

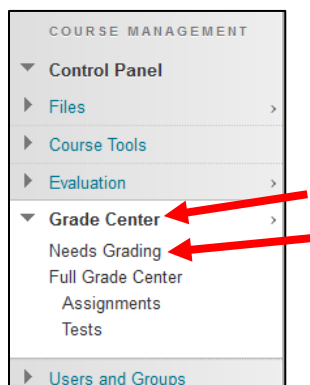
## Grading an Assignment

### Introduction

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

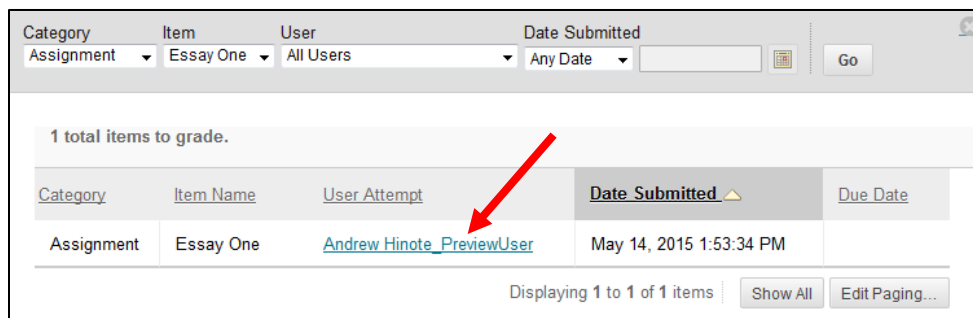
#### Step 1:

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:

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Essay One	<a href="#">Andrew Hinote_PreviewUser</a>	May 14, 2015 1:53:34 PM	

At the bottom, it says 'Displaying 1 to 1 of 1 items' and has buttons for 'Show All' and '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:

From the “Grade Assignment” page, you can comment on a paper, highlight text, enter a grade, and provide feedback to the student.

This screenshot shows the Canvas LMS grading interface with several annotations:

- Click the speech bubble, then click anywhere on the document to drop comments on the document.** (Points to the comment icon in the toolbar)
- Use the pencil button to draw on the document.** (Points to the pencil icon in the toolbar)
- Click and drag your cursor over text to highlight/comment on it.** (Points to a highlighted section of text in the document)
- Use this button to make the grading interface larger.** (Points to the maximize button in the top right corner)
- Enter a grade here.** (Points to the grade input field showing 82/100)
- Open grading rubric (if used.)** (Points to the rubric icon)
- Type feedback to the student.** (Points to the feedback text area containing "Good work! Please see my comments.")
- Save the grade, comment, and feedback.** (Points to the "Submit" button)
- Download original document.** (Points to the download icon for the submission)

### Step 6: SafeAssign (optional)

If enabled, you can review the SafeAssign report from this page as well 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.

This screenshot shows the SafeAssign report interface with annotations:

- SafeAssign** link (Points to the "SafeAssign" link)
- 6% overall match** (Points to the match percentage)
- View Originality Report** button (Points to the "View Originality Report" button)

Continued on the next page...

### 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.

The screenshot shows a document with a highlighted section: "John Smith Essay 1 5/14/2015 Lorem ipsum dolor sit amet, consectetur adipiscing elit." A red arrow points from this text to a "Suspected Entry: 71% match" pop-up window. The pop-up window lists the uploaded file "JSmith EssayOne.docx" and the source "http://www.lipsum.com/feed/html". Below the pop-up, the document text continues: "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. Cras mauris eros, pharetra ac tincidunt in, pellentesque sit amet orci. Aenean eros felis, tempus venenatis libero quis. sagittis consectetur nulla. Curabitur fringilla scelerisque mi". To the right, the "Assignment" panel shows the user "Andrew Hinote\_PreviewUser" on May 14, 2015, at 1:53 PM, with a "6% highest match" and "Submission ID: 997927d5-00a6-43be-94f2-d505b1533b06". Below this, the document "JSmith EssayOne.docx" is listed with a "Word Count: 291" and "Attachment ID: 93101035", and a "6%" match. The "Citations (1/1)" section has a checked "Select Sources & Resubmit" button and a citation for "http://www.lipsum.com/fee...". A red arrow points from the "Select Sources & Resubmit" button to the "Citations" section.

### Step 8:

Click the “**Submit**” button to finish grading this submission.

If there are more submissions that need grading, the next submission will appear automatically.

If there are no other submissions that need grading you will be brought back to the needs grading page.

Students will be able to view their grade and feedback from the “My Grades” page on your course menu.

### Conclusion

We hope this guide was helpful.

Please contact the Instructional Development team at [ithelp.umassd.edu](mailto:ithelp.umassd.edu) with any questions.

The screenshot shows the "Assignment Details" page for "GRADE" with a "LAST GRADED ATTEMPT" of "/100". The "ATTEMPT" section shows the date "5/14/15 1:53 PM" and a score of "95/100". Below this, the "SafeAssign" section shows a "6% overall match" for the file "JSmith EssayOne.docx". A "View Originality Report" button is visible. The "FEEDBACK TO LEARNER" section contains the text "Good work!". At the bottom, there are buttons for "Cancel", "Save Draft", and "Submit". A red box highlights the "Submit" button with the text "Click to save graded submission." and a red arrow pointing to it.