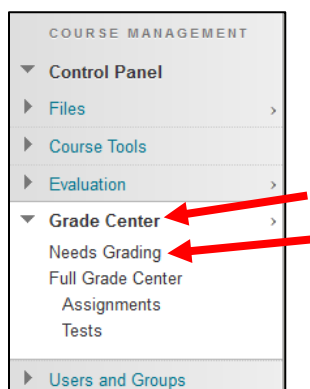


Grading an Assignment

Follow the steps below to grade an assignment submission in myCourses.

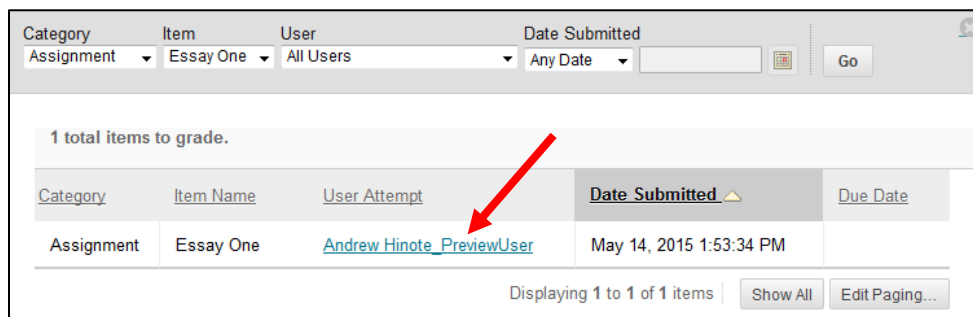
Step 1:

In the course site that contains the assignment you would like to grade, click “**Grade Center**” at the bottom of the course menu, and then click the “**Needs Grading**” link that appears below.



Step 2:

The “Needs Grading” page lists every ungraded submission in a course. Click on a student’s name under the “User Attempt” column to view their submission.



A screenshot of the 'Needs Grading' page. At the top, there are filters for Category (Assignment), Item (Essay One), User (All Users), and Date Submitted (Any Date). Below the filters, it says '1 total items to grade.' A table lists the submission with columns for Category, Item Name, User Attempt, Date Submitted, and Due Date. A red arrow points to the 'User Attempt' link 'Andrew Hinote_PreviewUser'.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Essay One	Andrew Hinote_PreviewUser	May 14, 2015 1:53:34 PM	

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

Tip: You can view ungraded submissions for a specific assignment by selecting that assignment from the “Item” drop-down list at the top of the page.

Step 3:

The “Grade Assignment” interface offers several tools for grading student work:

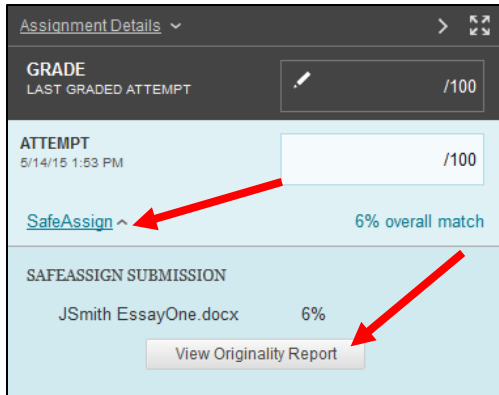
- Click on the **pencil button** at the top of the interface to draw on the document.
- Click on the **speech bubble button** at the top of the interface to enable commenting mode. In this mode, you will be able to drop comments attached to speech bubbles anywhere on the document.
- You can **highlight text** by clicking down and dragging your cursor across some text. You can also attach a comment to highlights.
- Enter a numeric grade along the right side of the interface in the “**Attempt**” box.
- Click the **four-arrow button** in the top-right corner of the interface to enlarge the interface.
- Type some feedback to the student in the large “**Feedback**” box along the right side of the interface.
- Click the **down arrow button** to the right of the name of the document file to download the original file the student submitted.

