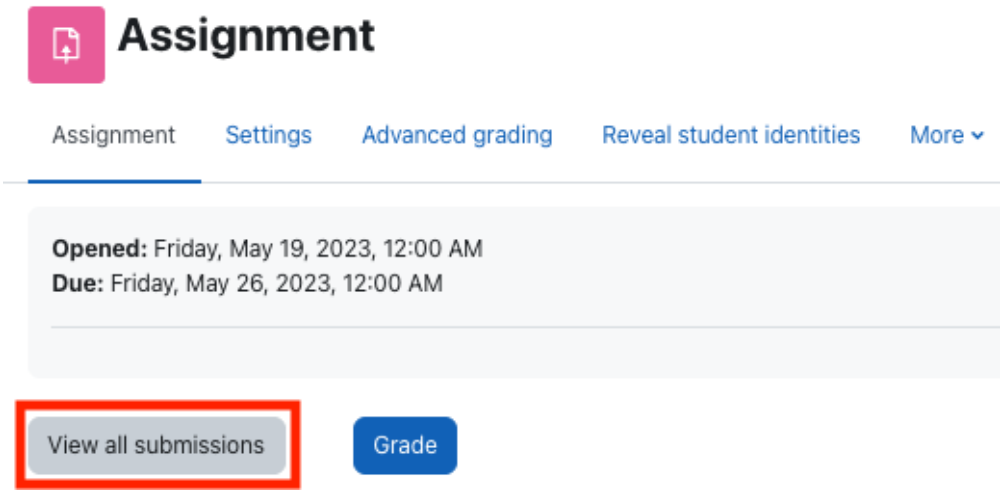
Assignment: Grading

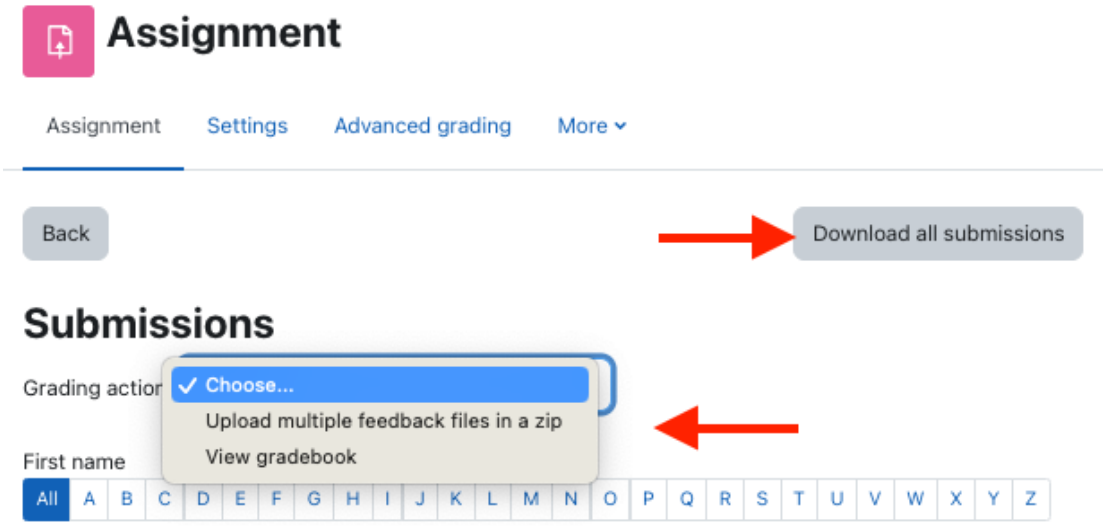
Step-by-step guide

To view and access student submissions for an assignment, click the existing Assignment from the main course page:



- Click **View all submissions** to see the **Submissions** page, where all students and submission details are listed.
- Click **Grade** to jump directly into the assignment grading interface for the first individual student (whether or not the student has submitted the assignment). See below for more details.

