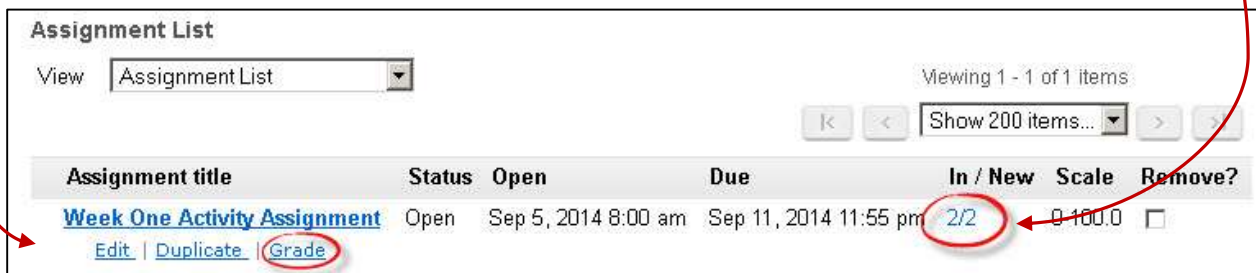# How to Grade Students' Assignments

Sakai's Assignments tool offers several ways for instructors to review and grade student submissions. In this handout, we'll show you the way we think is easiest and least complicated for instructors.

Step 1: Review and grade your students' submissions

1. You must grade assignment submissions in the Assignments area, not the Gradebook. Click on **Assignments** on the course menu.

2. Find the **title** of the Assignment you want to grade. Below it, click **Grade.** Otherwise, under the *In / New* column, you can click on the **numbers** displayed, such as 2/2. The first number, refers to the *total student submissions*. The second number, refers to the student submissions *you haven't viewed yet.*
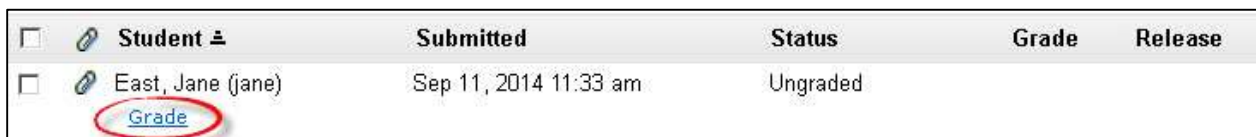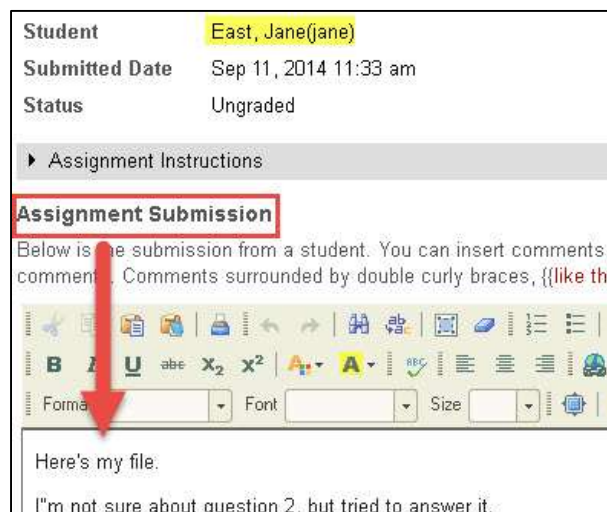

3. In the *Assignment Submissions* area, in the first column titled *Student,* you'll see your *student names* and user IDs. Underneath the **first name**, click on the **Grade** link.

