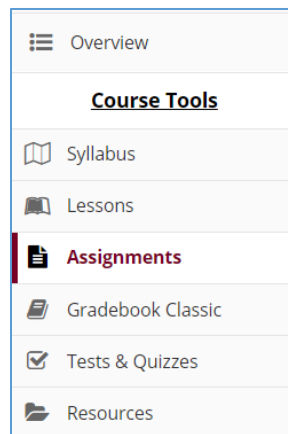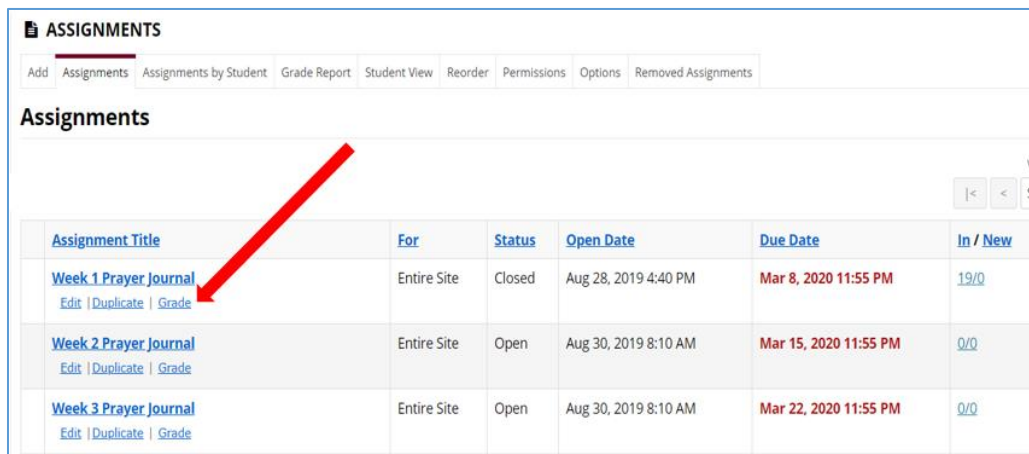# How to Grade Assignments

While there are other options available for organizing content in ECN, all faculty who are transitioning a face-to-face course online are being asked to use the Assignment tool as the primary way of assigning remote work that will be graded. Please use the recommended system of grading assignments below to ensure consistency across courses. This will help students navigate this transition easily.

Grading Assignments

1. Click on the Assignments Tool on the left side of the page.

2. Select the assignment to grade. Click "Grade" link next to the appropriate assignment to grade.

3. 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 a student's name to grade their submission.

4. After clicking on the student, you can view their submission under "Assignment Instructions, Assignment Submission."

5. Below "Assignment Instructions," you will also notice a box to enter a grade. Enter the score for the student's assignment in the grade entry text box provided.

6. Enter Instructor Comments. Below comments, you have the ability to attach something to return with the assignment, such as a rubric. Additionally, you can allow the student to resubmit after making corrections by checking the "Allow Resubmission" box specify the number of resubmissions allowed and the date until which they will be accepted.

Instructor Summary Comments

Use the box below to enter summary comments about this submission's attachment or the grade.

Attachments to Return with Grade

No attachments yet

Add Attachments

☐ Allow Resubmission

7. Save the grade by clicking "Save and Release to Student." 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.

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

8. Go to next assignment to grade until complete. If you have more student submissions to grade and would like to go directly to the next submission in the list, click the **Next** button at the bottom of the page until you have completed grading all assignments.

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