

How to Grade Assignments

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| **Make sure edit mode is on****(Top right of screen)** |
| **Edit Mode is ON** | **Click to toggle.** | **Edit Mode is Off** |
| **Edit Mode Toggle is On** | **Edit Mode Toggle is OFF and there is a screen tip that says "CLICK TO TOGGLE EDIT MODE ON"** | **Edit Mode Toggle is Off** |

This allows you to grade assignments that students have submitted via the assignment dropbox.

1. Click Grade Centre then click Needs Grading.
2. The attempts will appear for you to choose which student you would like to grade.
3. Click on the User Attempt you wish to view.
4. Click the arrow to expand the grading panel or click the download button to download a copy of this single assignment.
5. In Attempt you can type the score they received or you can open the rubric and mark using the rubric and after which the rubric’s score will enter into the attempt.
6. You can provide feedback, including adding Mashups for video and audio feedback.
7. You can add notes for the instructor
8. You can save the draft or press submit to make the grade live.

Interested in more educational tools? Check out our How-To Guides at: [www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at asktlc@ufv.ca

