

Grading as a FYW GPTI

GPTIs are expected to return student submissions within 10 business days of the due date.

Grade scale

Texas Tech uses a grading scale of A-F with +/- degrees of variation. To the university's systems, any grade A-D is considered passing. An F is considered failing. Some students may be in a department that requires a higher minimum for good academic standing.

Grade	Variation	Numerical Range
A	+	95-100
	-	90-94
B	+	85-89
	-	80-84
C	+	75-79
	-	70-74
D	none	60-69
F	none	0-59

Note: However you choose to convert letter grades to numerical grades, you MUST be consistent. If your A- is a 92, ensure that every student who receives an A- also receives a 92.

Written feedback

You must give the student feedback on their writing in addition to an assessed grade. Use Blackboard to leave a global comment as well as marginal comments. Feedback should be both positive and critical in nature and offer advice on improving writing skills. Also, it's helpful to refer to the writing rather than the student. Here's a few suggestions for comments:

Topics

- Thesis
- Topic sentences
- Fulfillment of the assignment guidelines
- Effort to engage with the unit's materials (i.e., using terminology, avoiding summary, quoting effectively)

Phrases

- "Thank you for this essay."
- "This could be revised as something like ..."
- "Notice how ..."
- "There's a good instinct here to [x], but this paragraph doesn't quite [y]."

Grading holistically

The First-Year Writing Program does not use rubrics for grading. This means that each submission should be evaluated as a whole (holistically) for its technical skill and achievement of the assignment goals. This also means that there's no need to dock points for mechanical errors (spelling, grammar, punctuation).

Tips

For the sake of your own time, limit how long you spend on each student's submission to 20 minutes. Expect to spend 10-15 minutes on each one.

Grade early; grade often. Set a goal for progress (i.e., 5 papers every day). Take breaks from grading to clear your mind, and occasionally review a graded submission to make sure your assessments are consistent.

Hide the grades from the students while you're working on them. This will allow you to edit grades that you change your mind on as well as ensure that students get their grades back at the same time.

Keep frequent comments on a handy document to copy-and-paste for recurring issues.

Talking and joking with your fellow GPTIs can be helpful for making the process more positive, which will lead to more positively-phrased feedback for the students.

Special Circumstance: Core Communication Rubric

About 2/3 through the semester, there's an additional step to grading that reports students' communication skills to the university. The core communication skills rubric will appear above the global feedback comment box and a popup will ask you to select a score 1-4. Here's a rough guide to aligning this rubric to your grades:

Grade Entered	Score Submitted
B or higher (85-100)	4
B- (80-84)	3
C (70-79)	2
D or below (0-69)	1
<i>No submission – do not report a score</i>	

Note: selecting a score on this rubric will reset the grade to 00.00 – be sure to change this number to the correct grade before submitting.

Using Blackboard and Syncing Top Hat Grades



**Give a grade and
global feedback
on a student
submission**

Contact Dr. [REDACTED] with questions concerning Blackboard and Top Hat: [REDACTED].edu.

For more information on syncing Top Hat, see their educator guide to their gradebook:

<https://support.tophat.com/article/Educator-Gradebook-Overview2>.