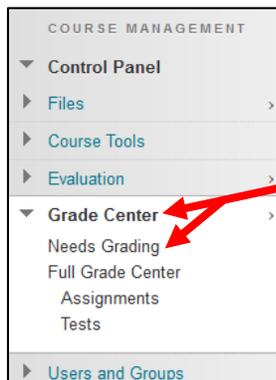# Grading an Assignment

Introduction
Follow the steps below to learn how to grade an assignment submission.

Step 1:
In the course site that contains the assignment you would like to grade, click on "Grade Center" at the bottom of the course menu, then click "Needs Grading."

Step 2:
The "Needs Grading" page lists every submission that currently needs to be graded. To distinguish assignment submissions from other submissions you can choose "Assignment" from the category drop-down list at the top of the page and choose the specific assignment you want to grade from the "Item" drop-down list, then press "Go."
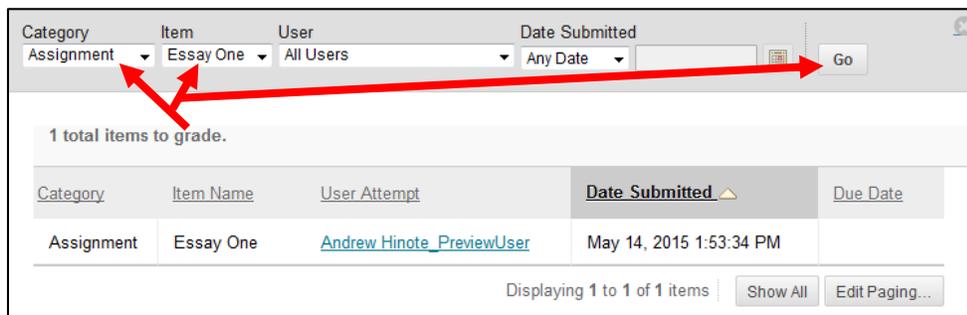
Step 3:
To open an assignment submission for grading, click on the "User Attempt" link next to a student's name on the needs grading page.

Step 4:
The grading page displays the student's submission along the left side of the page, with a box to enter a grade along the right side of the page. From here you can add annotations to the student's paper, make comments, enter a grade, and make the grading interface larger from this screen.

Note: The toolbar for adding comments/annotations only works for Word Doc or PDF submissions.

Step 5:
Click the speech bubble button in the top-left corner to enable the commenting/annotations toolbar to mark up the student's paper.

Reminder: This feature only works for Word Doc or PDF submissions.

Draw: Free draw on the paper using a pencil.   **Highlight**: Highlight text
**Text**:   Insert text box.   **Strikeout**: Put a line through some text.

