



Grade an Assignment using the Assignment Dropbox

Introduction

After Students submit their assignments, you can evaluate them from the Assignment Dropbox tool. You have the following options:

- return the submission to the Student or group and ask them to do further work.
- save the submission and review it later.
- grade the submission and return it to the Student or group.
- if the submission does not require a grade, mark it as complete.

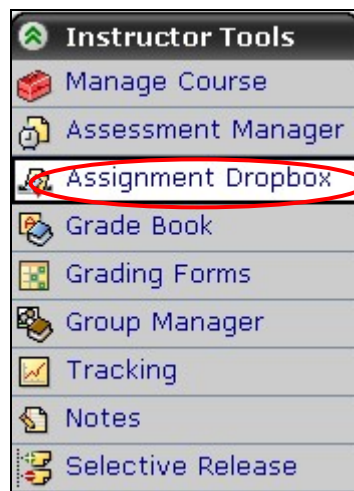
Important: If Students are allowed to take back submitted assignments and revise them before the due date, do not grade submissions until the due date has passed.

Grade an Assignment

Step 1: To begin, click on the **Teach** tab after you have logged into your course.



Step 2: Next, click **Assignment Dropbox** from the *Instructor Tools* menu.



Step 3: Click on the **Assignment name** you want to grade. In this example, we will select **Assignment 1** submitted by Demo Student.



Step 4: Enter **Grader/Reviewer Comments** in the field provided.

A screenshot of a form titled 'Grader/Reviewer Comments:'. It contains a text area with the instruction: 'Enter your comments/feedback here. You can also attach a document if you like such as a MS Word file that you have embedded comments by clicking on the Add Attachments button below.' Below the text area is a button labeled 'Add Attachments', which is circled in red.

Step 5: From the *Save Options* section, select the option **Return graded submission to student with the following grade:**

A screenshot of a section titled '*Save Options:'. It contains three radio button options: 'Return to Student for further editing', 'Save for further review and editing', and 'Return graded submission to Student with the following grade:'. The third option is selected and circled in red. To the right of the selected option is a text input field containing the number '7', followed by the text 'out of 10'.

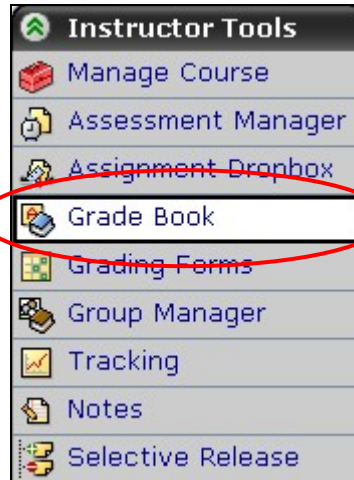
Step 6: Enter the **grade** that the student has earned in the field provided.

A close-up screenshot of the grade input field from the previous step. The number '7' is entered in the text box and is circled in red. The text 'out of 10' is visible to the right of the input field.

Step 7: Click **Save** when finished.

For some, you may want to confirm that this process worked properly... If so, follow these steps.

Step 8: From the *Instructor Tools* menu (be sure you have the **Teach tab** selected), click on the **Gradebook** link to view the course gradebook.



The spreadsheet view of the gradebook will appear.

| Grade Book | | | | | | | |
|--------------------------|--------------------------------------|-------------------------------------|----------------------------------|---------------------------------------|--|-----------------|--|
| Create Column ▾ | | Enroll Members | | Import from Spreadsheet | | Reorder Columns | |
| Grades | | Members | | View All | | Custom View | |
| <input type="checkbox"/> | ▾ <u>Last Name</u> Alphanumeric ↑ | ▾ <u>First Name</u> Alphanumeric | ▾ <u>User ID</u> Alphanumeric | ▾ <u>A1</u> Numeric (out of 10) | | | |
| <input type="checkbox"/> | ▾ <u>Member</u> | Faculty | train02 | | | | |
| <input type="checkbox"/> | ▾ <u>Student</u> | Demo | webct_demo_56 | 7 | | | |

Step 9: Notice the grade that you entered on the **Review Submission** page of the Assignment Dropbox appears in the appropriate column in the gradebook. Congratulations!!

| <input type="checkbox"/> | ▾ <u>Last Name</u> Alphanumeric ↑ | ▾ <u>First Name</u> Alphanumeric | ▾ <u>User ID</u> Alphanumeric | ▾ <u>A1</u> Numeric (out of 10) |
|--------------------------|--------------------------------------|-------------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> | ▾ <u>Member</u> | Faculty | train02 | |
| <input type="checkbox"/> | ▾ <u>Student</u> | Demo | webct_demo_56 | 7 |

Conclusion

We hope this guide, *Grade an Assignment using the Assignment Dropbox* was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.