How do I grade an assignment using the legacy grading interface?

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

Go to Assignments.

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

Select the assignment to grade.

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.

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

Assignment 1 - Submissions

Found 4 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. You will need to deselect it by unchecking the box in order to use the older, legacy interface.

Select a student to grade.

Assignment 1 - Submissions

Found 4 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**

View | Entire Site ▼

Search | [ ] | Search

Viewing 1 - 4 of 4 items

|< | < | Show 200 items... ▼ | > | >|

		Student ▲	Submitted	Status	Grade	Released
☐		Johnson, Steven (student02)	Mar 24, 2020 5:46 PM by ktinstructor (on behalf of Johnson, Steven)	Ungraded		
☐		Martin, Erin (student03)		No Submission		
☐		Smith, Jeremy (student04)		No Submission		
☐		Thompson, Mary (student01)	Mar 24, 2020 6:13 PM	Ungraded		

▸ **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.

Assignment 1 - Grading

Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

Navigate Submissions

< Previous	< Previous Ungraded		Return to List		Next Ungraded >	Next >
(Changes will be saved)						(Changes will be saved)

☐
Navigate between students with submissions only

The navigation buttons at the top and bottom of the page allow you to quickly cycle through student submissions. You may use these buttons to jump to the **Previous**, **Previous Ungraded**, **Next Ungraded**, or **Next** student submission. Or, you can select **Return to List** to return to the full listing of all student submissions.

Optionally, you may select the **Navigate between students with submissions only** check box to skip any students in the list without submissions.

View student submission.

①

Student	Mary Thompson (student01)
Submitted Date	Mar 24, 2020 6:13 PM
Status	Ungraded

▶ Assignment Instructions

Assignment Submission

Below is the submission from a student. You can insert comments into this text by clicking in the box, then type your comments. Comments surrounded by double curly braces, {{**like this**}}, will appear red to the student.

②

My research paper is attached.

Words: 5, Characters (with HTML): 38/1000000

③ **Submitted Attachments**

Paper.docx (11 KB; Mar 24, 2020 6:11 pm)

The student submission will be displayed at the top of the page.

1. The student's name, username, submission date, and graded status appear at the very top.
2. Next, under "Assignment Submission" the student's inline submission text (if applicable) is shown.
3. Under "Submitted Attachments" any attached files will appear. The filename as well as the the file size and submission date are also shown.

Note: To view student file attachments, you will need to click on the filename to download and open the file.
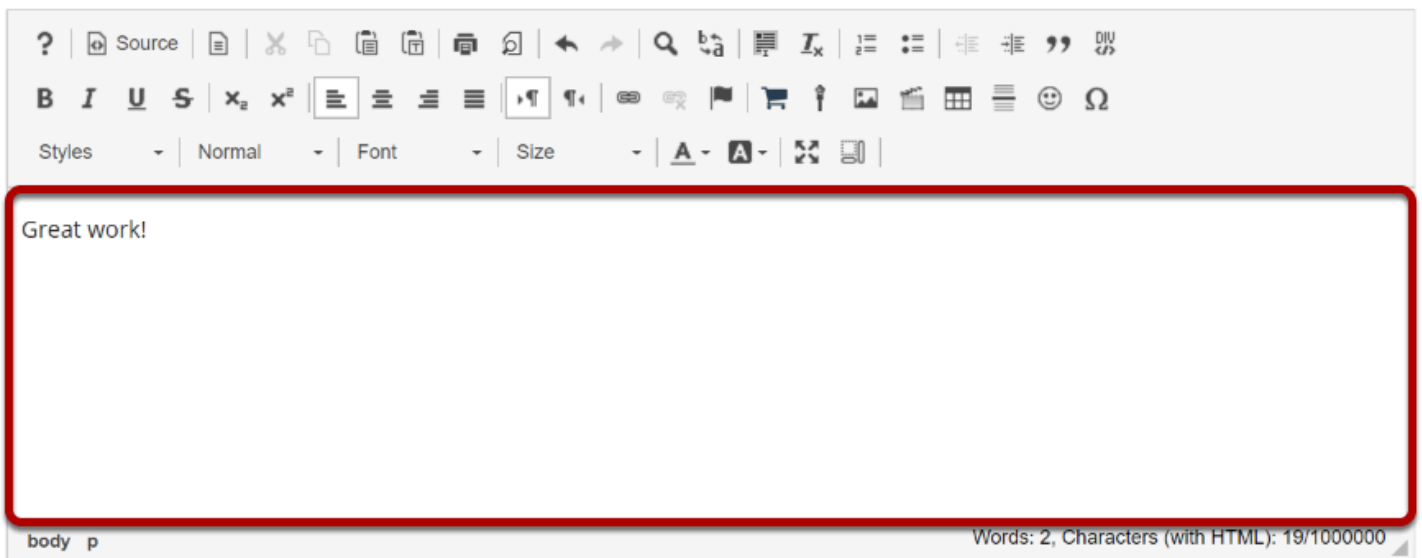
Enter grade.

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

Enter instructor comments.

If you would like to include additional comments along with the grade, you may enter them into the Rich Text Editor under the "Instructor Summary Comments" section.

Return an attachment.

Attachments to Return with Grade

No attachments yet

Add Attachments

▸ **Previous Returned Attachments**

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.

*Note: If you have returned more than one attachment to a particular a student, you may also click on **Previous Returned Attachments** to expand that section and view any other attachments that you have returned for this assignment.*

Allow resubmissions.

☑ Allow Resubmission

Number of resubmissions allowed | 1 ▼ | **Accept Until** 04/20/2020 11:55 pm | 🗓

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.

Save and Don't Release to Student | Save and Release to Student | Preview | Cancel Changes

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

Alternately, if you would like to save the grade but wait and release to the student at a later date, you may select the **Save and Don't Release to Student** button instead.

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

Navigate submissions.
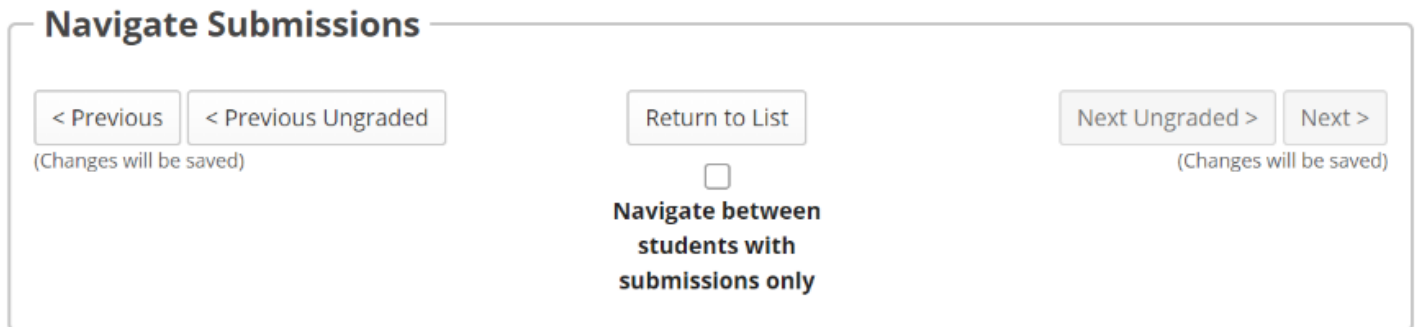
The Navigate Submission buttons appear at both the top and bottom of the page. You may use these buttons to jump to the **Previous**, **Previous Ungraded**, **Next Ungraded**, or **Next** student submission. Or, you can select **Return to List** to return to the full listing of all student submissions.

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