

# How to Grade Students' Assignments

This handout covers the steps to review student submissions in the Assignments tool and to enter grades and feedback. In addition, it covers the important step of **releasing grades** to students, so they can see the grades and feedback you have entered.

## Step 1: Review student submissions

1. You must grade assignment submissions in the Assignments area, not the Gradebook. Click on **Assignments** on the course menu. The **Assignments List** appears.
2. Find the **title** of the Assignment you want to grade. Below it, click **Grade**.

	<a href="#">Assignment Title</a>	<a href="#">For</a>	<a href="#">Status</a>	<a href="#">Open</a>	<a href="#">Due</a>	<a href="#">In / New</a>	<a href="#">Scale</a>	<a href="#">Remove?</a>
	<a href="#">Week 1 Turnitin Paper</a>	Entire Site	Closed	Apr 4, 2017 5:00 pm	<b>Apr 10, 2017 11:30 pm</b>	<a href="#">3/3</a>	0-100.00	<input type="checkbox"/>
	<a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>							

3. The *Submissions* page appears, which lists all students and their submission status. Click on a student's name to start grading.

<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Turnitin</a>	<a href="#">Release</a>
<input type="checkbox"/>	<a href="#">East, Jane (jane)</a>	Apr 12, 2017 9:55 am	Ungraded		Inline Submission Janes Turnitin Paper.docx	
<input type="checkbox"/>	<a href="#">North, Greg (greg)</a>		No Submission			
<input type="checkbox"/>	<a href="#">South, Ted (ted)</a>	Apr 12, 2017 9:56 am	Ungraded		Inline Submission Teds Week 1 Turnitin Paper.docx	
<input type="checkbox"/>	<a href="#">West, David (david)</a>	Apr 12, 2017 9:58 am	Ungraded		Inline Submission	

4. The navigation panel at the top and bottom of the page allows you to move from one student to the next while grading. **Your work is saved** each time you click a button in the navigation panel.

ADD | ASSIGNMENT LIST | GRADE REPORT | STUDENT VIEW | REORDER

**Week 1 Turnitin Paper - Grading**

**Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.**

**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

5. Beneath the navigation panel, the student's submission is displayed.
  - a. The student's **name**, submission **date**, and grading **status** are first.
 

If you enabled Turnitin for the assignment, a **Turnitin Report** section also appears, listing each file that was scanned by Turnitin, with a small **status icon** beside of each file. You can click the status icon to view Turnitin results for the student.

    - For more information about using Turnitin, refer to [Sakai Resources for Instructors](http://bit.ly/Sakai-Instructor-Resources) or <http://bit.ly/Sakai-Instructor-Resources>
  - b. Next, depending on the Assignment's settings, you may see a **text box** with content entered by the student. (The text box appears if you chose the default submission format of *Inline and Attachments*. The text box contains the "inline" portion of the student's submission.)
  - c. Finally, files that the student **attached** will display in the *Submitted Attachments area*.
    - To view an attached file, click the **file title**, such as *Janes Turnitin Paper.docx* (as shown area C below). Depending on your web browser, you will be prompted 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.

A

<b>Student</b>	Jane East (jane)
<b>Submitted Date</b>	Apr 12, 2017 9:55 am
<b>Status</b>	Ungraded
<b>Turnitin Report</b>	<span style="color: orange;">⚠</span> Inline Submission <span style="color: red;">📄</span> Janes Turnitin Paper.docx

▶ Assignment Instructions

### Assignment Submission

Below is the submission from a student. You can insert comments into this text by clicking in the box, comments. Comments surrounded by double curly braces, `{{like this}}`, will appear red to the student.

B

Ms. Techsmith,

Attached is my paper for the Week 1 Activity.

Jane East

C

#### Submitted Attachments

[Janes Turnitin Paper.docx](#) ( 14 KB; Apr 12, 2017 9:55 am )

## Step 2: Grade student submissions

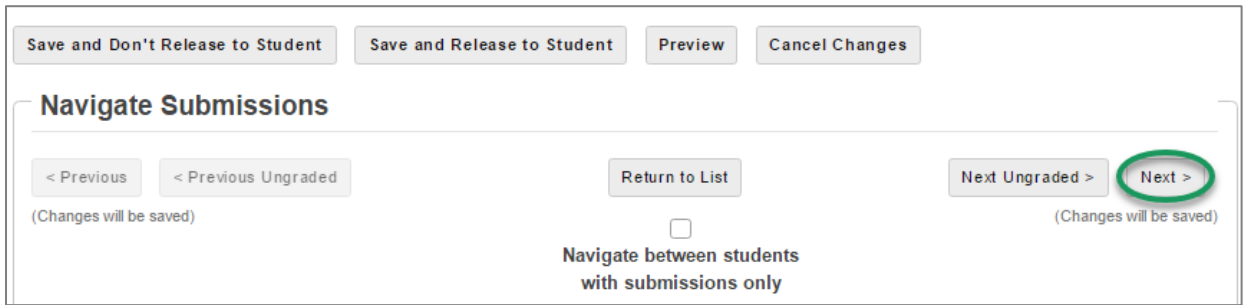
1. You can now enter grades and feedback for students.
  - Note: Students will not be able to see the grades or feedback you enter until you **release grades** to students. (See **Step 4: Release Grades** below.)
  - a. After evaluating the student's work, enter **points** for the student in the **Grade** box.
  - b. You can type **comments or feedback** in the *Instructor Summary Comments* box (area B below). This feedback will be displayed to students in the Assignments area of Sakai and also in the Gradebook, after you release grades to students.
  - c. If you want to **attach a file**, such as a completed grading rubric, scroll down to the area titled *Attachments to Return with Grade* and click the **Add Attachments** (or Add / Remove Attachments) button.

