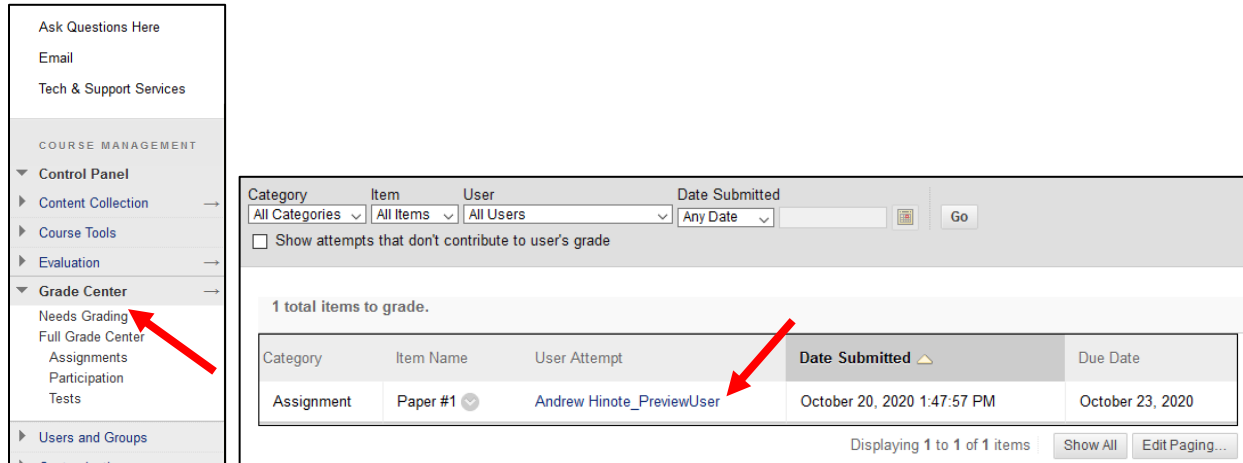


Grading an Assignment

Step 1: Open a Submission

Click the **Grade Center** link toward the bottom of the course menu and then click the **Needs Grading** link that appears. Click on the name of the student whose assignment you would like to grade.



Category	Item	User	Date Submitted	
All Categories	All Items	All Users	Any Date	Go
<input type="checkbox"/> Show attempts that don't contribute to user's grade				
1 total items to grade.				
Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Paper #1	Andrew Hinote_PreviewUser	October 20, 2020 1:47:57 PM	October 23, 2020

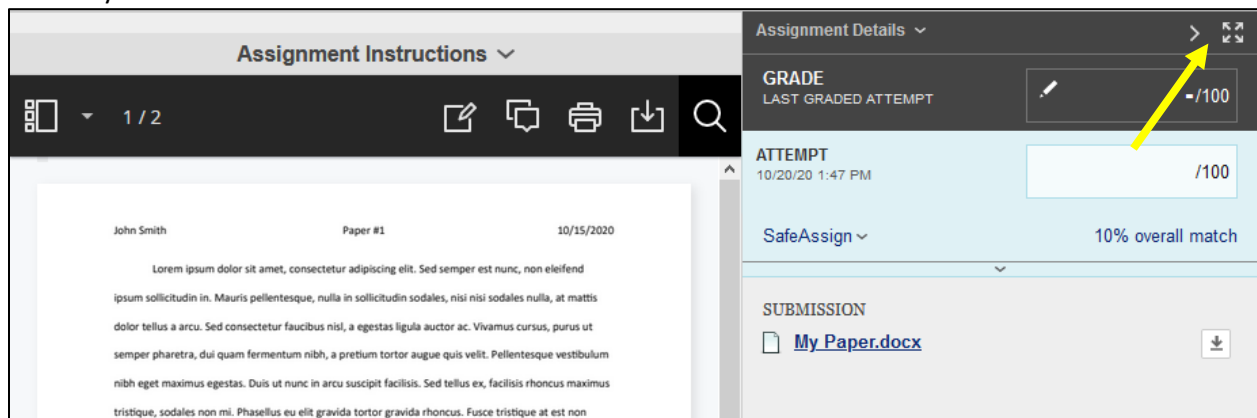
Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

Step 2: Annotating

The Assignment grading tool allows you to annotate and comment on documents and presentation files submitted by students.