Point Comment: Drop a red pointer anywhere on the paper, then make a comment about that point.
Area Comment: Make a square around a portion of the paper, then make a comment about that area.
Text Comment: Highlight text on the paper, then make a comment about that text.
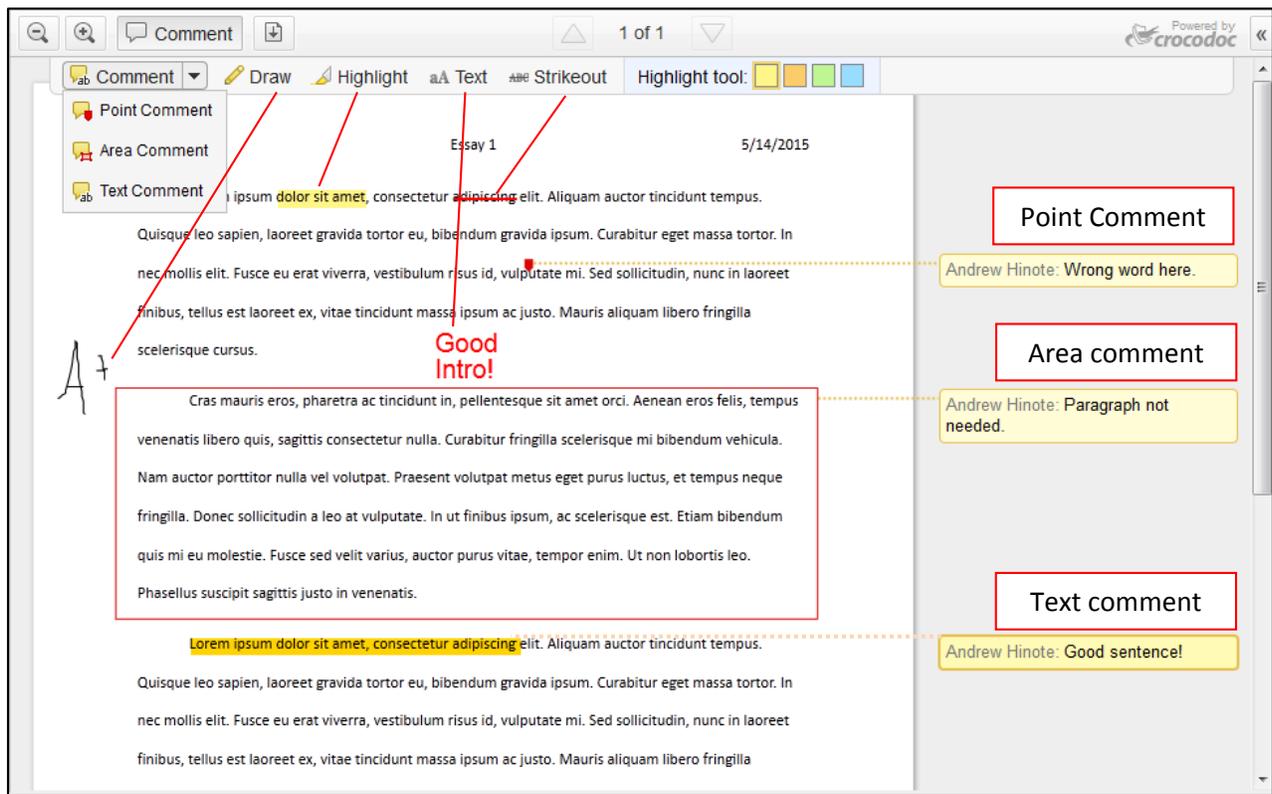
Step 6:
If enabled, you can check the SafeAssign results from this page as well by clicking on the "SafeAssign" link, then "View Originality Report."

If you did not enable SafeAssign plagiarism checking for this assignment, skip to step 8.
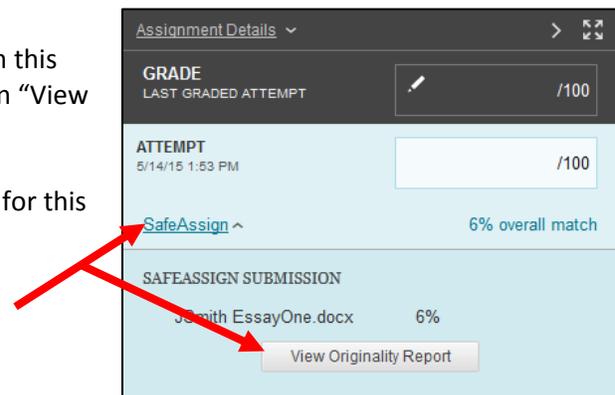
Step 7:
Click on any parts of the paper that are highlighted in SafeAssign to see where it was copied from. To re-process this paper and omit certain sources, click the "Select Sources & Resubmit" button, uncheck a source, then click "Resubmit." You will have to exit and re-open the submission to see the new report.

Step 8:
Lastly, enter a grade in the "Attempt" box and click the down arrow bar just above where the attachment is listed to enter text feedback. Press "Submit" to save the graded submission.

Conclusion
We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at myCoursesHelp@umassd.edu.