Submissions Page

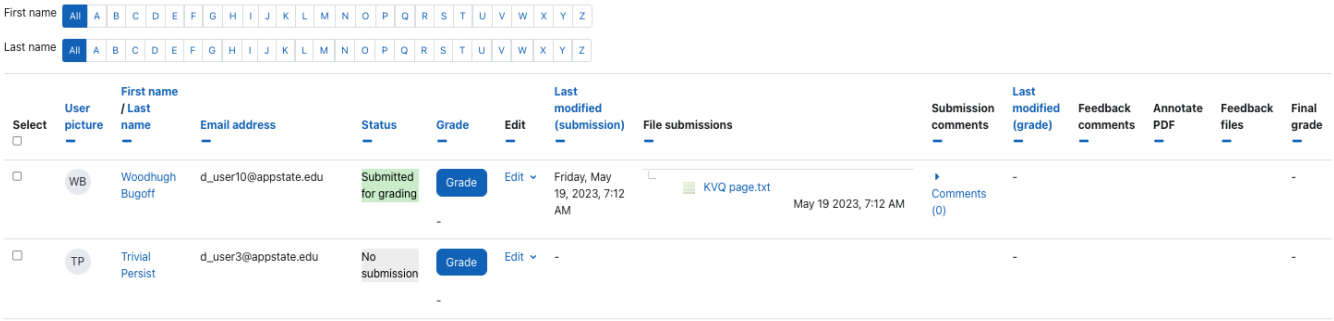


At the top of the **Submissions page**, use the **Grading action** dropdown menu to:

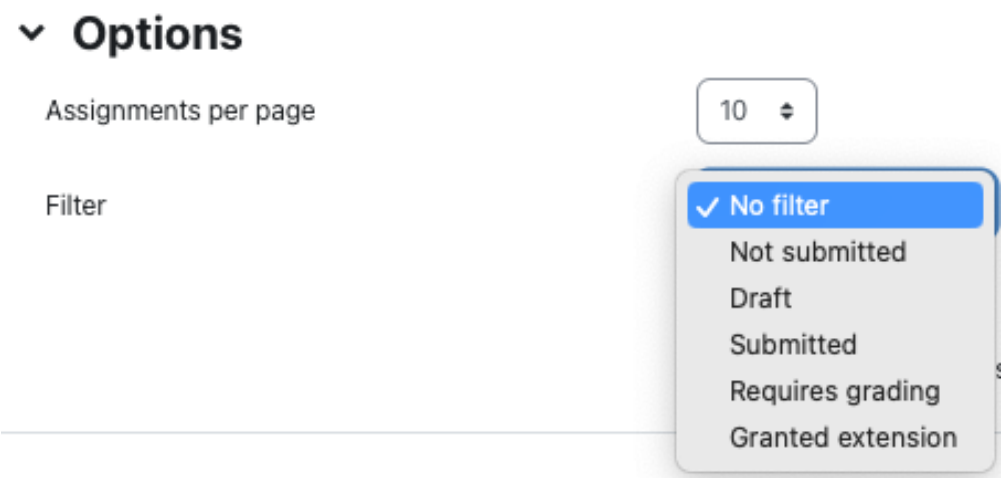
- Upload multiple feedback files in a zip
- View gradebook

Click **Download all submissions** at the upper right to download all student submissions in a zip file.

You can filter the submission list to show students with **First name** and/or **Last name** that begin with the letters selected. Select **All** for either name to remove the filter. Also, note that list is also **sortable** via the hyperlinked column headings on the Submission page; click on **Last name** to sort by last name, or **Last modified** to sort by the most recent submissions. Clicking the same heading again will invert the sort (for example A-Z becomes Z-A). If there's a column you don't wish to see, click the **minus sign** under that heading to hide it.

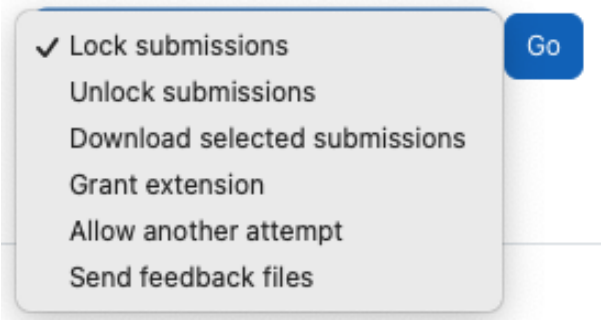


At the bottom of the page, you can also filter the list in the **Options** section based on submission status, which comes in handy:



> **CAUTION!**
>
> Applying the name filters before applying a filter from the **Options** section will display students who match both filters. Be sure to reset the name filters to **All** before setting the Options filter if you don't want to filter by name. The name filter controls are hidden when the Options filter is applied.