Tip - Before you start annotating, make the annotation interface full-screen by:

- Clicking the button with **four outward facing arrows** that appears in the upper-right corner of the page to maximize the grading interface.
- Clicking the **right arrow [>]** button to collapse the right pane and further improve your view.
- If you take longer than **60 minutes** to grade a single attempt, you will get timed out. Click "Save Draft" if a timeout message appears, then re-open the attempt from Needs Grading to preserve your annotations.



Assignment Instructions

Assignment Details

GRADE
LAST GRADED ATTEMPT
-/100

ATTEMPT
10/20/20 1:47 PM
/100

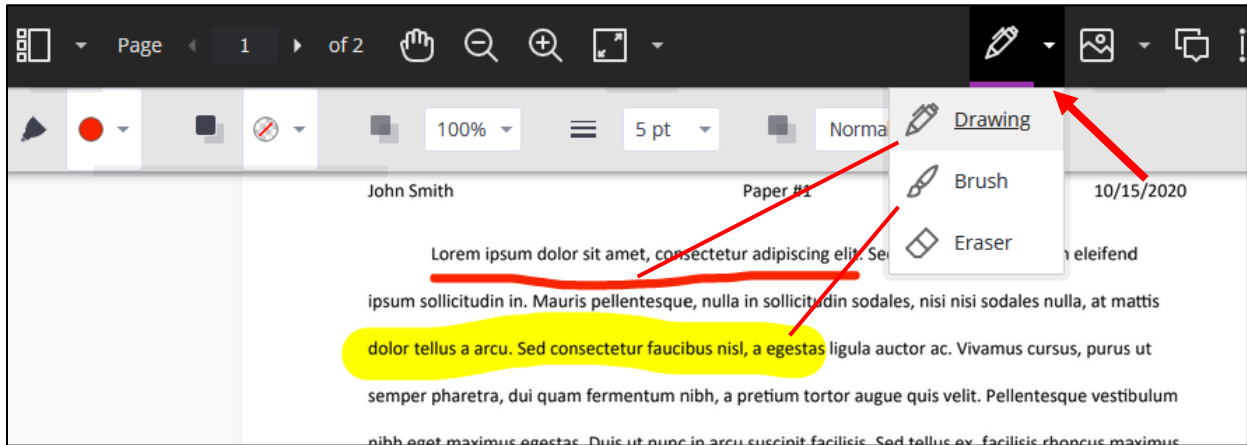
SafeAssign 10% overall match

SUBMISSION
My Paper.docx

The **Drawing** pen tool on the annotation toolbar allows you to use your cursor arrow to draw on the document. Line color and thickness can be adjusted using the settings that appear below the main annotation toolbar.

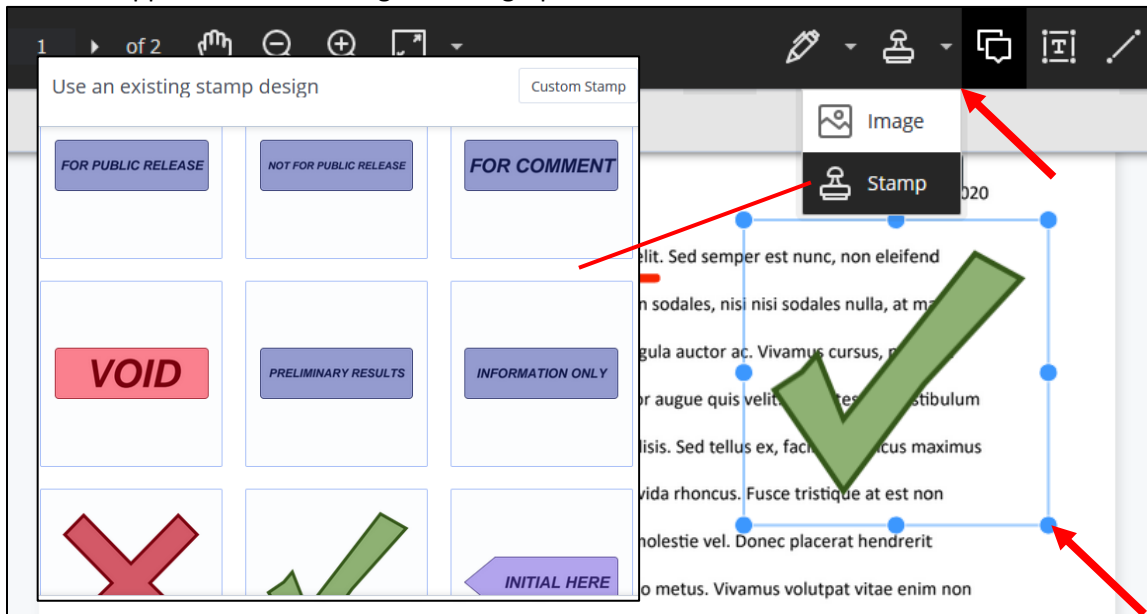
Click the **down arrow next to the Pen tool** to access the **Brush** highlighter tool. Line thickness and color can also be adjusted while using this tool.

