

How do I grade an assignment?

This article describes how to grade an assignment using the new grader interface. For instructions on grading using the older interface, please see [How do I grade an assignment using the legacy grading interface?](#)

Go to Assignments.

Forums

Assignments

Tests & Quizzes

Select the **Assignments** tool from the Tool Menu in your site.

Select the assignment to grade.

ASSIGNMENTS

Link

Help

✕

Assignments Add Assignments by Student Grade Report Student View Reorder Options Trash Permissions

Assignments

Viewing 1 - 2 of 2 Items

|< < Show 200 Items... > >|

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Assignment 2 Edit Duplicate View Submissions	▶ 2 Selected Groups	Open	Feb 20, 2020 9:15 AM	Feb 27, 2020 9:15 AM	1/1	No Grade	<input type="checkbox"/>
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Feb 19, 2020 10:40 AM	Feb 20, 2020 2:40 PM	1/1	0-100.00	<input type="checkbox"/>

Click the **Grade** link for the assignment you would like to grade.

Note: If you have yet to choose a grading scale for an assignment, it will say **View Submissions** instead of Grade.

Check the box next to Use new Grader to grade submissions.

Assignment 2 - Submissions

Found 3 participant(s). Assign this grade to participants without a grade:

Apply

Use new Grader to grade submissions

The new Grader interface is the default setting, so this option may already be selected.

Tip: If you open a submission to grade and don't see the new interface, try deselecting and then reselecting the option to use the new Grader.

Select a student to grade.

Assignment 2 - Submissions

Found 3 participant(s). Assign this grade to participants without a grade:

Apply

Use new Grader to grade submissions

[Download All](#) | [Upload All](#) | [Release Grades](#)

▶ [Send Feedback to Multiple Students](#)

▶ [Set Resubmission Options for Multiple Students](#)

Search

Viewing 1 - 3 of 3 items

|< < Show 200 items... > >|

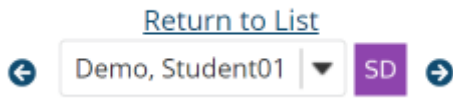
<input type="checkbox"/>	Student	Submitted Date	Status	Grade	Released
<input type="checkbox"/>	Student 1, Demo (demostudent01)	Mar 31, 2020 2:17 PM	Ungraded	<input type="checkbox"/>	
<input type="checkbox"/>	Student 2, Demo (demostudent02)		No Submission	<input type="checkbox"/>	
<input type="checkbox"/>	Student 3, Demo (demostudent03)		No Submission	<input type="checkbox"/>	

▶ [Assignment Details](#)

You will see a list of all the students in the class, along with the submission date, status, grade, and release columns for each student. You may sort by any of these columns by clicking on the title of the column if desired.

Click on the student that you would like to grade.

Navigate submissions.



The navigation options at the top right of the page allow you to quickly cycle through student submissions. You may use the arrows to jump to the next or previous student submission. You may also use the drop-down menu to jump to any student in the list, or, you can select **Return to List** to return to the full listing of all student submissions.

Customize grader view.

A screenshot of a grader interface. At the top left, it says 'ASSIGNMENTS' and 'Discussion 6 SMPL101 Assignment 2'. A cog icon (Settings) is circled in red. A settings menu is open, showing three checkboxes: 'Navigate between students with submissions only', 'Only show ungraded submissions', and 'Dock the grader on the left'. Below these is a 'Please select a group:' dropdown menu with options 'Site', 'group-2', and 'group-1'. The 'Site' option is selected. On the right side of the interface, there are buttons for 'Link', 'Help', and 'Return to List'. Below these is a dropdown menu for 'Demo Student 1'. The main grader area shows 'Graded 0 / 3' and a submission from 'Demo Student 1 at 3/31/2020 @ 14:17'. The submission includes 'Submitted Text', 'Submitted Attachments: The Florida Panther.docx', a 'Grade' field (max 100.00), a 'Feedback Comment' field, a 'Feedback Attachment(s)' field with an 'Add Attachments' button, a 'Private Notes' field, and an 'Allow Resubmission' checkbox. At the bottom are 'SAVE', 'Save and Release to Student', and 'Cancel' buttons.

