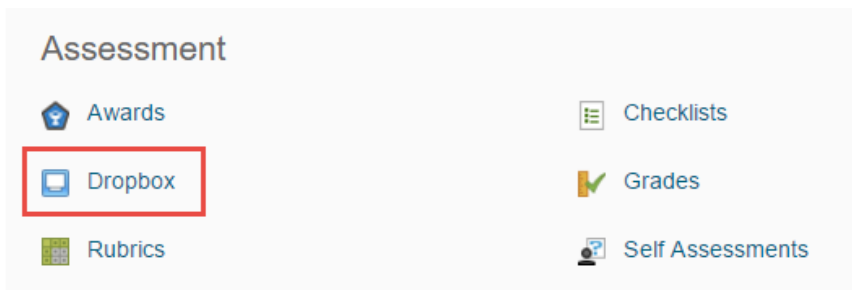## Grading Dropboxes

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.

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

E) The bottom of the page contains a list of all students and their submitted work.
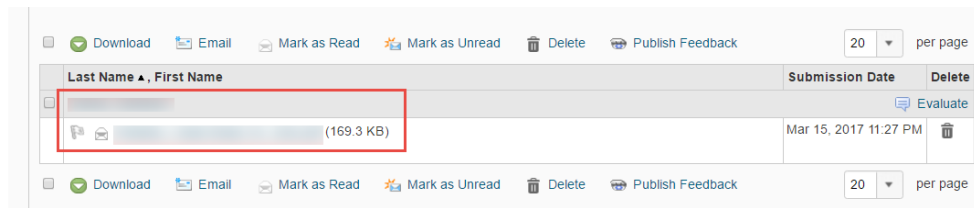
F) If you wish to download all the essays at once, you can do so now.

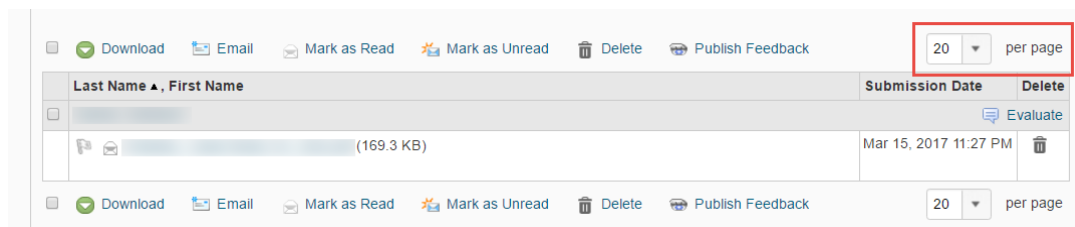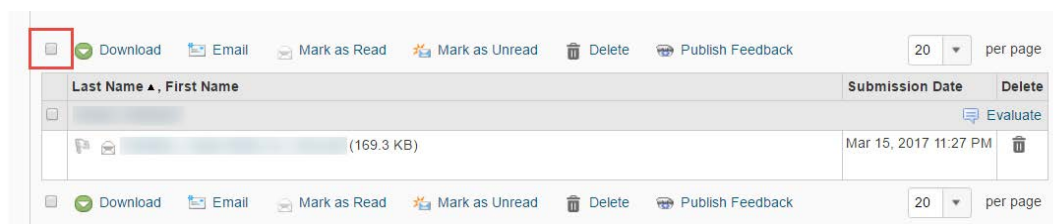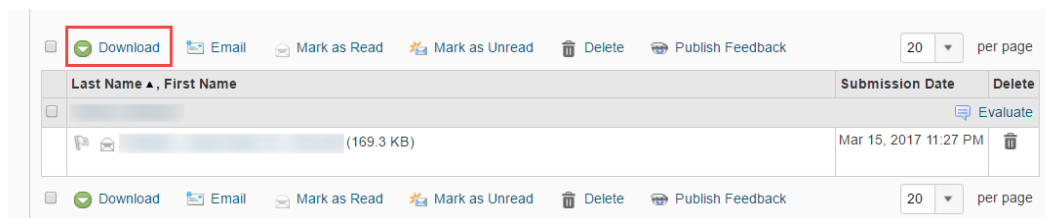1) Change the per page value to the highest number to minimize the number of pages.
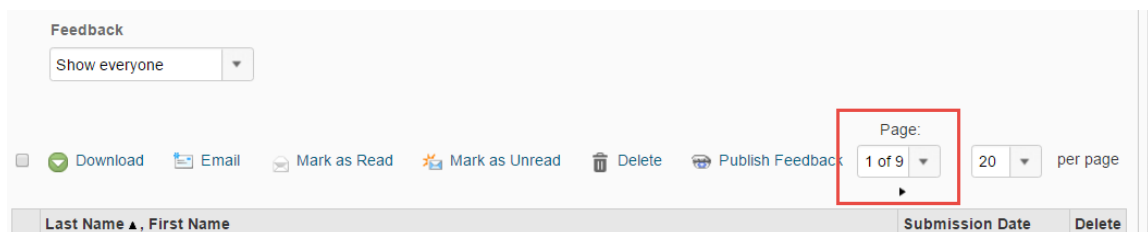

2) Check the box to the left above the name list to select all the students displayed on the screen.

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.