The submissions listing shows submission information for each student for the current assignment in the **Firstname/Lastname, Status**, **Last Modified Submission**, **File Submissions**, and **Submission Comments** columns. Notice there are selection boxes at the left where you can select multiple submissions (or click the box at the top to select All), then use the **With selected...** dropdown menu for additional actions:



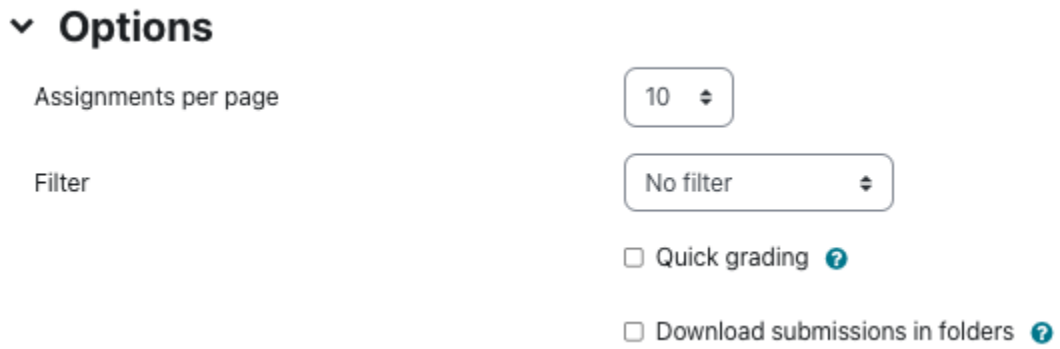
- **Lock submissions** for this assignment (prevent changes and additional submissions)
- **Unlock submissions** for this assignment (allow changes and additional submissions)
- **Download selected submissions**
- **Grant extension** for this assignment
- **Allow another attempt** (Note: Only available if enabled on Assignment Settings)

- **Send feedback files** for this assignment

Make a selection, then click the **Go** button and follow any subsequent prompts.

> If the **Cut-off date** has passed, **Allow another attempt** applied from here or at the bottom of the grading page will not work. Use **Grant extension** to extend the **Due date**.

Scroll to the bottom of the Submissions page to the **Options** section. Click the arrow to expand the section if it's collapsed.

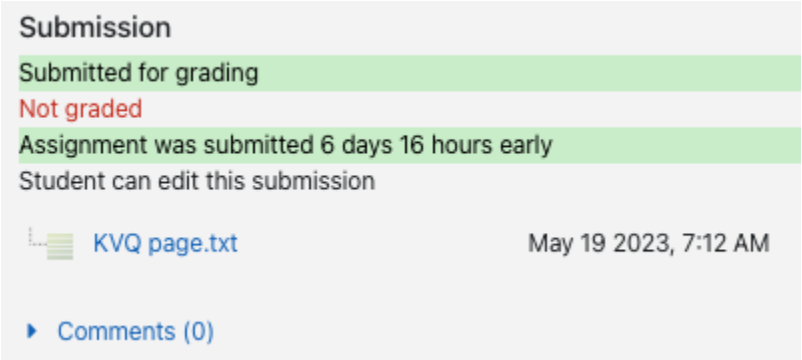


- Set the number of **Assignments per page** to specify how many rows in the student listing are displayed at a time. Helpful in high enrollment courses.
- Click the dropdown to **Filter** the list of students by those who have **Not submitted** the assignment; who have **Submitted**; whose submissions **Require grading**; who have been **Granted an extension**; or **No filter** (i.e., all students). See CAUTION above.
- Enable **Quick grading** to assign grades and provide feedback directly while remaining on the Submissions page. **Note:** *This option is not available for assignments that use Advanced Grading (Rubrics and Grading Guides).*
- Check the box to **Download submission in folders** when downloading all (using the **Download all submissions** button at the top) or downloading selected (using the check boxes and **With selection...** dropdown below the list). Each student's submission will be downloaded into a separate folder, keeping structure for any subfolders and original filenames.

Grade button

Click the **Grade** button from the open assignment or from the Submissions page (**View all submissions**) to open the grading screen for the assignment submissions.

Submission section



The status for the student's submission is displayed as **No attempt** or **Submitted for grading**.

Not Graded or **Graded** is displayed.

Time remaining before submission deadline is displayed.

If the assignment has a time limit, the amount of time the assignment was submitted over the time limit is displayed.