The **Eraser** tool is also available under the Pen tool. Use the Eraser tool to eraser all or part of the Drawing/Brush annotations you have made.



The **Image** button (next to the Drawing tool) can be used to upload an image onto the document from your computer.

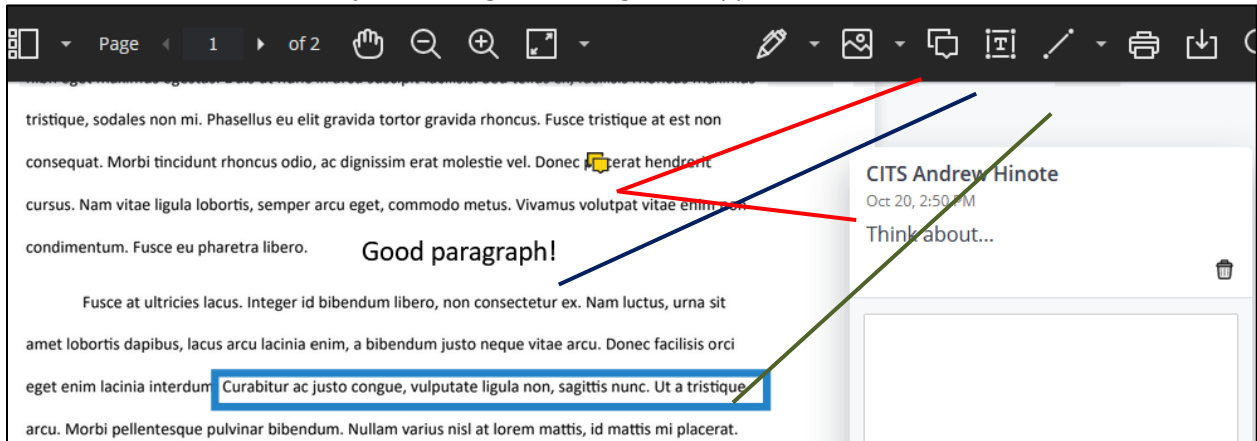
Click the **down arrow next to the Image tool** to access the **Stamp** tool where you can choose from a list of pre-made stamp to insert onto the student document. Stamps and images can be resized using the dots that appear around the edges of the graphics.



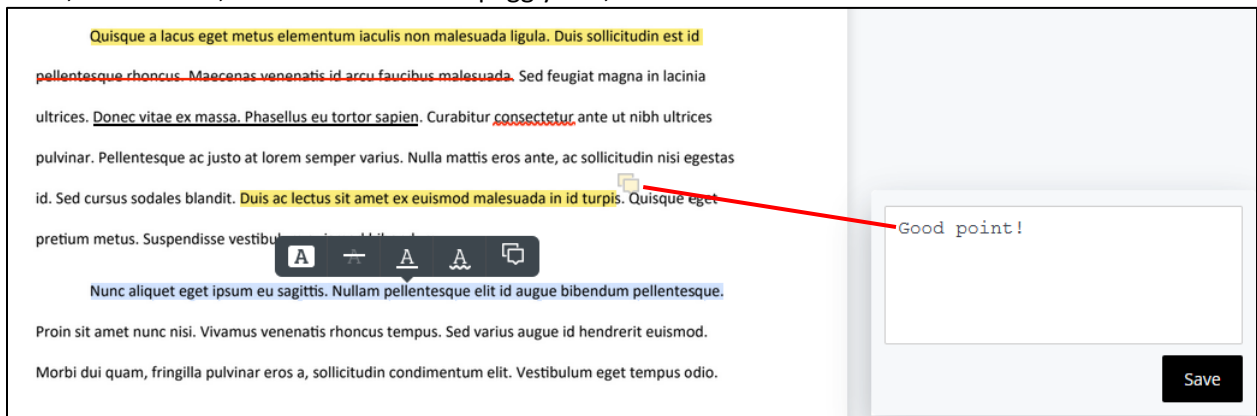
Click the **Comment** speech bubble button and then click somewhere on the document to attach a text comment related to that location.