	Last Name ▲, First Name	Submission Date	Delete
☐ Download ✉ Email ✉ Mark as Read ✸ Mark as Unread 🗑 Delete 📢 Publish Feedback		20 ▼ per page	
☐			💬 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 - _____

PDF ⬇ _____ [(169.3 KB) ▼
       By: _____ 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%)	○ 12 points Provides a very sophisticated exposition of the issue: Background, context, and related events.	○ 10 points Provides an excellent exposition of the issue: Background, context, and related events	○ 8 points Provides a good exposition of the issue: Background, context, and related events.	○ 6 points Provides a satisfactory exposition of the issue: Background, context, and related events.	○ 4 points Provides some exposition of th issue: Backgrou context, and related eve ts
Analysis (20%)	○ 12 points Presents a very insightful and thorough analysis of the issue.	○ 10 points Presents a thorough analysis of the issue.	○ 8 points Presents a good analysis of the issue.	○ 6 points Provides a satisfactory exposition of the issue: Background, context, and related events.	○ 4 points Presents some analysis of the issue.
Connection to Course Content (20%)	○ 12 points	○ 10 points	○ 8 points	○ 6 points	○ 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
	○	○	○	○

☑ Transfer rubric feedback to general feedback for the assignment.

Save & Record Save Cancel

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.


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.

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

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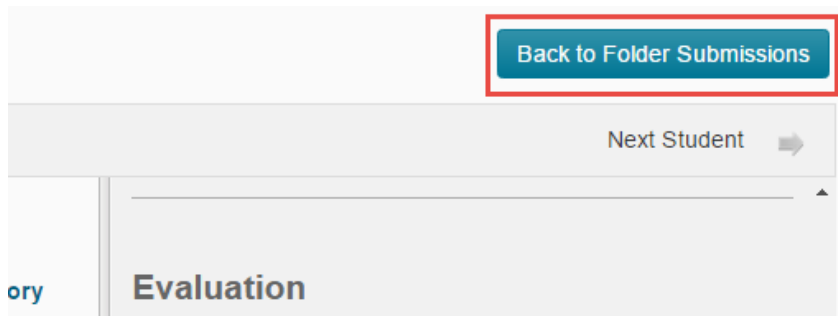
P) To mass-publish the grades, ensure the per page number is at the highest setting to minimize the number of pages, select all students on-screen by checking the box next to the download button, and click on the Publish Feedback link. Change page and repeat if multiple pages are present.
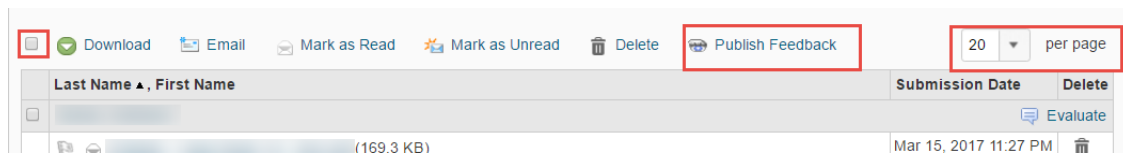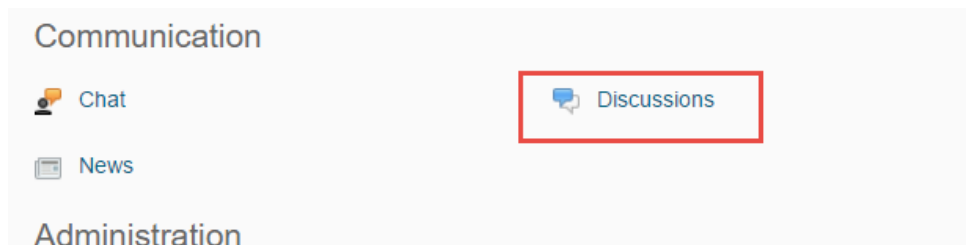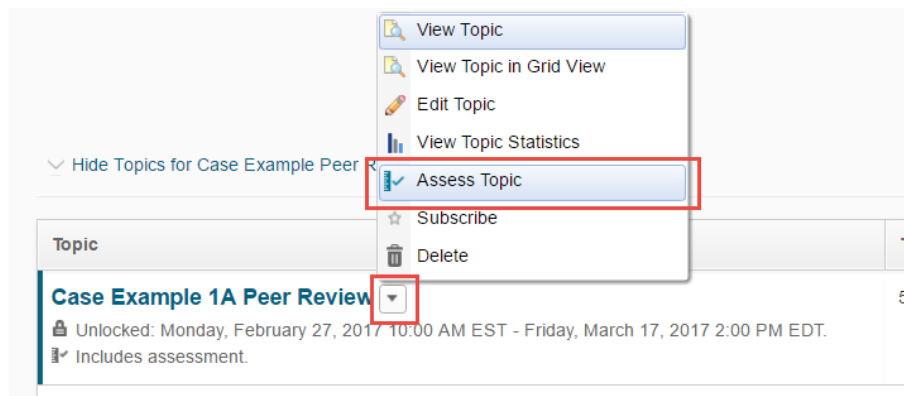
Grading Forums

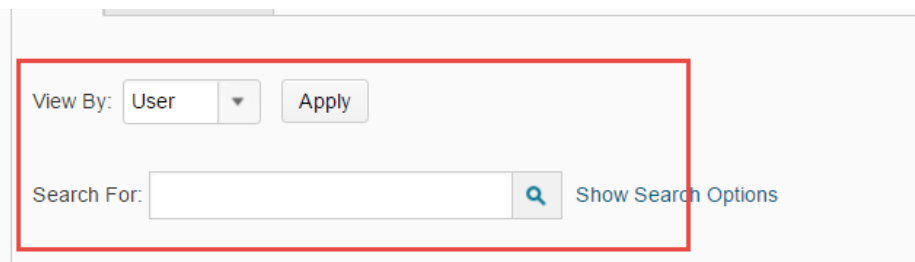A) Click on the Edit Course link in the Navigation Bar.

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.

E) The bottom of the page contains a list of all students.

F) To grade, click on the Topic Score link below the student's name.

G) Scroll down to see the original post as well as any replies made by the student. Files submitted to the forum can be downloaded from the original post.

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.

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.

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.