Optionally, you may also click the **Settings** cog icon next to the assignment title to customize the grader view. This will allow you to select any of the following options:

- Navigate between students with submissions only
- Only show ungraded submissions
- Dock the grader on the left
- Please select a group

View student submission.

ASSIGNMENTS 2020

Discussion 6 SMPL101 Assignment 2

Graded 0 / 3

Return to List

Demo Student 1

Viewing: [The Florida Panther.docx](#)

The Florida Panther

The Florida panther is an endangered population of cougar (*Puma concolor*) that lives in forests and swamps of southern Florida in the United States. Its current taxonomic status (*Puma concolor coryi* or *Puma concolor couguar*) is unresolved, but recent genetic research alone does not alter the legal conservation status. Florida panthers are usually found in pinelands, hardwood hammocks, and mix swamp forests.

Males can weigh up to 160 pounds (73 kg) and live within a range that includes the Big Cypress National Preserve, Everglades National Park, the Florida Panther National Wildlife Refuge, Picayune Strand State Forest, rural communities of Collier County, Florida including Golden Gate Estates, Hendry County, Florida, Lee County, Florida, Miami-Dade County, Florida and Monroe County, Florida. This population, the only unequivocal cougar representative in the eastern United States, currently occupies 5% of its historic range[citation needed]. In the 1970s, there were an estimated 20 Florida panthers in the wild, although their numbers have increased to an estimated 230 by 2017.

In 1982, the Florida panther was chosen as the Florida state animal.

Description

Florida panthers are spotted at birth and typically have blue eyes. As the panther grows the spots f₂₀₂₀nd the coat becomes completely tan while the eyes typically take on a yellow hue. The panther's underbelly is a creamy white, and it has black tips on the tail and ears.

Demo Student 1 at 3/31/2020 @ 14:17

[Submitted Text](#)

[Submitted Attachments:](#)

[The Florida Panther.docx](#)

Grade (max 100.00)

Feedback Comment

Feedback Attachment(s)

Add Attachments

Private Notes

Allow Resubmission

SAVE Save and Release to Student Cancel

1. The student submission will be previewed on one side of the screen.
2. The student's name and submission date are listed in the top of the grading pane, along with links to submitted inline text (if applicable) and any file attachments. Click on the **Submitted Text** link or the filename of an item under **Submitted Attachments** to preview that item on the other side of the screen.
3. If you would like to download a copy of the student file, click on the filename above the preview area.

Enter a grade.

Grade (max 100.00)

Enter the score for the student's assignment in the grade entry text box provided.

Complete rubric grading.

The screenshot displays a rubric grading interface. On the left, a table titled "Research Paper Rubric" shows criteria and their corresponding scores. The table has four rows: Content, Mechanics, Format and Style, and Sources. Each row has three columns for rating levels: Needs Improvement, Meets expectations, and Exceeds expectations. The scores for each rating level are: Needs Improvement (15 Points), Meets expectations (19 Points), and Exceeds expectations (25 Points). The total score is 94. A "Done" button is at the bottom left. On the right, a panel shows student submission details for "Demo Student 1 at 3/31/2020 @ 14:17". It includes a "Submitted Text" section with a link to "The Florida Panther.docx", a "Grade" field showing 94 (max 100.00), a "Feedback Comment" button, a "Feedback Attachment(s)" section with an "Add Attachments" button, a "Private Notes" button, and an "Allow Resubmission" checkbox. At the bottom right, there are "SAVE", "Save and Release to Student", and "Cancel" buttons.

