

Download and Grade Assignments

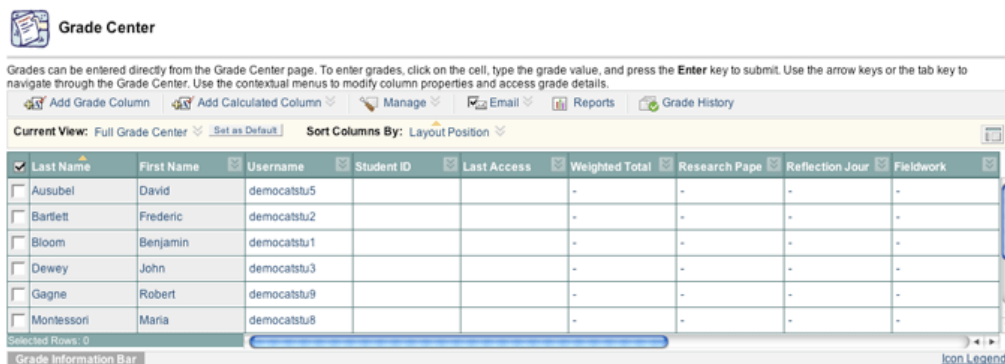
OVERVIEW

A new grade column is automatically added to the Grade Center when an assignment is created. Instructors can manage the assignment grades and feedback to students through the Grade Center.

1. In the Control Panel, click on **Grade Center** under the "Assessment" menu.



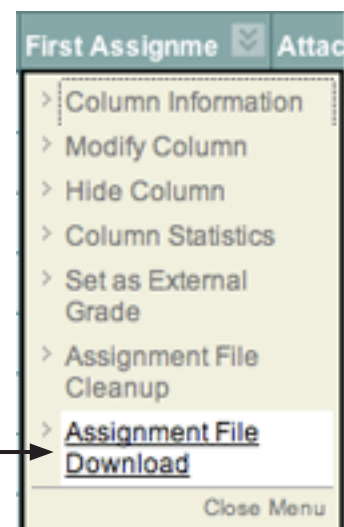
The Grade Center Spreadsheet will appear on screen.



DOWNLOAD ASSIGNMENT FILES

Instructors can download all submissions for an assignment at one time.

1. In the Grade Center Spreadsheet, click the arrow next to the assignment title, and click **Assignment File Download**.



Download and Grade Assignments (continued)

The "Download Assignment: Assignment Name" page will appear on screen, with a chart listing of all the students in the course, date the assignment was submitted, and if the grade is available or needs grading.

2. Under section 1, Select Students, check each student whose file you wish to download, or click **Select All** to download all assignment files needing to be reviewed.

1 Select Students

[Select All](#) | [Select Ungraded](#) | [Unselect All](#)

This column will show the status of the assignment grade.

	Name	Date	Grade
<input type="checkbox"/>	Ausubel, David	Thursday, August 16, 2007 11:57:41 AM EDT	52
	Bloom, Benjamin		Not Available
<input type="checkbox"/>	Bartlett, Frederic	Thursday, August 16, 2007 11:29:56 AM EDT	Needs Grading
<input type="checkbox"/>	Dewey, John	Thursday, August 16, 2007 11:41:17 AM EDT	Needs Grading
	Montessori, Maria		Not Available
<input type="checkbox"/>	Vygotsky, Lev	Thursday, August 16, 2007 11:37:10 AM EDT	Needs Grading
<input type="checkbox"/>	Shannon, Claude	Thursday, August 16, 2007 11:39:16 AM EDT	Needs Grading
	Gagne, Robert		Not Available

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

3. Click **Submit** to finish.

The assignment files will be packaged into a .zip file to download onto your desktop.

The assignments have been packaged. [Download assignments now. \(13 KB\)](#)

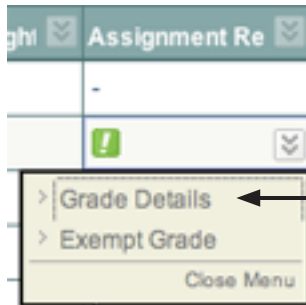
4. Click **Download assignments now**, and save the file to your desktop.