The screenshot shows the Sakai grading interface. At the top, a green circle labeled 'A' points to a 'Grade' input field containing '70.00' with '(max 100.00)' next to it. Below this is the 'Instructor Summary Comments' section, with a green circle labeled 'B' pointing to a text area. The text area contains the text: 'Jane, Please review the attached grading rubric and let me know if you have questions. Ms. Techsmith'. The text 'Please review the attached grading rubric and let me know if you have questions.' is highlighted in yellow. Below the text area is the 'Attachments to Return with Grade' section, which shows a link to 'Week 1 Activity Grading Rubric.docx ( 12 KB; Apr 12, 2017 2:46 pm )'. At the bottom, a green circle labeled 'C' points to a button labeled 'Add / Remove Attachments'.

2. Optionally, you can allow the student to resubmit their assignment. To do so, check the **Allow Resubmission** box, specify the number of resubmissions the student is permitted, and choose the date until the assignment can be resubmitted.

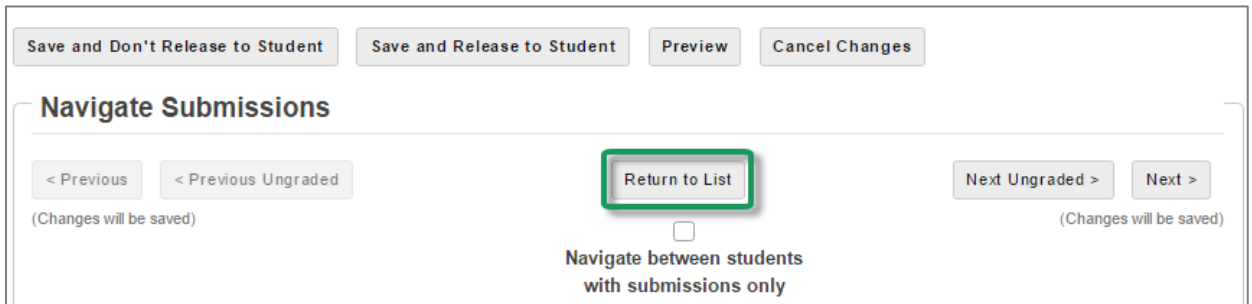
The screenshot shows the 'Allow Resubmission' settings. A green circle with a checkmark is next to the 'Allow Resubmission' label. Below it, there is a 'Number of resubmissions allowed' dropdown menu set to '1', and an 'Accept Until' date field set to '04/12/2017 11:30 pm'.

- To move on to the next student, click the **Next** button in the lower right corner. The grade, comments and attachments you entered will be saved, and you can grade the next student.



**TIP:** At any time, if you want to **stop grading** but aren't finished, click on the **Save and Don't Release to Student** button in the lower left. Later you can return and continue grading.

- When you are completely finished grading the assignment, click on **Return to List** at the bottom (or top) of the screen. Again, your changes will be saved.



**Note:** You could click on the *Save and Release to Student* button each time you grade a particular student's submission, but most instructors prefer to wait and release grades after all grading has been done. There's an easy way to do this, which we'll cover in Step 4.

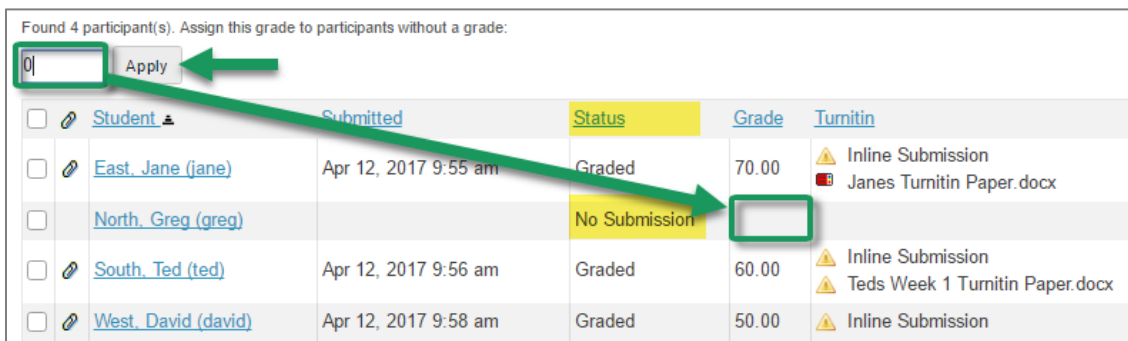
### STEP 3: Assign zero grade to students with "no submission"

For any students who did not submit the assignment, you will need to enter a zero grade. Leaving the grade blank has no impact on the student's course grade and is the same as "forgiving" the assignment.

