


How do I grade an assignment?

This article describes how to grade an assignment using the new grader interface. For instructions on grading using the older interface, please see [How do I grade an assignment using the legacy grading interface?](#)

Go to Assignments.

 Forums

 Assignments

 Tests & Quizzes

Select the **Assignments** tool from the Tool Menu in your site.

Select the assignment to grade.

ASSIGNMENTS

 LINK

 HELP



Add Assignments Assignments by Student Grade Report Student View Reorder Permissions Options Trash

Assignments

Viewing 1 - 2 of 2 items

|< < Show 200 Items... > >|

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Assignment 2 Edit Duplicate View Submissions	► 2 Selected Groups	Open	Feb 20, 2020 9:15 AM	Feb 27, 2020 9:15 AM	1/1	No Grade	<input type="checkbox"/>
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Feb 19, 2020 10:40 AM	Feb 20, 2020 2:40 PM	1/1	0-100.00	<input type="checkbox"/>

Click the **Grade** link for the assignment you would like to grade.

Note: If you have yet to choose a grading scale for an assignment, it will say **View Submissions** instead of Grade.

Check the box next to Use new Grader to grade submissions.

Assignment 2 - Submissions

Found 3 participant(s). Assign this grade to participants without a grade:

☐

Apply

☒

Use new Grader to grade submissions

The new Grader interface is the default setting, so this option may already be selected.

Tip: If you open a submission to grade and don't see the new interface, try deselecting and then reselecting the option to use the new Grader.

Select a student to grade.

Assignment 2 - Submissions

Found 3 participant(s). Assign this grade to participants without a grade:

☐

Apply

☒

Use new Grader to grade submissions

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

► Send Feedback to Multiple Students

► Set Resubmission Options for Multiple Students

Search

Search

Viewing 1 - 3 of 3 items

<input type="checkbox"/>	Student	Submitted Date	Status	Grade	Released
<input type="checkbox"/>	Student 1, Demo (demostudent01)	Mar 31, 2020 2:17 PM	Ungraded	Grade	
<input type="checkbox"/>	Student 2, Demo (demostudent02)		No Submission	Grade	
<input type="checkbox"/>	Student 3, Demo (demostudent03)		No Submission	Grade	

► Assignment Details

You will see a list of all the students in the class, along with the submission date, status, grade, and release columns for each student. You may sort by any of these columns by clicking on the title of the column if desired.

Click on the student that you would like to grade.

Navigate submissions.

Assignment 1 - 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
☐
Navigate between students with submissions only

Next Ungraded >
(Changes will be saved)

Next >

The navigation options at the top right of the page allow you to quickly cycle through student submissions. You may use the next and previous arrows jump to the next or previous student submission. You may also use the drop-down menu to jump to any student in the list, or, you can select **Return to List** to return to the full listing of all student submissions.

Customize grader view.

ASSIGNMENTS

Discussion 6 SMPL101
Assignment 2

Graded 0 / 3

Return to List

Demo Student 1

☐ Navigate between students with submissions only
☐ Only show ungraded submissions
☐ Dock the grader on the left

Please select a group:
Site
group-2
group-1

This is the submitted text. Please see attached paper.

Feedback Text

Demo Student 1 at 3/31/2020 @ 14:17
Submitted Text
Submitted Attachments:
The Florida Panther.docx

Grade (max 100.00)

Feedback Comment

Feedback Attachment(s)
Add Attachments

Private Notes

☐ Allow Resubmission

SAVE Save and Release to Student Cancel

Optionally, you may also click the **Settings** cog icon next to the assignment title to customize the grader view. This will allow you to select any of the following options:

- Navigate between students with submissions only
- Only show ungraded submissions

- Dock the grader on the left
- Please select a group

View student submission.

ASSIGNMENTS 2020

Discussion 6 SMPL101 Assignment 2 Graded 0 / 3

Viewing: [The Florida Panther.docx](#)

The Florida Panther

The Florida panther is an endangered population of cougar (*Puma concolor*) that lives in forests and swamps of southern Florida in the United States. Its current taxonomic status (*Puma concolor coryi* or *Puma concolor couguar*) is unresolved, but recent genetic research alone does not alter the legal conservation status. Florida panthers are usually found in pinelands, hardwood hammocks, and mix swamp forests.