5. Double click the .zip file to open the folder containing all selected assignment files. Each file name contains the assignment title, student username, and file name given by the student.

Download and Grade Assignments (continued)

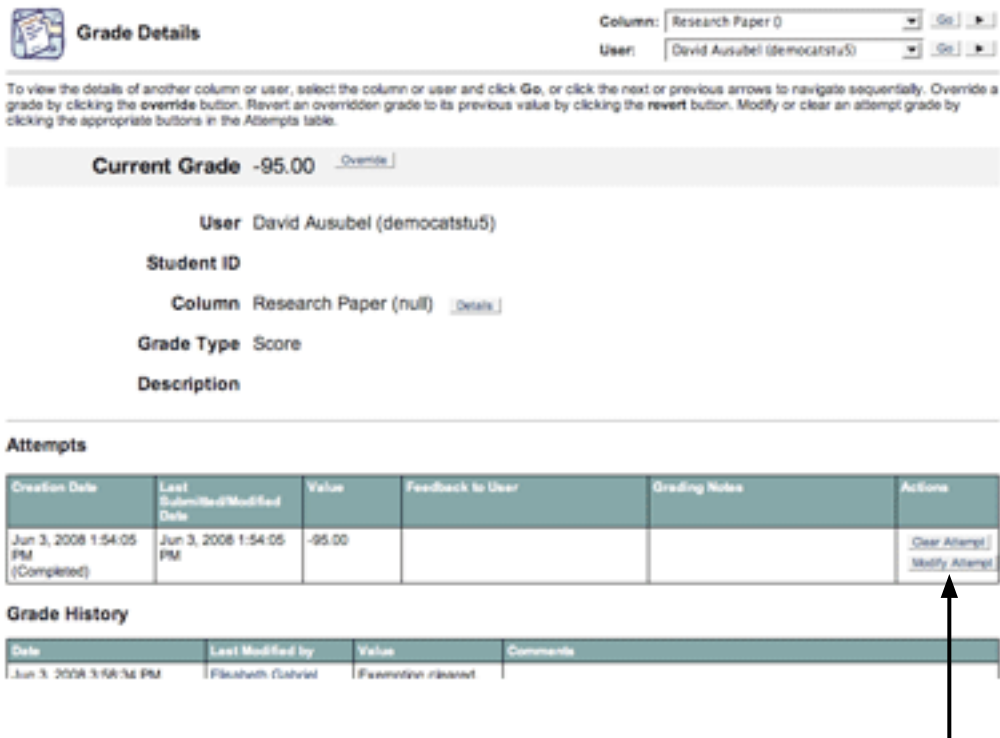
GRADE THE ASSIGNMENT

To grade the individual student assignment:



1. In the Grade Center spreadsheet, click the arrow next to the exclamation point in the grade cell, and click **Grade Details** to view the individual student assignment submission.

The “Grade Details” page appears on screen, giving an overview of the grade item, the attempts by the student, and the history of the assignment submitted by the student.



Grade Details

Column:

User:

To view the details of another column or user, select the column or user and click **Go**, or click the next or previous arrows to navigate sequentially. Override a grade by clicking the **override** button. Revert an overridden grade to its previous value by clicking the **revert** button. Modify or clear an attempt grade by clicking the appropriate buttons in the Attempts table.

Current Grade -95.00

User David Ausubel (democatstu5)

Student ID

Column Research Paper (null)

Grade Type Score

Description

Attempts

Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
Jun 3, 2008 1:54:05 PM (Completed)	Jun 3, 2008 1:54:05 PM	-95.00			<input type="button" value="Clear Attempt"/> <input type="button" value="Modify Attempt"/>

Grade History

Date	Last Modified by	Value	Comments
Jun 3, 2008 3:58:34 PM	Fleming, Gabriel	Fleming, Gabriel	

2. In the “Attempts” section, click on **View Attempt** under the “Action” column.

Download and Grade Assignments (continued)

The "Grade Assignment" page appears on screen.

