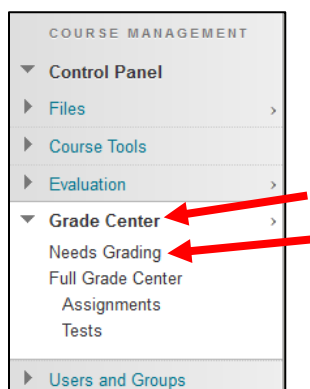# Grading an Assignment

Follow the steps below to grade an assignment submission in myCourses.
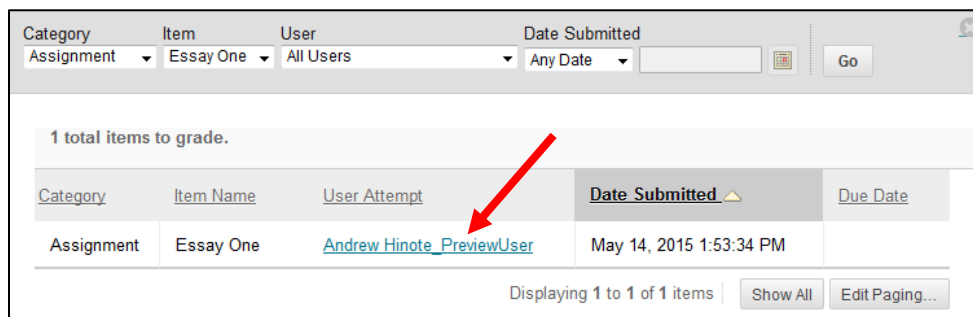
**Step 1:**

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.



**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.



**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.
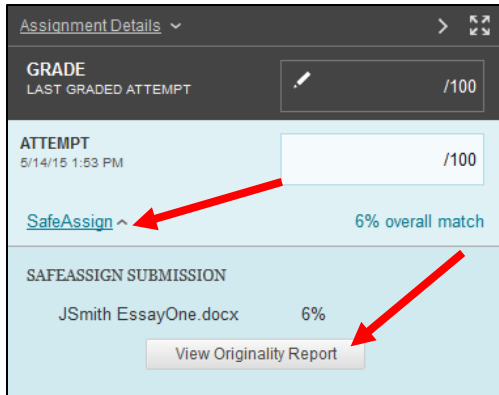
**Step 7:** SafeAssign (optional)

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.
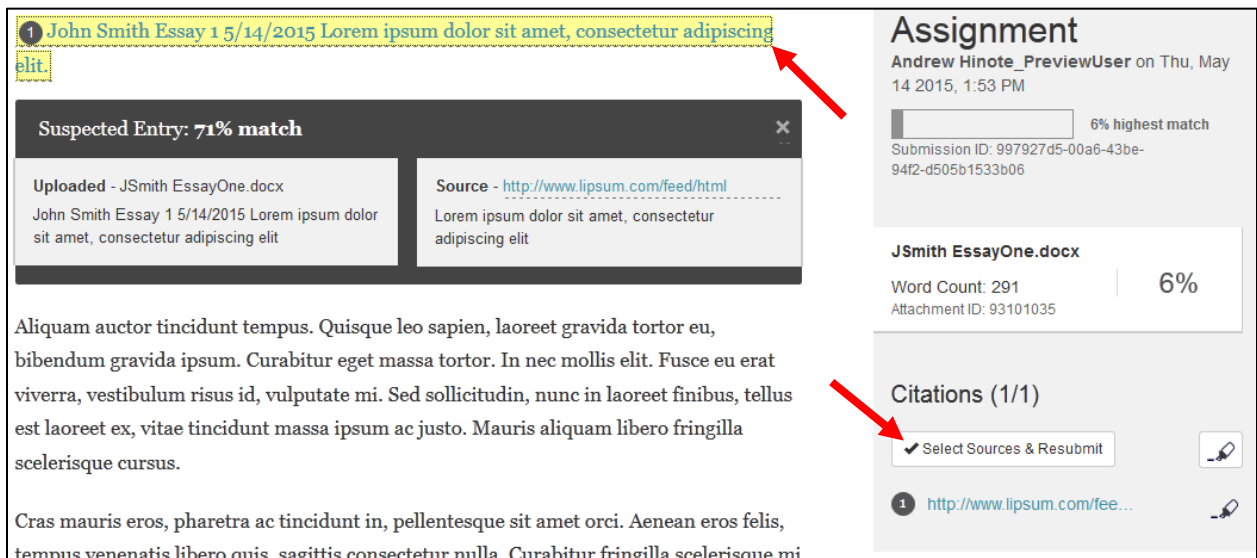


**Step 8:**

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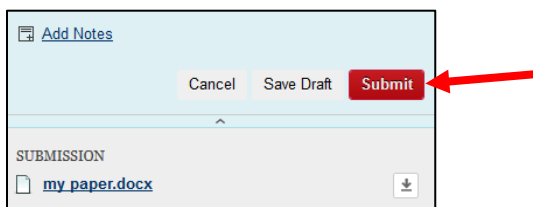


*Tip*: Once all assignments that need grading are graded, you will be brought back to the needs grading page.