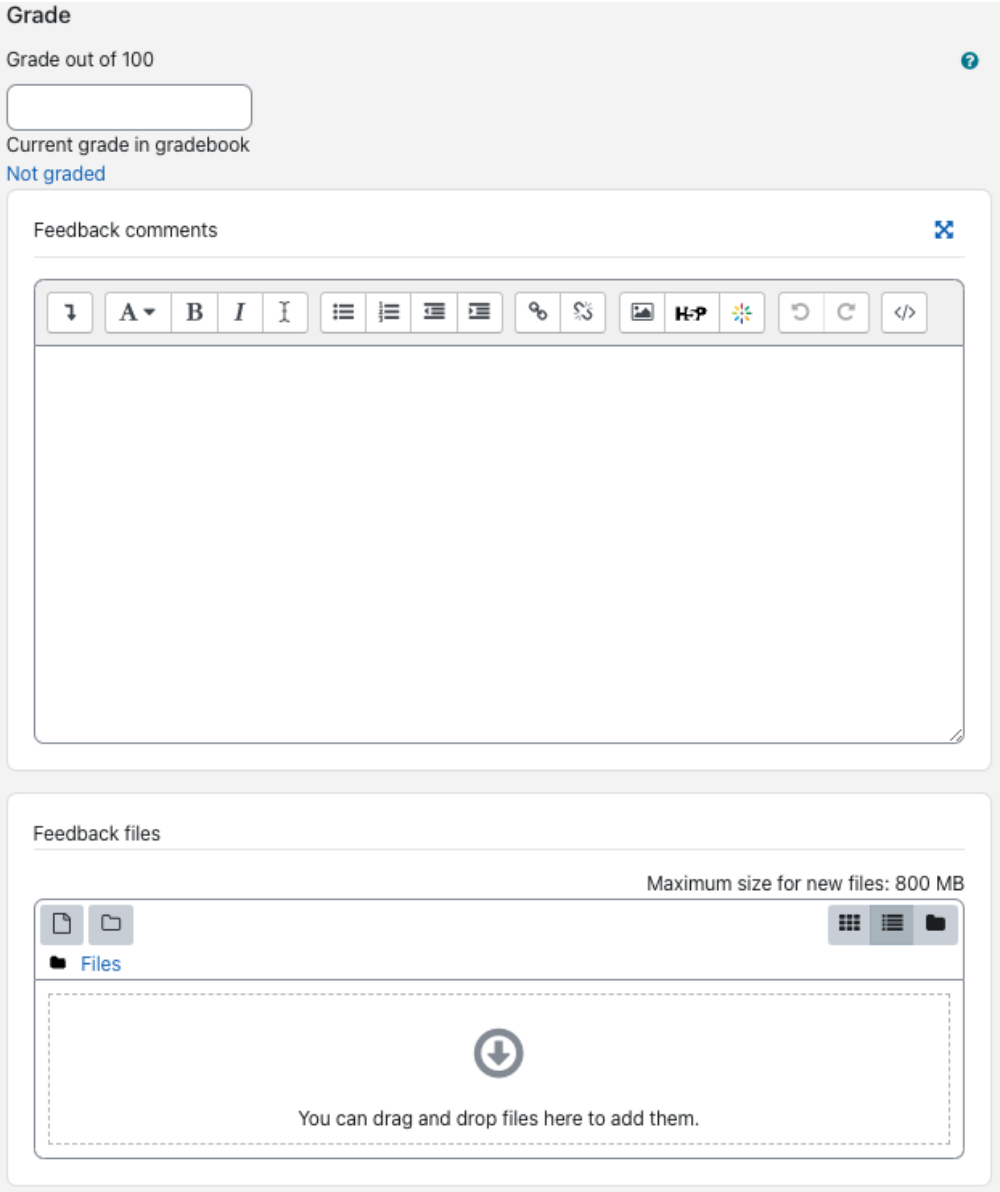
Any files the student has uploaded are listed with the upload time stamp. Click the file link to download it.

> *PDF files uploaded by the student can be viewed and commented on in the Review panel, so long as Annotate PDF has been enabled in the Assignment settings as a Feedback type (see Panel Display below).*

If the student left a comment, the count will be greater than (0). Click the **+ Comments** link to display any comments and the field for you to leave a comment that the student will see.

Grade section

The Grade section for the Submission screen will vary depending on the grading features you selected when setting up the assignment, often including the spaces for **Feedback comments**, for uploading **Feedback files**, and for entering the student's numeric **Grade** on the assignment.

