



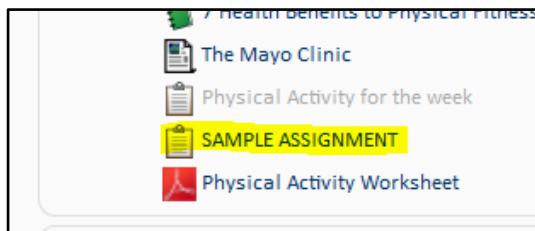
Academic Technology Services

Grade/View Submissions and Give Feedback

Once a file has been submitted for marking you can view this file, give feedback and return the file to the student.

Follow these steps:

1. Locate the assignment in your course and click on it.



2. The following window will appear. This will give you a grading summary of the assignment.

3. Click on **View/grade all submissions**.

SAMPLE ASSIGNMENT

Please submit the following essay...

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Grading summary

Participants	4
Submitted	1
Needs grading	1

[View/grade all submissions](#)

4. To grade the assignment, Click on the icon in the grade column to grade the submission or check off the Quick Grading option below to grade the whole column.

SAMPLE ASSIGNMENT

Select	User picture	First name / Last name	Status	Grade	Edit	Last modified (submission)	File submissions	Last modified (grade)	Final grade
<input type="checkbox"/>		Stephanie Riley Admin	No submission	-		-		-	-
<input type="checkbox"/>		Stephanie Riley	No submission	-		-		-	-
<input type="checkbox"/>		Test Student2	Submitted for grading			Tuesday, December 18, 2012, 1:19 PM	Course Syllabus_Health 101(2).docx	-	-
<input type="checkbox"/>		Test Student4	No submission	-		-		-	-

With selected... Lock submissions Go

Options

Assignments per page: 10

Filter: No filter

Quick grading

6. After you click on the grading icon, you can view submission status. Click on the document to open and place a grade in the area at the bottom.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Last modified	Tuesday, December 18, 2012, 1:19 PM
File submissions	Course Syllabus_Health 101(2).docx

Grade out of 100

Current grade in gradebook: -

Grading student 3 of 4

7. Scroll down to add Feedback Comments

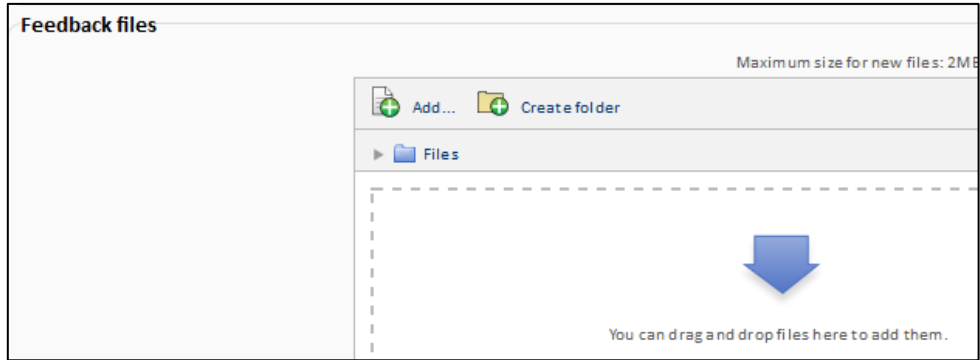
Feedback comments

Font family: [dropdown] Font size: [dropdown]

B *I* U ABC x₂ x²

Great job! |

8. Attach a response file if needed by dropping and dragging it into the proper location



9. Save Changes or Save and show next if you have another student to view.