Click the **Text** box button and then click anywhere on the document to start adding text anywhere on top of the document.

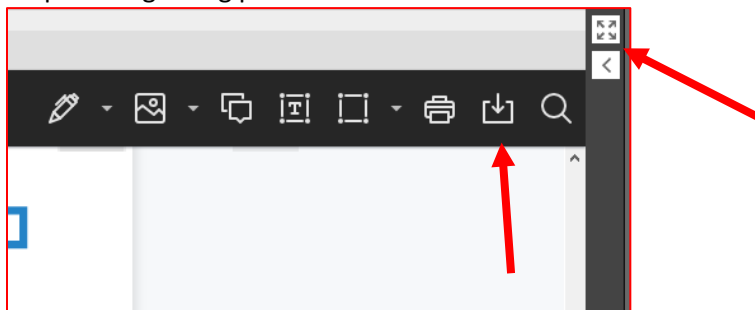
The **Line** geometry button can be used to insert different shapes onto the document. Shape outline color and thickness can be adjusted using the settings that appear below the main annotation toolbar.



Using your cursor arrow to highlight text in a document gives you the option to highlight that text, cross it out, underline it, underline it with a squiggly line, or attach a text comment.



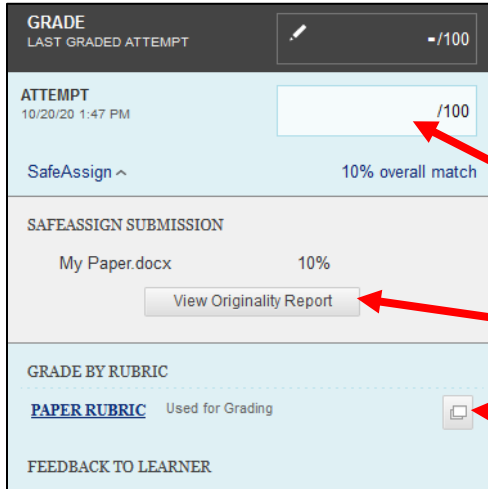
Once you are done annotating on the document you can use the **down arrow** button to save the file as a PDF. If you do not want to save the file, click the [**<**] left arrow button along the right edge of the page to reopen the grading pane.



Step 3: Evaluation and Grading

If you have not attached a grading rubric or enabled SafeAssign plagiarism detection, you can enter a grade in the Attempt field and then skip to Step 4 to provide feedback.

