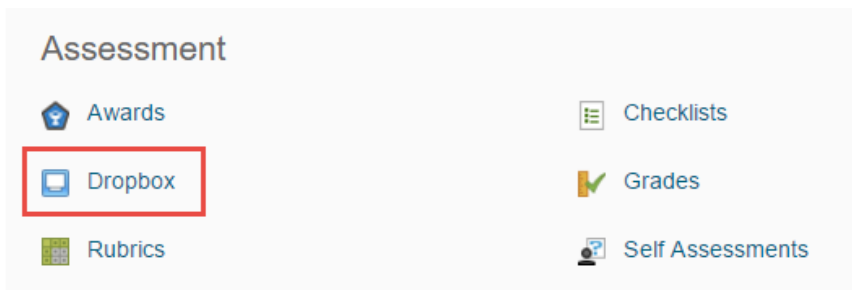


Grading Dropboxes

A) Click on the Edit Course link in the Navigation Bar.



B) Scroll down and click on the Dropbox link.



C) Click on the dropbox for the assignment you wish to grade.

Folder		Files
Case Examples		
<input type="checkbox"/>	Case Example 1A Topic Selection	6
<input type="checkbox"/>	Case Example 1A Final Submission	1
<input type="checkbox"/>	Case Example 1B Topic Selection	0

D) The top of the next page allows you to sort students by group or search for individual students.

Users

Files

Folder Contents

View By: User

Apply

Search For:

Hide Search Options

Search In

☒ First Name ☒ Last Name

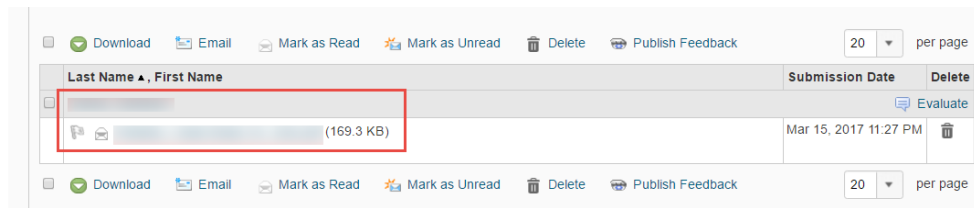
Submissions

Users with submissions

☐ Only show users with unread submissions

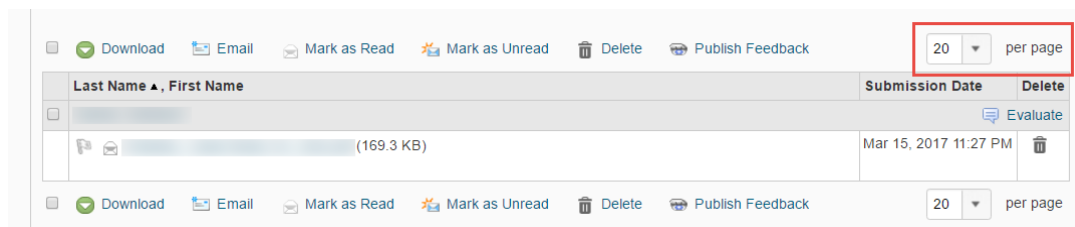
☐ Last Submission after

E) The bottom of the page contains a list of all students and their submitted work.

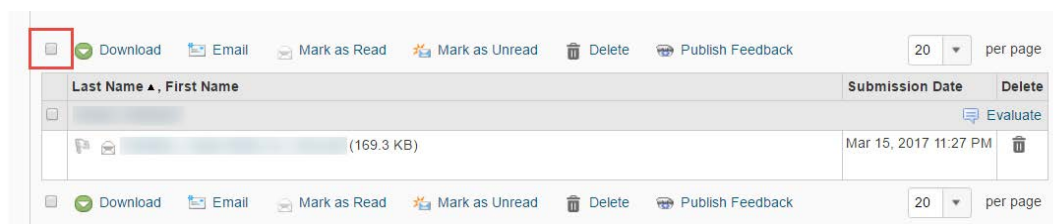


F) If you wish to download all the essays at once, you can do so now.

