Grading Assignments

You can access ungraded assignments through the teacher dashboard or the gradebook manager. The gradebook manager is accessible from the management menu. From the gradebook manager, select "Un-Graded Assessments."

The gradebook manager will take you to the statistics page which is an overview of how much you have to grade in each course you are assigned to. To access individual messages, press on the "Un-Graded Assessment Menu" and select "Assignments."

From here, you will see a list of all assignments that you need to grade. You can sort it using any of the titles in the first column. You should sort by date in order to grade the oldest assignments first, so click on the "Date" title to sort it. Once you have sorted it, press the "Check" button to the right of the assignment you are going to grade.

Students may have an answer types into the "Student Feedback" section, or they may have attached a file in the "File Attachment section." The assignment instructions are listed above the student's submission. Later in the course, you will develop grading policies which you will use to grade assignments in your course. An example of an assignment submitted by a student is shown below:

Assignment

Unit 9 Lesson 1: Two-Way Tables Apply

Lesson 9-1: Apply

1. What is the maximum value that a marginal relative frequency can be? Explain.

Student Feedback

Since the marginal relative frequencies are found by adding the joint relative frequencies in each row and column. The maximum value it can have is 1 because the sum of the marginal relative frequencies themselves have to be equal to 1 so individually, they each cannot be more than 1.

File Attachment

You will next assign a grade to the student and leave feedback. Write feedback in the "Feedback" box below the assignment and submit it. If you need to assign a score less than 70%, you will need to select "Skip forced path." Otherwise, the student will not be allowed to move on. If for any reason you want the student to be stopped in the course, assign a score less than 70% and do not skip forced path. An example of how a failed assignment should be graded is shown below:

Feedback

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

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Needs improvement. You lost points for x, y, z.

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Obtained Marks

50%

Submit   ☑ Skip Forced Path   ☐ Reject Assessment

If you do not select "Skip forced path," the student will need to send an improvement request and redo the assignment before moving on.

If you want to upload a file as part of your feedback, you will be given the option to upload a file after submitting the grade. The next page will show an upload screen as shown to the right.

Select file

Submit   Skip Feedback

If the assignment is not acceptable and you want the student to redo it, you will need to reject the assignment. You should always include a reason any time you reject an assignment. Select the "Reject Assignment" button and enter a reason into the "Reject Reason" Box. You should also edit the score to show 1% before submitting, as shown below:

Students will get a message notifying them that they need to redo the assignment and submit.

If you need to manually enter a students grade, you can do this from the student's gradebook. See Check Gradebook link in the Resources box to learn how to access gradebooks and edit grades.