instructor Summary Comments

Use the box below to enter summary comments about this submission's at

Source |

B I U S x_2 x^2 |

Format | Font | Size |

b

Jane,

Please review the attached grading rubric in Assignments.

Let me know if you have questions.

Ms. Techsmith

Attachments to Return with Grade

[Week 1 Activity Grading Rubric.docx](#) (12 KB; Jul 3, 2019 6:09 pm)

c

- 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 Accept Until

- 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.

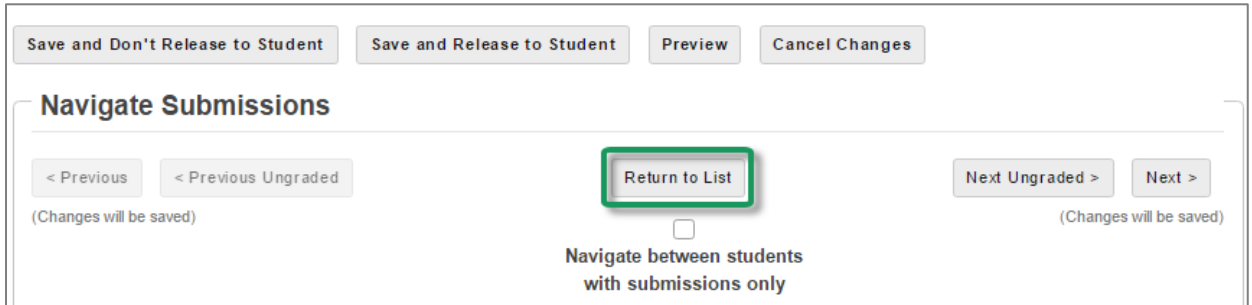
Navigate Submissions

(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.

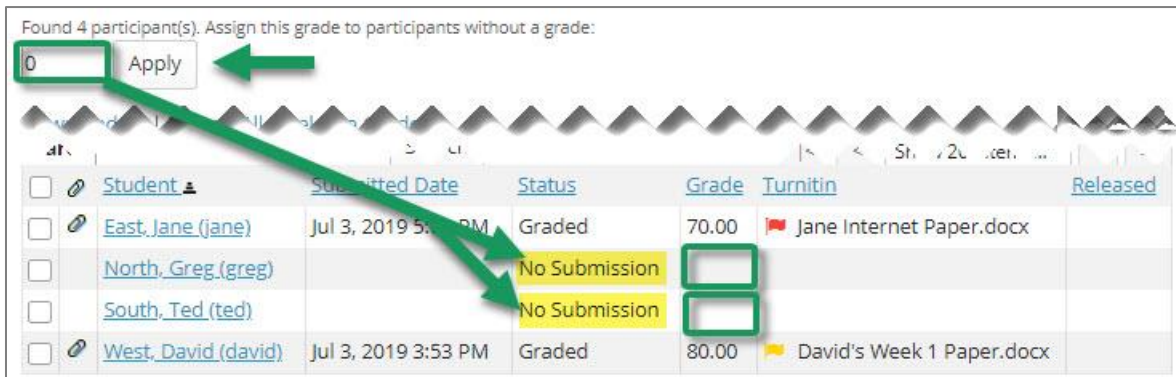
Step 3: Assign zero grade to students with “no submission”

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.

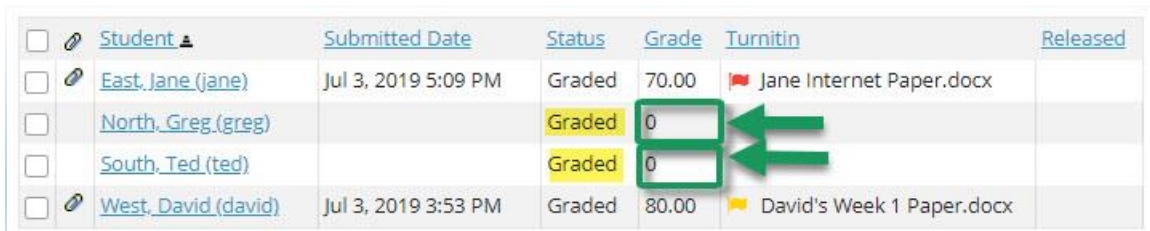
You can enter zero grades one-by-one, the same way you enter other grades (as described above). Or you can follow the steps below to easily apply a zero grade to ALL students who have “no submission.”

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**.



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



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:

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

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.

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	

Try Sakai Grader (Optional)

An alternative grading tool, **Sakai Grader**, is available to instructors. This grader provides a quick way to access a read-only view of student submissions and provide feedback.

The screenshot shows the Sakai Grader interface. On the left, a document viewer displays a submission titled "Reflection on the Ages of Prehistory" by Sandy Gregson, dated May 11, 2022. The document content includes a section on the "Bronze Age" with placeholder text. On the right, the grader interface for student "Greyson, Adele" (AG) is visible, showing submission details, a grade field (max 100.00), and buttons for "Feedback Comment", "Add Attachments", "Private Notes", and "Save".

To access Sakai Grader:

1. From the *Submissions* page in Assignments (see Step 1.3, above), check the box next to **Use Sakai Grader to grade submissions**.

The screenshot shows the "Assignment 1: Reflection on the Ages of Prehistory - Submissions" page. A blue arrow points to the checked checkbox labeled "Use Sakai Grader to grade submissions". Below this, there are options to "Send Feedback to Multiple Students" and "Set Resubmission Options for Multiple Students".

2. To start grading, click on a student's name.

<input type="checkbox"/>	Student	Submitted	Status	Grade	Turnitin	Released
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