

Grading an Assignment

Assignment

Grading summary

| | |
|----------------|---------------------------------------|
| Participants | 3 |
| Drafts | 0 |
| Submitted | 1 |
| Needs grading | 1 |
| Due date | Wednesday, January 31, 2018, 12:00 AM |
| Time remaining | 5 days 12 hours |

Open your assignment and you will see how many participants are in the class, how many have saved drafts or submitted the assignment, and how many assignments need grading.





Click on "**View all submissions**" to grade.

[View all submissions](#)

[Grade](#)

Assignment

Grading action

| Select | User picture | First name / Last name | Email address | Status | Grade | Edit | Last modified (submission) | File submissions | Submission comments | Last modified (grade) | Feedback comments | Annotate PDF | Final grade |
|--------------------------|---|------------------------|-----------------------|-----------------------|--------------|--------|--------------------------------------|---|---------------------|-----------------------|-------------------|--------------|-------------|
| <input type="checkbox"/> |  | Eve Ann Jellical | ejellical1234@lcu.edu | Submitted for grading | Grade | Edit ▾ | Thursday, January 25, 2018, 11:28 AM |  Submission.docx + Export to portfolio | + Comments (0) | - | - | - | - |
| <input type="checkbox"/> |  | Lois Lane | lois.lane@lcu.edu | No submission | Grade | Edit ▾ | - | - | - | - | - | - | - |
| <input type="checkbox"/> |  | Clark Kent | clark.kent@lcu.edu | No submission | Grade | Edit ▾ | - | - | - | - | - | - | - |

With selected...

This screen will appear. Here you can see which participant has submitted an assignment. You can also tell what type of file your student has submitted.

Click on "Grade" to view the assignment.



Draft annotations saved

Press this button to scroll by clicking and dragging your cursor over the document

Click here to delete any mistakes you have made

Click on these buttons to draw, make straight lines, or insert shapes

Submission

You can grade the assignment here by typing in the number grade that the submission should receive.

The **Grader window** will open the assignment as a PDF, whether the student has submitted a Word document or a PDF file.

Click this button to show only the **Feedback comments** text box and grade

Click this button to show the assignment and the **Feedback comments** text box and grade

Click this button to show only the assignment

Submission

Submitted for grading
Not graded
5 days 12 hours remaining
Student cannot edit this submission

Submission.docx +
Export to portfolio

+ Comments (0)

Grade

Grade out of 100

Current grade in gradebook

Feedback comments

Paragraph B I [bulleted list] [numbered list] [link] [undo]

Notify students Save changes Reset

Three view toggle buttons: [assignment and feedback], [feedback only], [assignment only]

Submission

Press this button to search your comments

Press this button to add a comment to the submission

comment

Click on "**Export to portfolio**" to download the submission

Click on the plus symbol to add comments

Click this button to save the changes and comments you have made. Press "**Reset**" to clear any **Feedback comments** or grade that you have entered

Type your feedback comments in this text box

Uncheck this box if you do not wish to notify students that their submission has been graded. Check the box if you wish to notify them.

Submission

Submitted for grading

Not graded

1 day 9 hours remaining
Student cannot edit this submission

📄 Submission.docx +
Export to portfolio

+ Comments (0)

Grade

Grade out of 100

Current grade in gradebook

-

Feedback comments

Paragraph B I

Path: p

📄 📁 🖱️ 🗑️ 📏 📐 📏 📏 🔥 👤 ✖️

◀ Page 1 of 1 ▶

☰ 🟡 🖱️ 📏 🔍 📐 📏 🔥 🧑 ❌

You can go a page forward or backwards by clicking the right or left arrow, respectively. You can jump ahead to the page that you wish to see by selecting the page from the drop down menu.

You can highlight sections of the assignment by clicking the highlighter icon.

Clicking on the droplet icon allows you to select a color to draw with.

You can place stamps on the assignment by clicking on the stamp icon.

Clicking on the icon on the far right allows you to change the type of stamp to shapes other than a red X.

Switch to grading another student's assignment by clicking the right or left arrow. You can also select a student's name from the drop down menu, or search for their name by typing it in the field above.


Submission

Submitted for grading

Not graded

1 day 8 hours remaining

Student cannot edit this submission

 Submission.docx +

Export to portfolio

+ Comments (2)

Grade

Grade out of 100

current grade in grade

Feedback comment

Paragraph

Path: p