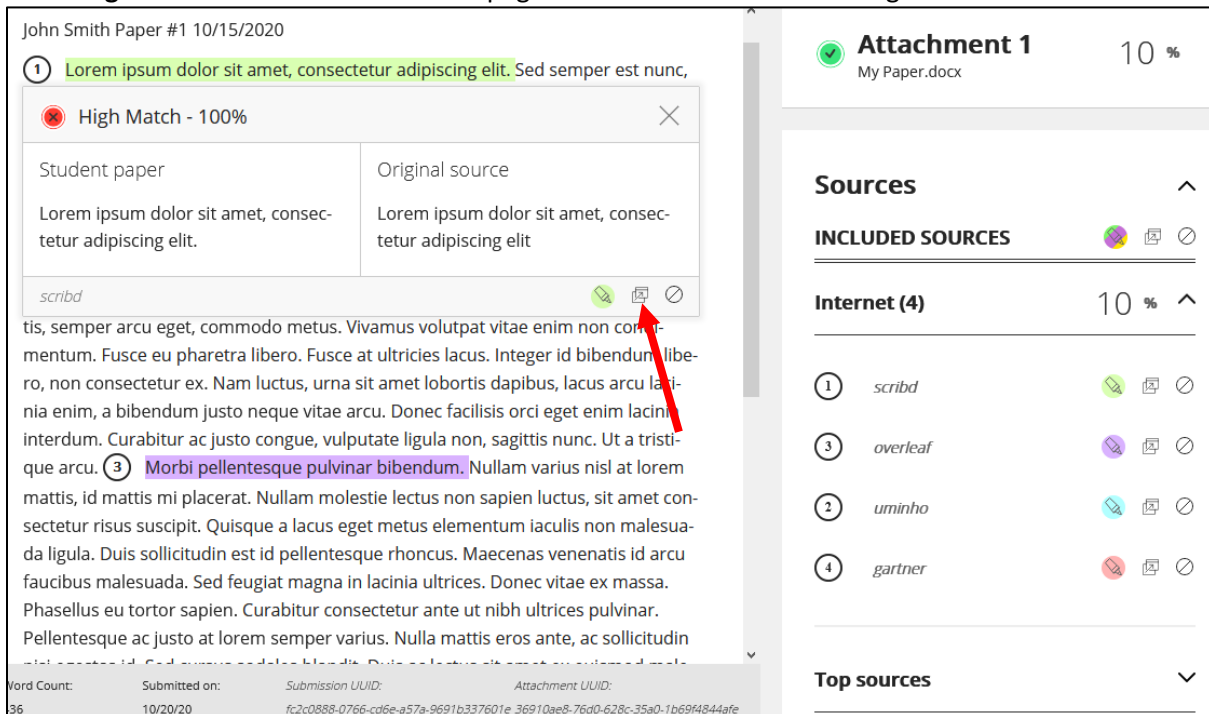
- If you have enabled SafeAssign plagiarism detection, click the View Originality Report button and move to step 3a.
- If you have attached a grading rubric, click the button to the right of the name of your rubric and move to step 3b.



Step 3a: View Originality Report (Optional)

The SafeAssign Originality Report highlights the text in a student's attachment that it has matched against internet sources or against work submitted by other students that was scanned by SafeAssign.

Click on a highlighted string of text to read the text that it was matched against. You can click the **Open Matching Source** button to visit the webpage that the text was matched against.



Step 3b: Grade with a Rubric (Optional)

Rubrics allow you to use your mouse arrow to **click and select the level of achievement** students have reached for the criteria you established. After selecting the level of achievement for a criterion, you are also able to type a comment explaining your selection.

	Inadequate	Adequate	Above Average	Exemplary
Organization	<input type="radio"/> 0 (0.00%) - 5 (5.00%) Writing lacks logical organization. It shows some coherence but ideas lack unity. Serious errors.	<input type="radio"/> 5 (5.00%) - 10 (10.00%) Writing is coherent and logically organized. Some points remain misplaced and stray from the topic. Transitions evident but not used throughout essay.	<input type="radio"/> 10 (10.00%) - 15 (15.00%) Writing is coherent and logically organized with transitions used between ideas and paragraphs to create coherence. Overall unity of ideas is present.	<input checked="" type="radio"/> Points: 18 (18.00%) Writing shows high degree of attention to logic and reasoning of points. Unity clearly leads the reader to the conclusion and stirs thought regarding the topic. Feedback: Good work on this part...
Level of Content	<input type="radio"/> 0 (0.00%) - 5 (5.00%) Shows some thinking and reasoning but most ideas are underdeveloped and unoriginal.	<input type="radio"/> 0 (0.00%) - 10 (10.00%) Content indicates thinking and reasoning applied with original thought on a few ideas.	<input checked="" type="radio"/> Points: 13 (13.00%) Content indicates original thinking and develops ideas with sufficient and firm evidence. Feedback: You could work on...	<input type="radio"/> 15 (15.00%) - 20 (20.00%) Content indicates synthesis of ideas, in-depth analysis and evidences original thought and support for the topic.
Development	<input type="radio"/> 0 (0.00%) - 5 (5.00%) Main points lack detail.	<input type="radio"/> 5 (5.00%) - 10 (10.00%) Main points are present with limited detail.	<input type="radio"/> 10 (10.00%) - 15 (15.00%) Main points well developed with some detail.	<input checked="" type="radio"/> Points: 18 (18.00%) Main points well developed with detail.

