

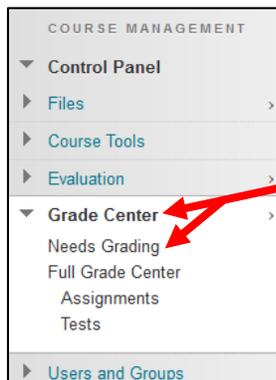
Grading an Assignment

Introduction

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

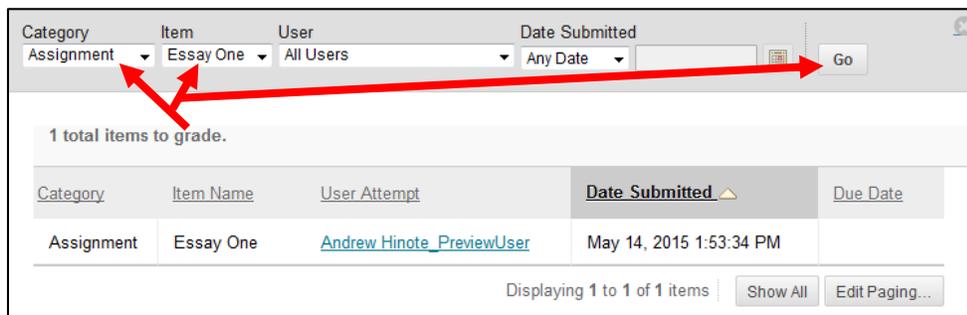
Step 1:

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.

Category	Item	User	Date Submitted	
Assignment	Essay One	All Users	Any Date	Go

1 total items to grade.

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...

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.

The screenshot shows the grading interface with several annotations:

- A red box highlights the comment/annotation icon in the top toolbar, with the text "Click this button to add comments/annotations."
- Two callout boxes at the top right point to window control icons: "Make grading interface full screen." and "Collapse grading pane."
- A red box highlights the "GRADE" input field, with the text "Enter a grade".
- A red box highlights the feedback bar at the bottom right, with the text "Click this bar to type feedback."

The main content area shows a student submission for "Essay 1" by John Smith, dated 5/14/2015. The submission text is placeholder text. The right sidebar shows the "GRADE" section with a score of /100, the "ATTEMPT" section with a score of /100 and a "6% overall match", and the "SUBMISSION" section with a file named "JSmith EssayOne.docx".

Step 5:

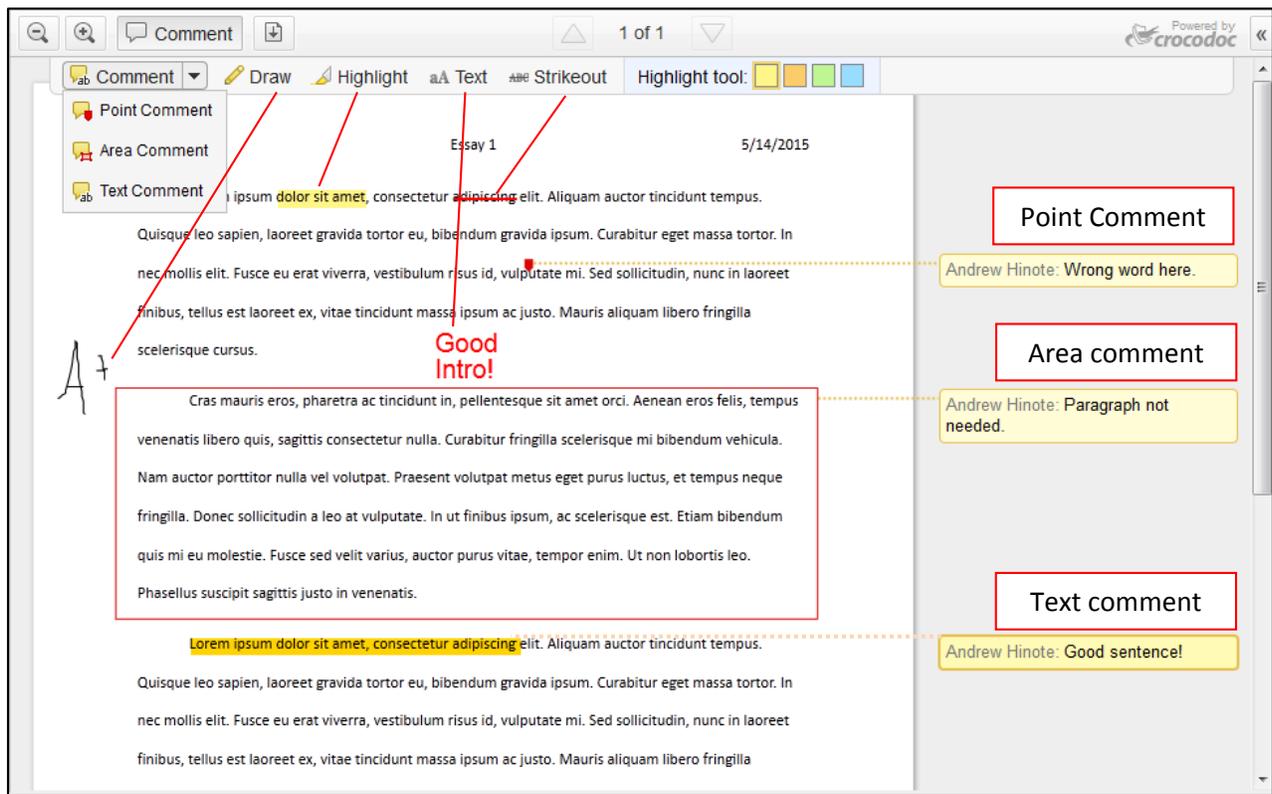
Click the speech bubble button in the top-left corner to enable the commenting/annotations toolbar to mark up the student’s paper.