Section 1, "Assignment Information," shows the original assignment information.

Section 2, "User's Work," contains the student's submission and comments for the assignment.



Grade Assignment: Assignment Review

1 Assignment Information

Name Assignment Review

Instructions Reviewing the assignment tool in connection with the new grade center.

Clear Attempt Click this button to clear this attempt.

Do not click "Clear Attempt." You will lose all assignment data and files submitted by the student.

2 User's Work

User's Comments I've attached the completed assignment.

User's Files



[test_doc.doc](#)

3. Click the link next to "User's Files" to download the student's work.

4. Under section 3, "Feedback to User":

3 Feedback to User

Grade

out of 100.0 Enter in a **Grade** for the assignment.

Comments

Insert any **Comments** on the assignment to send back to the student.

Add one or more attachments, such as an edited version of the student's paper with additional comments.

Attach local file

or Copy file from Content Collection

Currently Attached Files:

Download and Grade Assignments (continued)

5. Under section 4, "Instructor Notes," add **Notes** or **Files** on the assignment available only to the instructor to view, such as reminders for why the student received a certain grade.

4 Instructor Notes

Notes

Attach local file

or Copy file from Content Collection

Currently Attached Files:

5 Submit

Click **Submit** to finish. Click **Cancel** to quit.

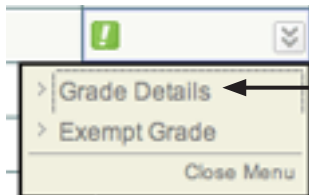
6. Click **Submit** to enter the grade.

The grade will be automatically uploaded into the Grade Center. Students will be able to view the assignment grade and instructor feedback by clicking on the original assignment in the course, or click on the grade in their "My Grades" view.

Download and Grade Assignments (continued)

UPLOAD ASSIGNMENT FILES

Once an assignment has been graded, Instructors can upload corrected assignment files as well as provide feedback to the students through the course Grade Center.



1. In the Grade Center Spreadsheet, click the arrow next to the individual student assignment, and click **Grade Details**.

The "Grade Details" page for the individual user and assignment submission will appear on screen.

2. In the "Attempts" area, click on **View Attempt** under the "Actions" column.

Attempts					
Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
Jun 5, 2008 1:28:20 PM (Needs Grading)	Jun 5, 2008 1:28:20 PM	!			View Attempt Clear Attempt Modify Attempt

The "Grade Assignment: Assignment Name" page appears on screen. Section 1 lists the details of the assignment, and section 2 includes the student's submitted file and any associated comments.

3. Under section 3, "Feedback to User":

3 Feedback to User

Grade out of 100.0

Comments

Enter in any comments relating to the given grade,

And optionally attach a file (such as the corrected version of the assignment).

Attach local file

or Copy file from Content Collection

Currently Attached Files:

Download and Grade Assignments (continued)

4. Under section 4, "Instructor Notes," enter in any notes or reminders relating to the assignment grade. This area is viewable only by the instructor.

The screenshot shows a web interface for entering instructor notes. At the top, a grey header bar contains a circled '4' and the text 'Instructor Notes'. Below this, the word 'Notes' is followed by a large, empty text area. To the right of the text area is a small 'ABC' icon with a downward arrow. Below the text area are two input fields. The first is labeled 'Attach local file' and has a 'Browse...' button to its right. The second is labeled 'or Copy file from Content Collection' and also has a 'Browse...' button to its right. Below these fields is a section labeled 'Currently Attached Files:' with a button labeled 'Add Another File'. At the bottom of the form is a grey header bar with a circled '5' and the text 'Submit'. Below this bar is the instruction 'Click Submit to finish. Click Cancel to quit.' and two buttons: 'Cancel' and 'Submit'.

5. Click **Submit** to finish.

The grade and comments will be updated in the Grade Center spreadsheet, and available to the student to view in the assignment submission area, or their "My Grades" area.