4. Depending on the settings you chose for the Assignment, you could see a **text box** (*see below*) with your student's **Assignment Submission** and/or **their comments.**
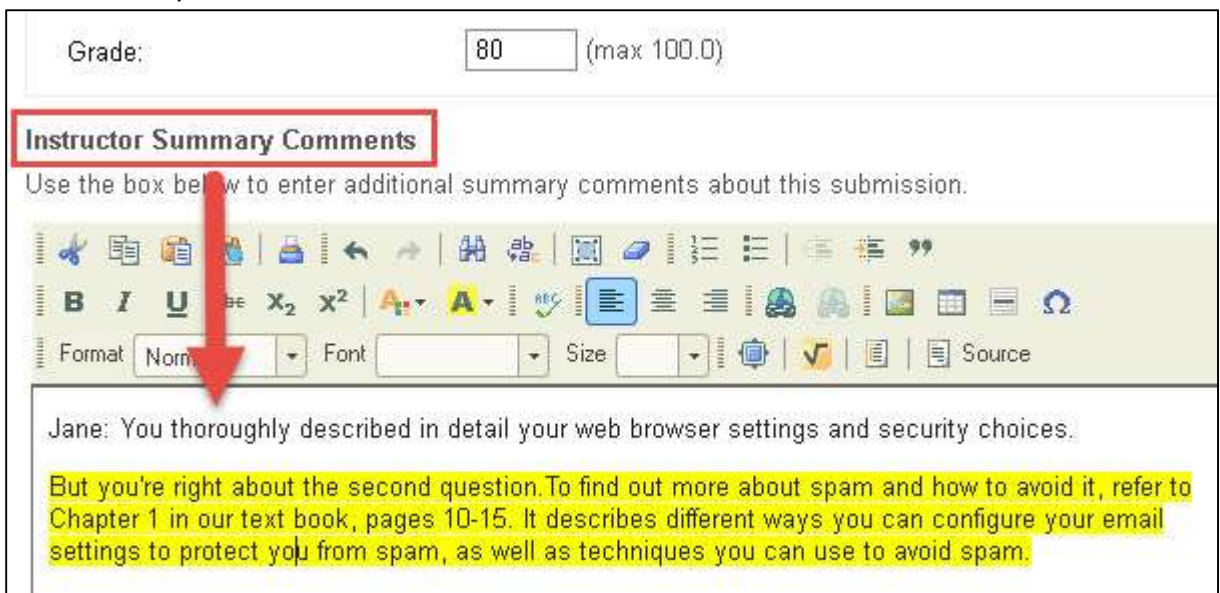
5. Again, depending on your Assignment settings, you could also see in the *Submitted Attachments area*, the **files** your student attached.

- To view a submitted file, click on the **file title**, such as *Jane Week 1 Activity Assignment.docx,* highlighted below. Depending on your web browser, you will be asked to save or open the file. You can save the file wherever you like, but if you save it in a new folder, it will be easier to go back and forth between student files while grading.

Submitted Attachments

Jane Week 1 Activity Assignment.docx (163 KB; Sep 11, 2014 11:33 am)

6. After evaluating the student's work, **enter points** for the student in the **Grade** box.

Jane Week 1 Activity Assignment.docx (163 KB; Sep 11, 2014 11:33 am)

Grade: 80 (max 100.0)

Instructor Summary Comments
Use the box below to enter additional summary comments about this submission.
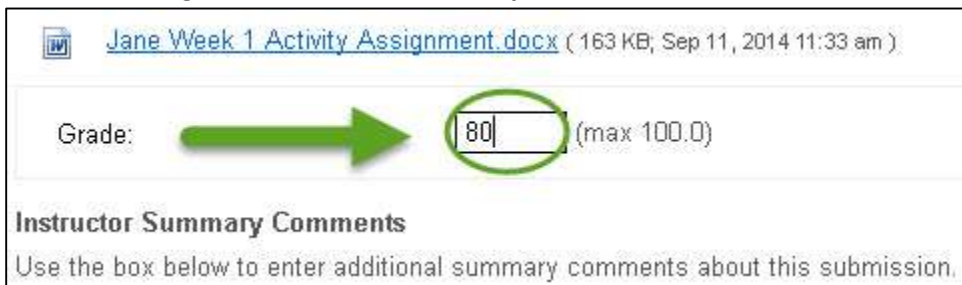
7. *You can type comments or feedback* in the **Instructor Summary Comments** box. Your comments will be displayed to your student in the Assignment area, and will also be visible in the Gradebook to your student.

Grade: 80 (max 100.0)

Instructor Summary Comments
Use the box below to enter additional summary comments about this submission.

Jane: You thoroughly described in detail your web browser settings and security choices.

But you're right about the second question. To find out more about spam and how to avoid it, refer to Chapter 1 in our text book, pages 10-15. It describes different ways you can configure your email settings to protect you from spam, as well as techniques you can use to avoid spam.

TIP: We recommend that you **bold** and/or **highlight** at least part of the text you type, or your student may miss your feedback on a page that displays a lot of text.