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

Draw: Free draw on the paper using a pencil.
Text: Insert text box.

Highlight: Highlight text
Strikeout: Put a line through some text.

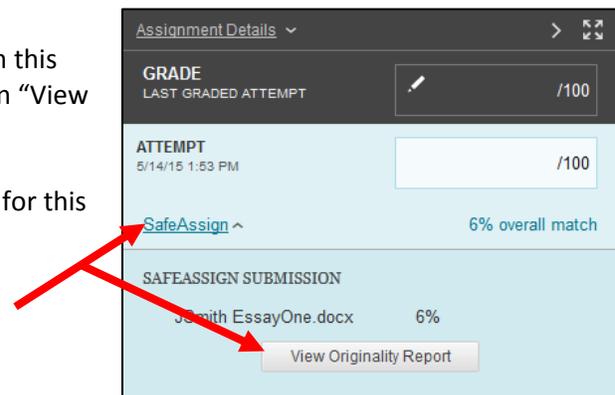
Point Comment: Drop a red pointer anywhere on the paper, then make a comment about that point.
Area Comment: Make a square around a portion of the paper, then make a comment about that area.
Text Comment: Highlight text on the paper, then make a comment about that text.



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.

The screenshot shows the SafeAssign interface. At the top, a highlighted text snippet is shown: "John Smith Essay 1 5/14/2015 Lorem ipsum dolor sit amet, consectetur adipiscing elit." A red arrow points from this snippet to a "Suspected Entry: 71% match" pop-up window. This window displays the uploaded file "JSmith EssayOne.docx" and the source "http://www.lipsum.com/feed/html". Below the pop-up, there is a paragraph of placeholder text: "Aliquam auctor tincidunt tempus. Quisque leo sapien, laoreet gravida tortor eu, bibendum gravida ipsum. Curabitur eget massa tortor. In nec mollis elit. Fusce eu erat viverra, vestibulum risus id, vulputate mi. Sed sollicitudin, nunc in laoreet finibus, tellus est laoreet ex, vitae tincidunt massa ipsum ac justo. Mauris aliquam libero fringilla scelerisque cursus." Another red arrow points from the "Citations (1/1)" section to the "Select Sources & Resubmit" button. The "Assignment" details on the right show the user "Andrew Hinote_PreviewUser" on May 14, 2015, with a 6% highest match and a word count of 291.

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.

The screenshot shows the SafeAssign interface in two states. On the left, the "GRADE" section shows "LAST GRADED ATTEMPT" with a grade of "/100". The "ATTEMPT" section shows the date "5/14/15 1:53 PM" and a grade of "95/100". A red box with the text "Enter grade and feedback." has an arrow pointing to the "95/100" grade. Below the "SAFEASSIGN SUBMISSION" section, there is a dropdown arrow. A red box with the text "Click to expand feedback box." has an arrow pointing to this dropdown. On the right, the "FEEDBACK TO LEARNER" section is expanded, showing a text area with the text "Good work!". A red box with the text "Click submit to save graded Submission." has an arrow pointing to the "Submit" button at the bottom right of the interface. The "CONCLUSION" section at the bottom left contains the text: "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."