Content	Needs Improvement 15 Points	Meets expectations 19 Points	Exceeds expectations 25 Points	25
Mechanics	Needs Improvement 15 Points	Meets expectations 19 Points	Exceeds expectations 25 Points	25
Format and Style	Needs Improvement 15 Points	Meets expectations 19 Points	Exceeds expectations 25 Points	25
Sources	Needs Improvement 15 Points	Meets expectations 19 Points	Exceeds expectations 25 Points	19

Total: 94

Done

Return to List

Demo Student 1

Demo Student 1 at 3/31/2020 @ 14:17

Submitted Text

Submitted Attachments:

The Florida Panther.docx

Grade 94 (max 100.00)

Feedback Comment

Feedback Attachment(s)

Add Attachments

Private Notes

Allow Resubmission

SAVE Save and Release to Student Cancel

If the assignment has a rubric associated with it, you will see a rubric icon next to the grade.

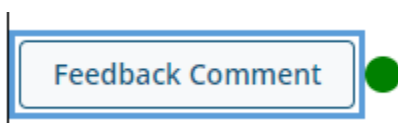
1. Click on the icon to open the rubric.
2. The rubric will open in a pop-up window where you can select the desired rating for each criteria. This window may be moved around or resized as needed. Notice that the number in the Grade field will update automatically with the points selected in the rubric.

Enter feedback comments.

If you would like to include additional comments along with the grade, you may use the Rich Text Editor to provide instructor feedback.

1. Select the **Feedback Comment** button.
2. The Rich Text Editor will open in a pop-up window where you can enter the desired feedback. This window may be moved around or resized as needed.
3. Select the **Done** button to save your feedback.

Once you have saved a feedback comment, a green circle next to the button will indicate that there is an existing comment.



Return an attachment.

If you would like to return a file attachment to the student with additional feedback, click on the **Add Attachments** button to browse for and select a file.

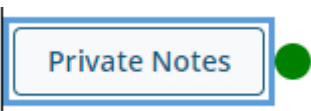
Add private notes.

The screenshot shows a LMS interface for grading an assignment. At the top, there are navigation buttons for 'Link', 'Help', and a close icon. Below that, the assignment details are shown: 'Discussion 6 SMPL101 Assignment 2' and 'Graded 0 / 3'. A 'Return to List' button and a student dropdown menu are also visible. The main content area shows a document viewer for 'The Florida Panther.docx'. A 'Private Notes' pop-up window is open over the document, containing a rich text editor with a toolbar (bold, italic, underline, text color, bulleted list, numbered list, quote) and a text area with the note: 'This student has not yet received instructor approval for her research topic.' The 'Done' button at the bottom of the pop-up is highlighted with a red circle and the number 3. To the right of the document viewer, the student submission details for 'Demo Student 1 at 3/31/2020 @ 14:17' are shown, including 'Submitted Text', 'Submitted Attachments', 'Grade' (94), and 'Feedback Comment'. The 'Private Notes' button is highlighted with a red circle and the number 1, and a green circle next to it indicates an existing comment. Other buttons like 'Add Attachments', 'Allow Resubmission', 'SAVE', 'Save and Release to Student', and 'Cancel' are also visible.

If you would like to include additional information for other instructors or TAs, you may use the Rich Text Editor to provide instructor feedback. Students will not see these notes. They are only visible to users with grading permissions.

1. Select the **Private Notes** button.
2. The Rich Text Editor will open in a pop-up window where you can enter the desired feedback. This window may be moved around or resized as needed.
3. Select the **Done** button to save your note.

Once you have saved a private note, a green circle next to the button will indicate that there is an existing comment.




Allow resubmissions.

Allow Resubmission

Number of resubmissions allowed: 1 ▼ Accept

Resubmission Until:

03/31/2020 12:00 am 

If you would like to allow the student to resubmit the assignment, you may check the **Allow Resubmission** box and specify the number of resubmissions allowed and the date until which they will be accepted.

Note: If you allowed resubmissions on the assignment when you created it, this information will be prepopulated with the default resubmission information for this assignment. However, you may override the default resubmission settings for an individual student by changing the information shown here.

Save grade.

Select the **Save** button to save the grade and feedback. (This option does not release the grade to students.)

If you are finished grading and would like to release the information to the student, click the **Save and Release to Student** button.

If you want to discard your changes, click **Cancel**.

Tip: Some faculty prefer to release all of the grades at one time when they have finished entering grades for the whole class.