Males can weigh up to 160 pounds (73 kg) and live within a range that includes the Big Cypress National Preserve, Everglades National Park, the Florida Panther National Wildlife Refuge, Picayune Strand State Forest, rural communities of Collier County, Florida including Golden Gate Estates, Hendry County, Florida, Lee County, Florida, Miami-Dade County, Florida and Monroe County, Florida. This population, the only unequivocal cougar representative in the eastern United States, currently occupies 5% of its historic range[citation needed]. In the 1970s, there were an estimated 20 Florida panthers in the wild, although their numbers have increased to an estimated 230 by 2017.

In 1982, the Florida panther was chosen as the Florida state animal.

Description

Florida panthers are spotted at birth and typically have blue eyes. As the panther grows the spots fade and the coat becomes completely tan while the eyes typically take on a yellow hue. The panther's underbelly is a creamy white, and it has black tips on the tail and ears.

Demo Student 1 at 3/31/2020 @ 14:17

[Submitted Text](#)

[Submitted Attachments:](#)
[The Florida Panther.docx](#)

Grade (max 100.00)

[Feedback Comment](#)

[Add Attachments](#)

[Private Notes](#)

☐ [Allow Resubmission](#)

[SAVE](#) [Save and Release to Student](#) [Cancel](#)

1. The student submission will be previewed on one side of the screen.
2. The student's name and submission date are listed in the top of the grading pane, along with links to submitted inline text (if applicable) and any file attachments. Click on the **Submitted Text** link or the filename of an item under **Submitted Attachments** to preview that item on the other side of the screen.
3. If you would like to download a copy of the student file, click on the filename above the preview area.

Enter a grade.

Grade (max 100.00)

Enter the score for the student's assignment in the grade entry text box provided.

Rubric grading.

Rubric

2

Link

Help

Return to List

Demo Student 1

Research Paper Rubric

Content	Needs Improvement 15 Points	Meets expectations 19 Points	Exceeds expectations 25 Points	25
Mechanics	Needs Improvement 15 Points	Meets expectations 19 Points	Exceeds expectations 25 Points	25
Format and Style	Needs Improvement 15 Points	Meets expectations 19 Points	Exceeds expectations 25 Points	25
Sources	Needs Improvement 15 Points	Meets expectations 19 Points	Exceeds expectations 25 Points	19

Total: 94

Done

Demo Student 1 at 3/31/2020 @ 14:17

Submitted Text

Submitted Attachments:
[The Florida Panther.docx](#)

Grade 94 (max 100.00)

Feedback Comment

Feedback Attachment(s)
Add Attachments

Private Notes

☐ Allow Resubmission

SAVE

Save and Release to Student

Cancel

If the assignment has a rubric associated with it, you will see a rubric icon next to the grade.

1. Click on the icon to open the rubric.
2. The rubric will open in a pop-up window where you can select the desired rating for each criteria. This window may be moved around or resized as needed. Notice that the number in the Grade field will update automatically with the points selected in the rubric.

Enter feedback comments.

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Discussion 6 SMPL101
Assignment 2

Graded 0 / 3

Link

Help

Feedback

Return to List

Demo Student 1

Viewing: [The Florida Panther.docx](#)

The Florida Panther

The Florida panther is a subspecies of the Puma concolor. It is found in the forests and swamps of the Florida peninsula. It is a large cat, and it is the only one of its kind in the world. It is a very rare animal, and it is in danger of extinction. It is a very beautiful animal, and it is a very important part of the Florida ecosystem. It is a very important part of the Florida ecosystem, and it is a very important part of the Florida ecosystem.

Males can weigh up to 150 pounds. They are found in the Cypress National Wetland, the Golden Gate Estates, and the Florida and Monroe National Wildlife Refuges. They are a very important part of the Florida ecosystem, and they are a very important part of the Florida ecosystem.

In 1982, the Florida Panther was listed as an endangered species. It is a very important part of the Florida ecosystem, and it is a very important part of the Florida ecosystem.