As you select levels of achievement for each criterion, a score is calculated at the bottom of the window. This score can be overridden by typing a score in the box below the Raw Total score, or you can click the **Save** button to accept the score calculated by the rubric.

Raw Total: 80.00 (of 100)
Change the number of points out of 100 to:

Feedback to Learner

Path: p Words: 0

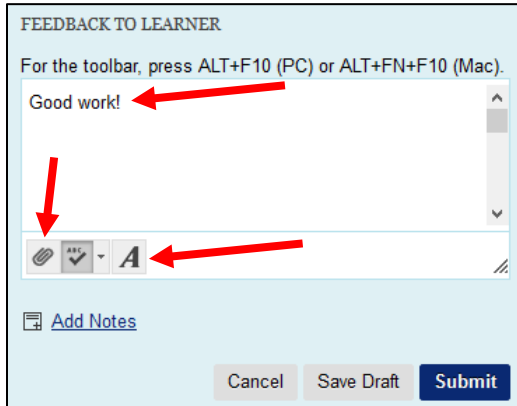
Name: Paper Rubric
Description: Credit: <http://home.snu.edu/~hculbert/criteria.pdf>

Exit Save

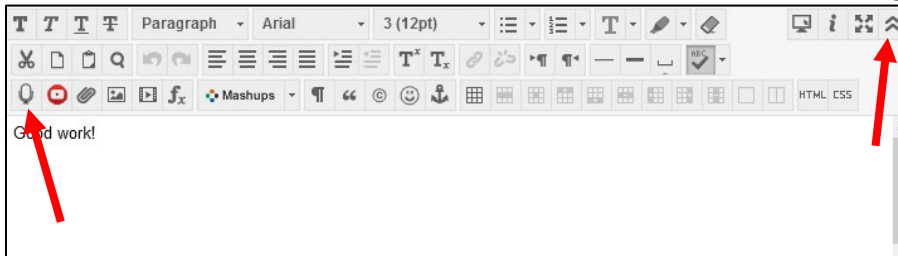
Step 4: Providing Feedback

In the Feedback to Learner box you can type overall feedback to the student.

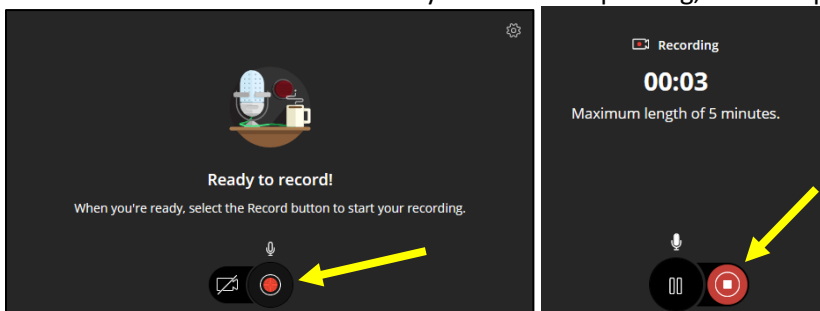
- You can use the paper clip button to attach a file you would like to send the student.
- You can use the content editor [A] button to record audio/video feedback.



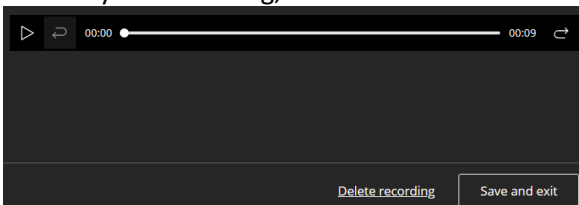
Recording Audio/Video Feedback - If you do not see all three rows of buttons, click the **arrow button** at the far end of the row of buttons. Next, click the **Insert Recording** microphone button.