The screenshot displays the SafeAssign grading interface. On the left, a document titled "Assignment Instructions" is shown with several paragraphs of text. The first paragraph is highlighted in blue, and the second paragraph has a yellow highlight. A red circle is drawn around the text "a first stage was flown back to a landing pad near the launch site" in the second paragraph. On the right, the "Assignment Details" panel is visible. It shows the "GRADE" as "82/100" and the "ATTEMPT" as "2/7/18 2:08 PM". Below this, there is a "GRADE BY RUBRIC" section with a "RUBRIC" button. The "FEEDBACK TO LEARNER" section contains the text "Good work! Please see my comments." and "-Prof X". At the bottom of the panel, there is a "SUBMISSION" section with a file named "my paper.docx" and a download icon. Red arrows point from the text in the document to the corresponding elements in the feedback panel: one from the highlighted text to the "RUBRIC" button, one from the circled text to the feedback text, and one from the "my paper.docx" file to the download icon. A blue arrow points to the "82/100" grade, and a red arrow points to the "4-way expand" button in the top right corner of the interface.

Step 6: SafeAssign (optional)

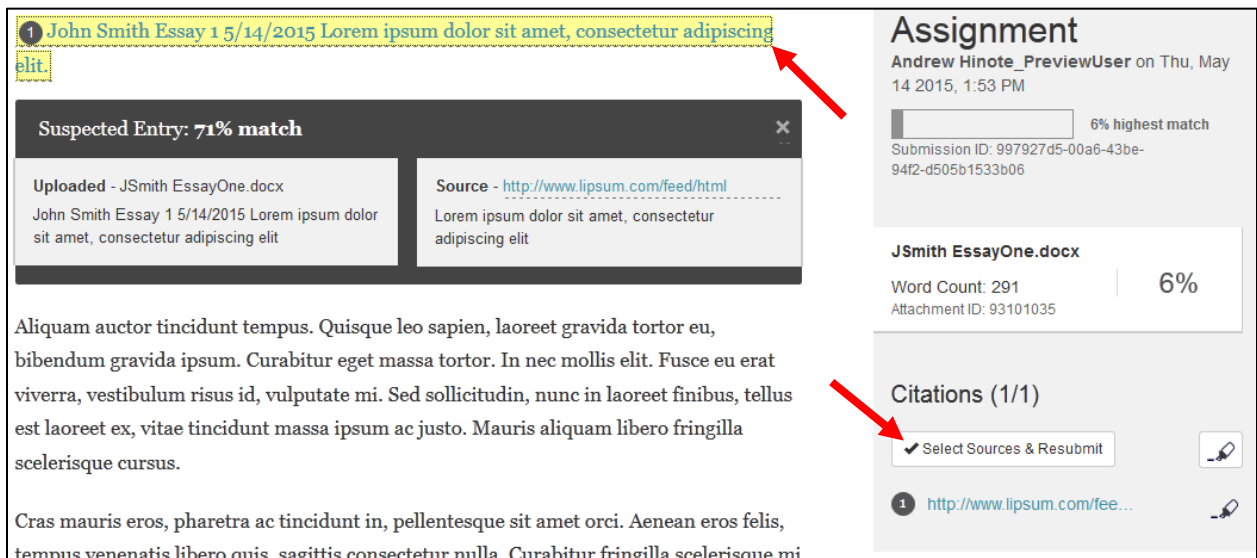
If enabled, you can review the SafeAssign report from this page by clicking on the “**SafeAssign**” link and then clicking “**View Originality Report.**”

If you did not enable SafeAssign plagiarism checking for this assignment, skip to step 8.



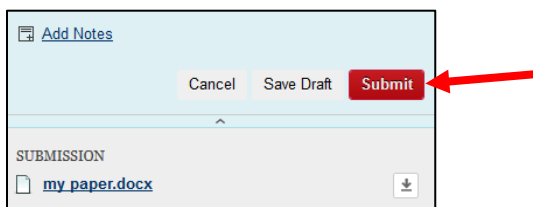
Step 7: SafeAssign (optional)

Click on any highlighted area of the paper to see where that text may have been copied from. To re-process this paper and omit certain sources, click the **“Select Sources & Resubmit”** button, uncheck a source, and then click **“Resubmit.”** You may have to exit and re-open the submission to see the new report.



Step 8:

Click the **“Submit”** button in the bottom-right corner of the grading interface to finish grading this submission.



Tip: Once all assignments that need grading are graded, you will be brought back to the needs grading page.