Feedback Comment

Instructor Summary Comments

Use the box below to enter additional summary comments about this submission.

B I U A - | = : = ”

Great work!

body p

Done

Demo Student 1 at 3/31/2020 @ 14:17

[Submitted Text](#)

Submitted Attachments:

[The Florida Panther.docx](#)

Grade 94 (max 100.00)

Feedback Comment

Feedback Attachment(s)

Add Attachments

Private Notes

☐ Allow Resubmission

SAVE

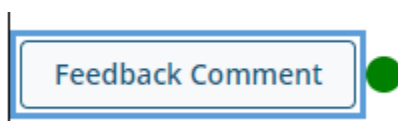
Save and Release to Student

Cancel

If you would like to include additional comments along with the grade, you may use the Rich Text Editor to provide instructor feedback.

1. Select the **Feedback Comment** button.
2. The Rich Text Editor will open in a pop-up window where you can enter the desired feedback. This window may be moved around or resized as needed.
3. Select the **Done** button to save your feedback.

Once you have saved a feedback comment, a green circle next to the button will indicate that there is an existing comment.



Return an attachment.

Feedback Attachment(s)

Add Attachments

If you would like to return a file attachment to the student with additional feedback, click on the **Add Attachments** button to browse for and select a file.

Add private notes.

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[Link](#) [Help](#) [Close](#)

[Return to List](#)

[Demo Student 1](#)

Viewing: [The Florida Panther.docx](#)

Private Notes

Add notes, for yourself and other instructors. Students will *NOT* be able to see these.

B I U A - | **¶** **≡** **”**

2

This student has not yet recieved instructor approval for her research topic.

body p

Done 3

Demo Student 1 at 3/31/2020 @ 14:17

[Submitted Text](#)

Submitted Attachments:
[The Florida Panther.docx](#)

Grade 94 (max 100.00)

[Feedback Comment](#) ●

Feedback Attachment(s)
[Add Attachments](#)

Private Notes 1

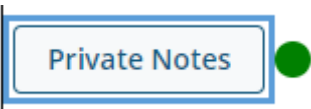
☐ Allow Resubmission

SAVE [Save and Release to Student](#) [Cancel](#)

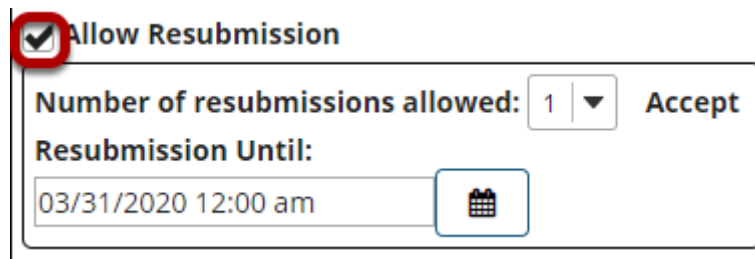
If you would like to include additional information for other instructors or TAs, you may use the Rich Text Editor to provide instructor feedback. Students will not see these notes. They are only visible to users with grading permissions.

1. Select the **Private Notes** button.
2. The Rich Text Editor will open in a pop-up window where you can enter the desired feedback. This window may be moved around or resized as needed.
3. Select the **Done** button to save your note.

Once you have saved a private note, a green circle next to the button will indicate that there is an existing comment.




Allow resubmissions.



☒ Allow Resubmission

Number of resubmissions allowed: 1 ▼ Accept

Resubmission Until:

03/31/2020 12:00 am 

If you would like to allow the student to resubmit the assignment, you may check the **Allow Resubmission** box and specify the number of resubmissions allowed and the date until which they will be accepted.

Note: If you allowed resubmissions on the assignment when you created it, this information will be prepopulated with the default resubmission information for this assignment. However, you may override the default resubmission settings for an individual student by changing the information shown here.

Save grade.



SAVE Save and Release to Student Cancel

Select the **Save** button to save the grade and feedback. (This option does not release the grade to students.)

If you are finished grading and would like to release the information to the student, click the **Save and Release to Student** button.

If you want to discard your changes, click **Cancel**.

Tip: Some faculty prefer to release all of the grades at one time when they have finished entering grades for the whole class.