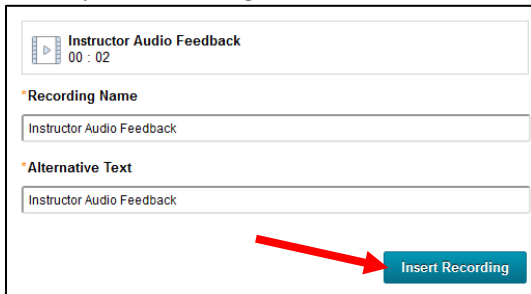
Allow access to your camera/microphone if prompted. If you would like to record video feedback, select the camera icon beside the red record button. Otherwise, to only record audio, click that red **record button**. When you are done speaking, hit the square stop button.



To save your recording, click **Save and Exit**. Otherwise, click *Delete recording* to re-record.



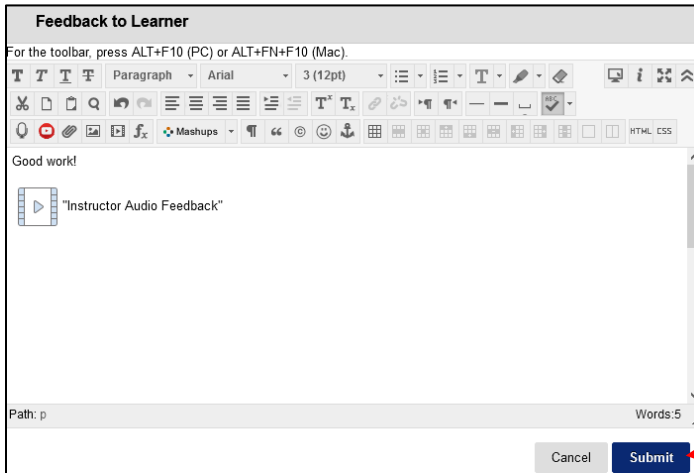
Name your recording and then click the **Insert Recording** button.



The screenshot shows a recording interface with the following elements:

- A video player icon and the text "Instructor Audio Feedback" with a duration of "00 : 02".
- A field labeled "Recording Name" containing the text "Instructor Audio Feedback".
- A field labeled "Alternative Text" containing the text "Instructor Audio Feedback".
- A blue button labeled "Insert Recording" at the bottom right, with a red arrow pointing to it.

Click the **Submit** button.

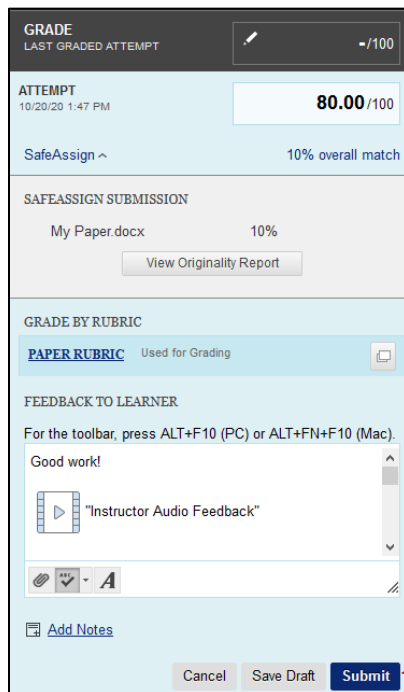


The screenshot shows the "Feedback to Learner" editor with the following elements:

- A rich text editor toolbar at the top.
- The text "Good work!" in the main editor area.
- An audio recording icon and the text "Instructor Audio Feedback" below the text.
- A status bar at the bottom showing "Path: p" and "Words:5".
- Two buttons at the bottom right: "Cancel" and "Submit". A red arrow points to the "Submit" button.

Step 5: Saving

Click the **Submit** button to save your grade and feedback.



The screenshot shows the grade submission interface with the following elements:

- A "GRADE" section at the top showing "LAST GRADED ATTEMPT" and a score of "-/100".
- An "ATTEMPT" section showing the date "10/20/20 1:47 PM" and a score of "80.00 /100".
- A "SafeAssign" section showing a "10% overall match".
- A "SAFEASSIGN SUBMISSION" section showing "My Paper.docx" and a "10%" match, with a "View Originality Report" button.
- A "GRADE BY RUBRIC" section showing "PAPER RUBRIC" used for grading.
- A "FEEDBACK TO LEARNER" section showing the text "Good work!" and the audio recording "Instructor Audio Feedback".
- A status bar at the bottom showing "Add Notes", "Cancel", "Save Draft", and "Submit". A red arrow points to the "Submit" button.