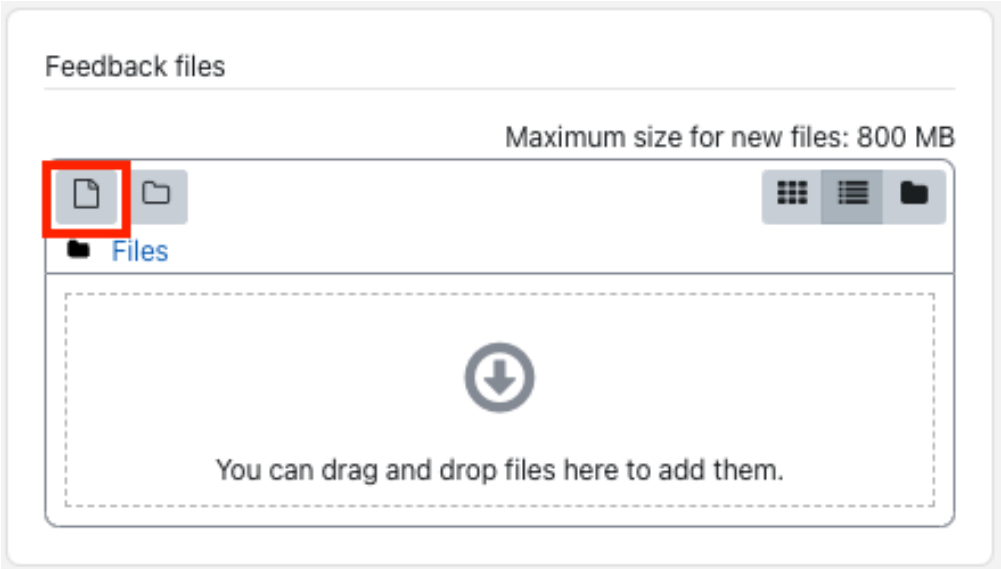


When a grade is entered and saved, **Current grade in gradebook** value is displayed.

Upload Feedback Files

To upload a file for the student to access the option must be turned on for the assignment (**Settings > Feedback types**).

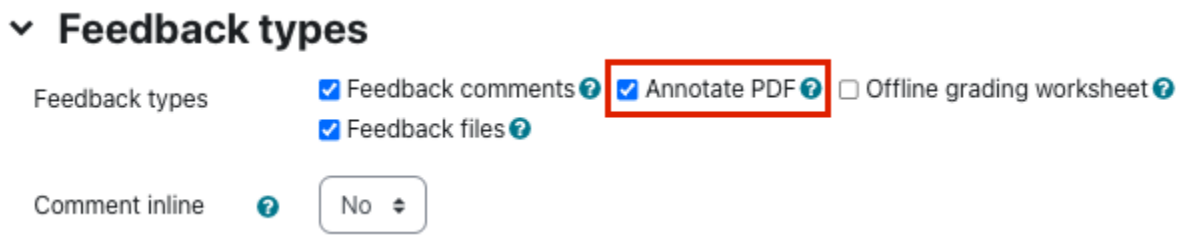
- Drag the file from your computer's file manager into the region with the blue arrow. After a moment, when the file finishes uploading, the file name will display as a blue link with an icon for the document type. You can drag additional files to upload them. Click on the file name link to **Download**, **Delete**, or **Update** the properties of the file. The student will be able to link to the file in the Feedback section for the assignment.
- Alternately, click the file icon to **Choose File**, specify properties, then click **Upload this file**



- Click the folder icon to create a folder to upload files into.
- Click one of the 3 icons on the right to change how the file list is displayed.

Panel Display (with Annotate PDF enabled as a Feedback type on the Assignment)

When the Assigment settings have Annotate PDF enabled as a Feedback type:



...the display options for the Review and Grade panels are the buttons in the bottom right-hand corner screen:

Hover the mouse pointer over them to display their labels, which are (left to right):

- **Collapse review panel** (collapses the Review panel showing only the Grade panel)
- **Restore default layout** (includes both the Review panel and the Grade panel)
- **Collapse grade panel** (collapses the Grade panel showing only the Review panel)

If a PDF file is submitted, open the Review panel to display it with the annotation tools to mark up the PDF inside AsULearn. When you **Save changes** to the grading screen, the annotated PDF will be available for the student to access in the Feedback section for the assignment.

Save Changes

- Check the box for **Notify students** to alert the student that the assignment has been graded (once the changes are saved).
- Click **Save changes** then **OK** for the *Changes saved* message to return to the student's submission.
- Click **Save and show next** then **OK** for the *Changes saved* message to move to the next student's Submission screen (whether or not that student has submitted the assignment).
- Click **Reset** to revert to the last saved entries for the student (abandoning any unsaved changes, including files uploaded).

In the top left of the Submission screen click a link to return to:

- **Course: (Course Name)**
- **Assignment: (Assignment Name)**
- Click **gear** icon to go to **Settings** for the Assignment

- **View all submissions**

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