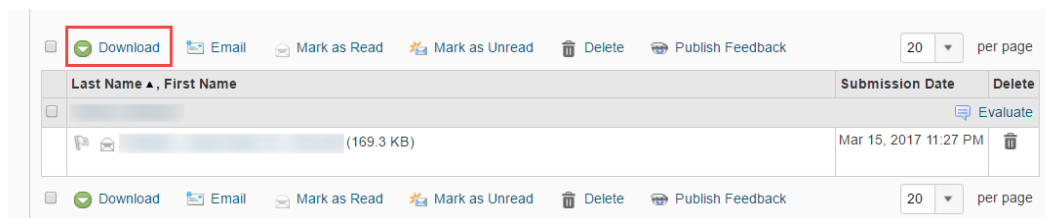
1) Change the per page value to the highest number to minimize the number of pages.



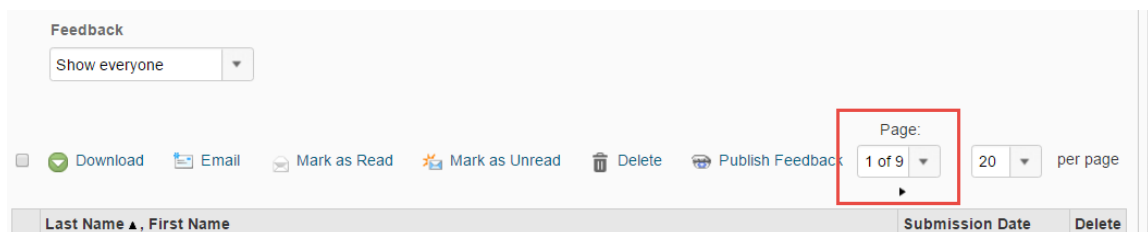
2) Check the box to the left above the name list to select all the students displayed on the screen.



3) Click the download button to download a ZIP file containing the student assignments.



4) If multiple pages are present, go to page 2 and repeat steps 1-3.



G) To grade, click on the Evaluate link.

	Download		Email		Mark as Read		Mark as Unread		Delete		Publish Feedback	20	per page
Last Name ▲, First Name										Submission Date		Delete	
<input type="checkbox"/>											Evaluate		
	(169.3 KB)										Mar 15, 2017 11:27 PM		

	Download		Email		Mark as Read		Mark as Unread		Delete		Publish Feedback	20	per page
--	--------------------------	--	-----------------------	--	------------------------------	--	--------------------------------	--	------------------------	--	----------------------------------	----	----------

H) The left side of the screen contains the student assignment. Here you can download it individually by clicking on the download button, or else open it directly in the window by clicking on the assignment name.

Evaluate Submission

[Previous Student](#) User 1 of 1

Case Example 1A Final Submission -

(169.3 KB) Submitted: Mar 15, 2017 11:27 PM

[Download All Files](#)

I) **[If you are not grading using an embedded rubric, skip to step L]** The right side of the screen is the grading screen. Your grading rubric can be found here. To start grading with the rubric, click on the rubric name.

Evaluation

Rubrics

[New D-S-I](#)

Score: / 100 points - 0%

Score

/ 100

Grade Item: Collaborative Digital Report

J) Click on the cells that best represent the student's work for each criteria.

Issue Paper

Criteria	Level 6	Level 5	Level 4	Level 3	Level 2
Issue Description (20%)	<input type="radio"/> 12 points Provides a very sophisticated exposition of the issue: Background, context, and related events.	<input type="radio"/> 10 points Provides an excellent exposition of the issue: Background, context, and related events.	<input type="radio"/> 8 points Provides a good exposition of the issue: Background, context, and related events.	<input type="radio"/> 6 points Provides a satisfactory exposition of the issue: Background, context, and related events.	<input type="radio"/> 4 points Provides some exposition of the issue: Background, context, and related events.
Analysis (20%)	<input type="radio"/> 12 points Presents a very insightful and thorough analysis of the issue.	<input type="radio"/> 10 points Presents a thorough analysis of the issue.	<input type="radio"/> 8 points Presents a good analysis of the issue.	<input type="radio"/> 6 points Provides a satisfactory exposition of the issue: Background, context, and related events.	<input type="radio"/> 4 points Presents some analysis of the issue.
Connection to Course Content (20%)	<input type="radio"/> 12 points	<input type="radio"/> 10 points	<input type="radio"/> 8 points	<input type="radio"/> 6 points	<input type="radio"/> 4 points

K) Click on the Save and Record button when done.

Overall Score	A+ 50 or more	A 40 or more	B 30 or more	20 or more
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

☒ Transfer rubric feedback to general feedback for the assignment.