You can enter zero grades one-by-one, the same way you enter other grades (as described above). Or you can follow the steps below to easily apply a zero grade to ALL students who have "no submission."

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

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



- Students who did not submit now have a status of *Graded* and a **grade of zero**.

<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Turnitin</a>
<input type="checkbox"/>	<a href="#">East, Jane (jane)</a>	Apr 12, 2017 9:55 am	Graded	70.00	Inline Submission Janes Turnitin Paper.docx
<input type="checkbox"/>	<a href="#">North, Greg (greg)</a>		Graded	0	
<input type="checkbox"/>	<a href="#">South, Ted (ted)</a>	Apr 12, 2017 9:56 am	Graded	60.00	Inline Submission Teds Week 1 Turnitin Paper.docx
<input type="checkbox"/>	<a href="#">West, David (david)</a>	Apr 12, 2017 9:58 am	Graded	50.00	Inline Submission

## STEP 4: Release grades to students

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

To release grades to students, click on **Release Grades** below the *Find* button (near the top of the page).

Find students   |< < Show ▾ > >|

[Download All](#) | [Upload All](#) | [Release Grades](#)

Found 4 participant(s). Assign this grade to participants without a grade:

▶ [Show settings for sending feedback](#)

▶ [Select User\(s\) and Allow Resubmission](#)




<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Turnitin</a>	<a href="#">Release</a>
<input type="checkbox"/>	<a href="#">East, Jane (jane)</a>	Apr 12, 2017 9:55 am	Graded	70.00	Inline Submission Janes Turnitin Paper.docx	
<input type="checkbox"/>	<a href="#">North, Greg (greg)</a>		Graded	0		
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<input type="checkbox"/>	<a href="#">West, David (david)</a>	Apr 12, 2017 9:58 am	Graded	50.00	Inline Submission	

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

<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Turnitin</a>	<a href="#">Release</a>
<input type="checkbox"/>	<a href="#">East, Jane (jane)</a>	Apr 12, 2017 9:55 am	Returned	70.00	Inline Submission Janes Turnitin Paper.docx	✓
<input type="checkbox"/>	<a href="#">North, Greg (greg)</a>		Returned	0		✓
<input type="checkbox"/>	<a href="#">South, Ted (ted)</a>	Apr 12, 2017 9:56 am	Returned	60.00	Inline Submission Teds Week 1 Turnitin Paper.docx	✓
<input type="checkbox"/>	<a href="#">West, David (david)</a>	Apr 12, 2017 9:58 am	Returned	50.00	Inline Submission	✓

## Step 5: What will students see?

1. **In Assignments**, 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, students will see a status of “Returned” as shown below.

	<a href="#">Assignment Title</a>	<a href="#">Status</a>	<a href="#">Open</a>	<a href="#">Due</a>
	 <a href="#">Week 2 Turnitin Paper</a>	Not Started	Apr 7, 2017 5:00 pm	<b>Apr 13, 2017 11:30 pm</b>
	 <a href="#">Week 1 Turnitin Paper</a>	Returned	Apr 4, 2017 5:00 pm	<b>Apr 12, 2017 11:30 pm</b>

**TIP:** Your students won’t be informed that you have release grades and comments for a particular assignment, unless you chose the Assignment setting to **Send notification email to student when the grade is released**. If you didn’t choose that option, you can email your students and/or post an announcement.

2. **In Assignments**, after a student clicks on the **title of an assignment** that you’ve returned, they will see a lot of text (your original instructions, their submissions, plus any feedback you provided). In an announcement or email, you can tell your students that after they click on the Assignment title, they will need to scroll to the very bottom of the assignment to the *Additional instructor’s comments about your submission* area to see your feedback and/or attached files.


**Additional instructor's comments about your submission**

Jane

**Please review the attached grading rubric and let me know if you have questions..**

Rachel

**Instructor's attachments to this submission**

 [Week 1 Activity Grading Rubric.docx](#) ( 12 KB; Apr 12, 2017 2:46 pm )

3. **In the Gradebook**, when a student looks at your comments for their assignment, the *Gradebook* won’t format your comments; and your instructor files won’t be displayed. You may need to inform your students that the best way to view your complete feedback is in the Assignments tool, not the Gradebook.

Gradebook Item	Grade	Weight	Due Date	Comments
▼ <b>Activities</b>	80%	0%		
Week 1 Turnitin Paper	70 /100		04/12/2017	Jane Please review the attached grading rubric and let me know if you have questions.. Rachel