

Grade Assignments

Introduction

There are two ways to grade assignments: in the Grade Center or by downloading all student submissions for offline review. Use the Grade Center, when you will be connected to the Internet, when you want to provide just a grade and comments in the Comments box (rather than edit and comment the paper itself), or when you want to grade anonymously. If you wish to read the submissions offline or edit and make comments within the student document, you may prefer downloading all student submissions.

Caution

- Do not grade student assignment submissions using the Needs Grading view in the Grade Center.

Grade Assignments in the Grade Center

1. In the Grade Center column header for the assignment, click the chevron (double arrow) and select Grade Attempts.
Note: to grade anonymously, select Grade Anonymously. The grades will still be applied to the correct student attempt.
2. Follow the instructions in the figure below and then click Save and Next to move to the next student submission.
Note: anything typed or uploaded to 4. Instructor notes will only be viewable by the instructor, not to students.

Save as Draft

Exit

Save and Exit

Save and Next

Assignment Information

1. Submission History

Attempt #1 (You are reviewing this attempt)

2. Review Current Attempt

Submission

Attached Files [Presentation rubric.doc](#)

View student comments.
Open student file(s).

Comments here it is

3. Grade Current Attempt

Grade 8 out of 10

Assign grade.
Provide feedback.

Feedback to User

Text Editor is: ON

Normal 3 Arial

Great first draft. We will discuss improvements more in class.

Path: body

Attach File

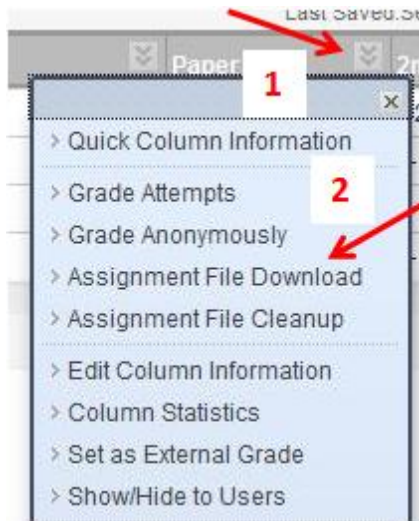
Browse My Computer

Browse Content Collection

Upload edited student file.

Download student submissions for grading offline

1. Navigate to the Grade Center.
2. In the column header of the assignment, click the chevron (double arrow).
3. Select Assignment File Download.



4. In the Download Assignment page, check the boxes of the assignments for download or check the box next to Name to select all student assignment submissions.
5. Click Submit.

1. Select Users

<input checked="" type="checkbox"/>	Name	Date	Grade
<input checked="" type="checkbox"/>	Duff, Jane	Thursday, August 28, 2008 8:51:01 AM EDT	Needs Grading
<input type="checkbox"/>	Howe, Pam		Not Available
<input checked="" type="checkbox"/>	Instructor, Respondus	Thursday, September 8, 2011 9:06:14 AM EDT	Needs Grading
<input type="checkbox"/>	Test-Student, Amanda		Not Available

Displaying 1 to 4 of 4 items | [Show All](#) [Edit Paging...](#)

2. Submit

[Cancel](#) [Submit](#)

6. In the Download Assignment page, click the link and save the file. It will be a zip file.



Download Assignment: Paper

The assignments have been packaged. [Download assignments now. \(141 KB\)](#)

Thursday, September 8, 2011 9:32:41 AM EDT

7. Navigate to the file and unzip it.
 - a. PC: Right click the file and select Extract All.
 - b. Mac: Double click the file to extract.
8. In the extracted zip file folder, there will be two files per student. The .txt file will contain any comments the student typed in the box (such as why an assignment is late). The other file(s) will contain the submitted assignment file.
9. The file names, though lengthy, have a convention.
Student comment file: AssignmentName_StudentUsername_AttemptDateTime.txt
Student submission file:

AssignmentName_StudentUsername_AttemptDateTime_StudentFileName

See the attempts below for students whose usernames are jdharri5.student and respondus.instructor.

Name

- Paper_jdharri5.student_attempt_2008-08-28-08-51-01.txt
- Paper_jdharri5.student_attempt_2008-08-28-08-51-01_Presentation20rubric.doc
- Paper_respondus.instructor_attempt_2011-09-08-09-06-14.txt
- Paper_respondus.instructor_attempt_2011-09-08-09-06-14_respondusscreencaptures.docx

Upload student submissions graded offline

Unfortunately, student submissions graded offline must be uploaded one by one to the Grade Center.

1. In the Grade Center, click the chevron (double arrow) in a student's cell for the assignment.
2. Select either Grade Details or Attempt.
3. Under 3. Grade Current Attempt, Browse and open the student's file that you edited.
4. Click Save and Exit or Save and Next to move on to grade the next student's submission.

Tips

- For student assignment submissions of a page or less, consider using the Journal tool. Review, grading, and commenting are more easily accomplished.