L) The right side of the screen is the grading screen. Enter the point value in the small box (there should already be a grade value here if you graded using a rubric). You can leave feedback in the larger feedback box and/or upload a feedback file by clicking on the Add File button.

The screenshot shows the grading interface. At the top, there is a 'Score' field with a small input box and a '/ 15' label. Below it, the text 'Grade Item: Case Example 1 Submission' is visible. Underneath is a 'Student View Preview' section with '- / 15' and a dropdown arrow. The main section is 'Feedback', which includes a rich text editor with a toolbar (bulleted list, numbered list, link, unlink, paragraph, indent, outdent, bold, italic, text color, background color, undo, redo) and a large text area. Below the feedback box are three buttons: 'Add a File', 'Record Audio', and 'Record Video'. At the bottom of the interface are two buttons: 'Publish' and 'Save Draft'.

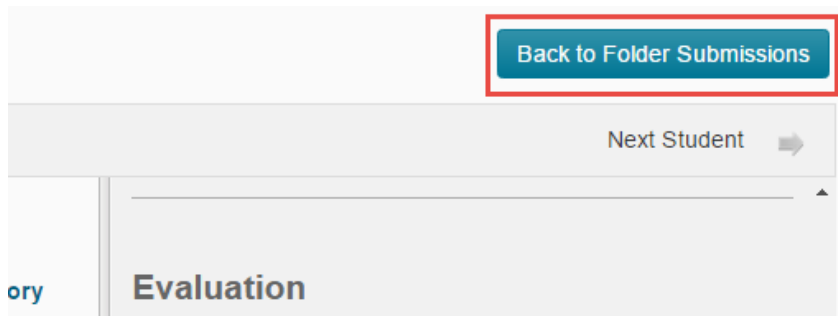
M) Once you're done grading a student, click on the Save Draft button at the bottom of the screen. This will allow you to grade everything first, and then mass-publish all the assignment grades at once.

This screenshot is a close-up of the bottom of the grading interface. It shows the 'Add a File', 'Record Audio', and 'Record Video' buttons. Below these is the 'Publish' button (in blue) and the 'Save Draft' button (in white with a red border). The 'Save Draft' button is highlighted with a red rectangle.

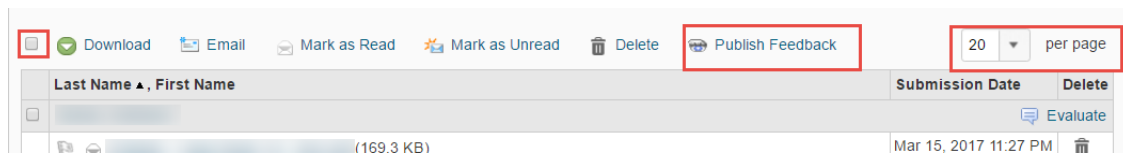
N) To grade to the next student, click the Next Student link at the top right, and repeat steps H-J.

The screenshot shows the top right corner of the interface. There is a blue button labeled 'Back to Folder Submissions'. Below it, there is a 'Next Student' link with a right-pointing arrow icon. The 'Next Student' link is highlighted with a red rectangle. Below the 'Next Student' link, the word 'Evaluation' is visible.

O) Once all the grading is done, you can exit the grading interface by clicking the Back to Folder Submissions button at the top right of the screen.



P) To mass-publish the grades, ensure the per page number is at the highest setting to minimize the number of pages, select all students on-screen by checking the box next to the download button, and click on the Publish Feedback link. Change page and repeat if multiple pages are present.