8. If you want to **attach a file**, such as a completed grading rubric, scroll to the **Attachments to Return with Grade** area and click the **Add Attachments** button.
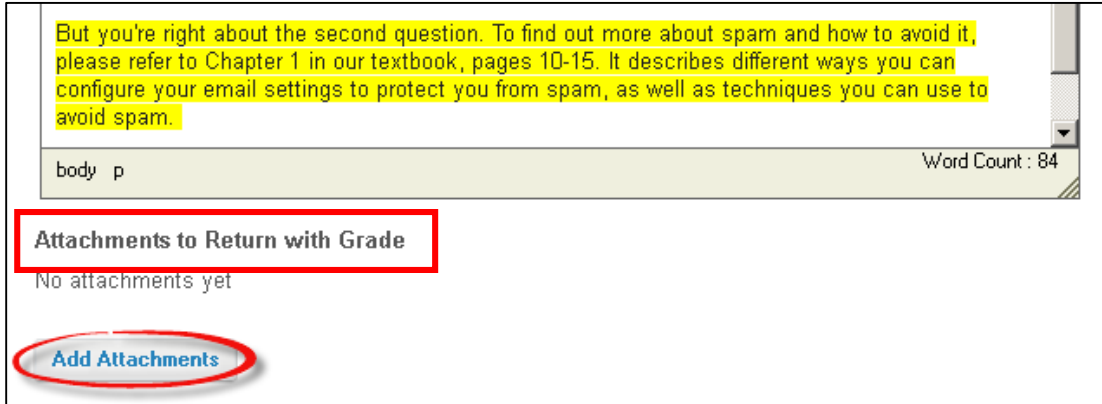
Note: Find out about the Resubmission feature in the Instructor Assignment resources area.

9. To move on to the next student, click on the **Next** button in the lower right corner. Your grade, comments and attachments will be saved and you can grade the next student's submission.

10. If you need to **stop grading**, but aren't done, on the bottom far left, click on the **Save and Don't Release to Student** button. You can return to the assignment, and continue grading.

11. When you are completely finished with grading this assignment, click on the **Return to List** button in the lower right corner. Again, your changes will be saved.

Note: You could click on the *Save and Release to Student* button, each time you finish grading a particular student's submission, but there is a better way to release grades to all of your students, which we'll discuss next.

STEP 2: Release grades

You must "release" grades to students in order for them to see their score and any feedback.

1. *Before releasing your grades and feedback to your students*, on the *Submissions* page, check the *Status* column and the *Grade* column. The *Status* column should contain the text "Graded" and the *Grade* column should contain a score for every student who *submitted* an assignment. If not, follow the instructions below to finish grading.

   - **IMPORTANT:** Students with a status of **No Submission** have no grade at this point. Their course grade (in the Gradebook) will not be impacted UNLESS you assign a grade of zero.

     To apply a grade of zero to ALL students with No Submission:

     1. Locate the **Apply** button (above the list of students)
     2. Type a zero in the box to the left of the Apply button, then click **Apply**.

   3. A grade of zero now appears in the *Grade* column for all students who did not submit the assignment, and their status now shows as *Graded*.

2. To release grades to students, click on the **Release Grades** link above the Release column (upper right).

- You'll now see a *checkmark* for every student, and all students have a status of "Returned." *All of your students can now see their grades and your feedback in Assignments area.*

Step 3: What will students see?

1. **In the Assignments area**, your students will see a status of "Not Started" or "Submitted" for each of their assignments that you've made available. After you release a particular assignment's grades and your comments, your students will now see a status of "**Returned**", as shown below.

TIP: Your students won't be informed that you have returned their grades and/or your comments for a particular assignment, unless you tell them. To make them aware, you can email your students and/or send an announcement.

2. **In the Assignments area,** after your student clicks on the *title of their assignment* that you've returned, they will see a lot of text. In an announcement or email, you can tell your students after they click on their Assignment title, to scroll to the *Additional instructor's comments about your submission* area and/or the *Instructors attachments to this submission* area, to see your comments and feedback.

Week One Activity Assignment - **Returned**

Title	Week One Activity Assignment
Student	Jane East
Submitted Date	Sep 11, 2014 11:33 am
Grade	**80.0 (max 100.0)**

Instructions

Original submission text with the instructor's comments inserted if applicable

Here's my file.

I"m not sure about question 2, but tried to answer it.

Jane

Submitted Attachments

Jane Week 1 Activity Assignment.docx (163 KB; Sep 11, 2014 11:33 am)

Additional instructor's comments about your submission

Jane: You thoroughly described in detail your web browser settings and security choices.

But you're right about the second question.

Please click on the file below, in the Instructor's attachments to this submission area.

I provided details about how to improve your answer.

Instructor's attachments to this submission

Week 1 Activity Grading Criteria.docx (12 KB; Sep 11, 2014 12:06 pm)

3. **In the Gradebook, when your student looks at your comments for their assignment,** the *Gradebook* won't format your comments and your instructor files won't be displayed.

Gradebook Items

Title	Due Date ≜	Grade*	Comments	
Week One Activity Assignment	Sep 11, 2014	80/100	Jane: You thoroughly described in detail your web browser settings and security choices. But you're right about the second question. Please click on the file below, in the Instructor's attachments to this submission area. I provided details about how to improve your answer.	*from Assignments*

Find out more about Assignments in the Instructor Assignment resources area.