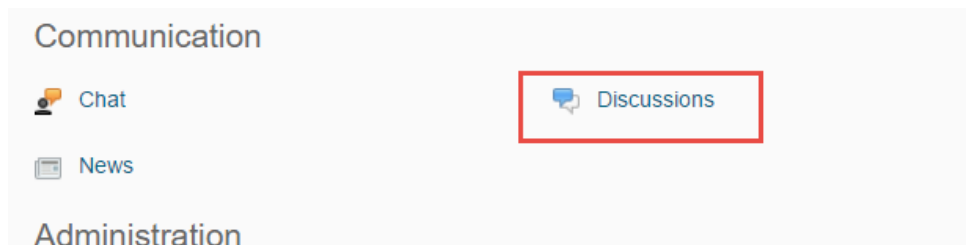


Grading Forums

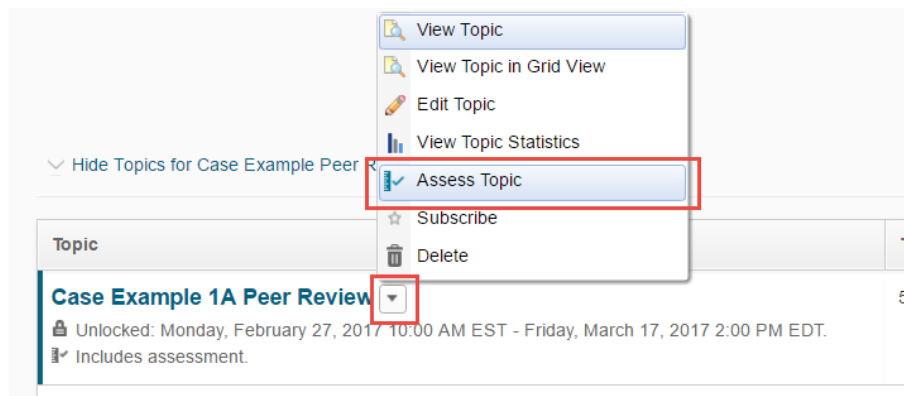
A) Click on the Edit Course link in the Navigation Bar.



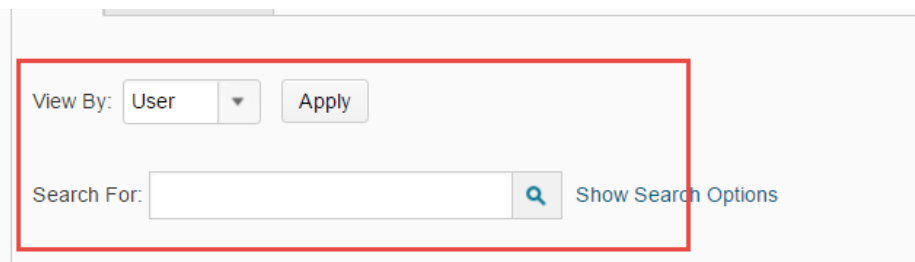
B) Scroll down and click on the Discussions link.



C) Find the forum you wish to grade and click on the little arrow next to the topic (will be displayed within a white box) you wish to grade. From the menu that appears, select Assess Topic.



D) The top of the next page allows you to sort students by group or search for individual students.



100 ▾ users per page

First Name, Last Name	Score	Publish to Grades
[REDACTED]		
Topic Score	- / 5 (0%)	<input type="checkbox"/>
[REDACTED]		
Topic Score	- / 5 (0%)	<input type="checkbox"/>
[REDACTED]		

<div> <div>100</div> <div>▼</div> </div> <div>users per page</div>		
First Name, Last Name	Score	Publish to Grades
Topic Score	- / 5 (0%)	<input type="checkbox"/>
Topic Score	- / 5 (0%)	<input type="checkbox"/>

Assess Topic - Case Example Peer Reviews > Case Example 1A Peer Review

1 thread, 3 replies

Topic Score: -- / 5

☐ Publish score on save

Post

- Mar 2, 2017 10:07 PM

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

(36.79 KB)

Case Study 1A - Mar 5, 2017 9:52 PM

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Save and Close

Save

Cancel

H) [If you are not using an embedded rubric to grade, skip to step I] Scroll back up to see the rubric. Click on the cells that best represent the student's performance for each criteria. As you select cells, the score at the top right of the screen will be updated.

Topic Score: 3.95 / 5

2 threads, 0 replies

Publish score on save

New D-S-I

Levels	Description	Predefined Feedback
D 95% OR MORE		
S 79% OR MORE		FEEDBACK Enter criterion feedback
I 69% OR MORE		
Level 1 0% OR MORE		

General Feedback

Save and Close Save Cancel

I) Click on the score at the top right of the screen to enter a grade (if you're grading using a rubric, a score should already be entered here). If you wish to withhold grade in order to mass-publish them later, ensure that the box labelled Publish score on save remains unchecked.

Assess Topic - Case Example Peer Reviews > Case Example 1A Peer Review

Topic Score: -- / 5

1 thread, 3 replies

Publish score on save

Post

- Mar 2, 2017 10:07 PM

J) When done grading the student, click the Save and Close button. Repeat steps F-I for subsequent students.



K) When ready to mass-publish forum grades, return to the Assess Topic screen (you're taken there automatically after Saving and Closing in step I) and click on the Publish All Scores to Grades button.

