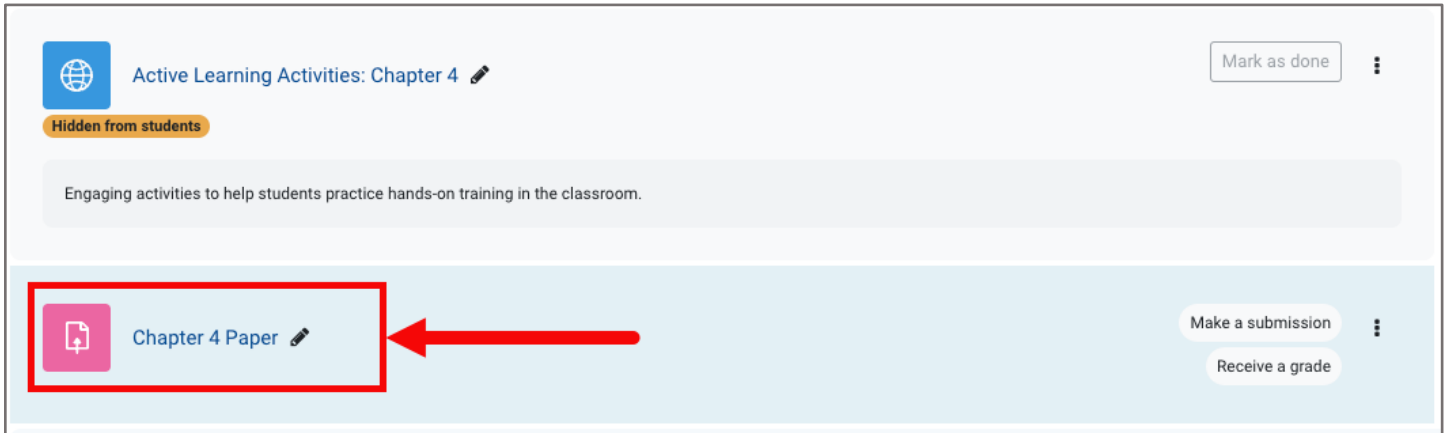# How to Grade an Assignment
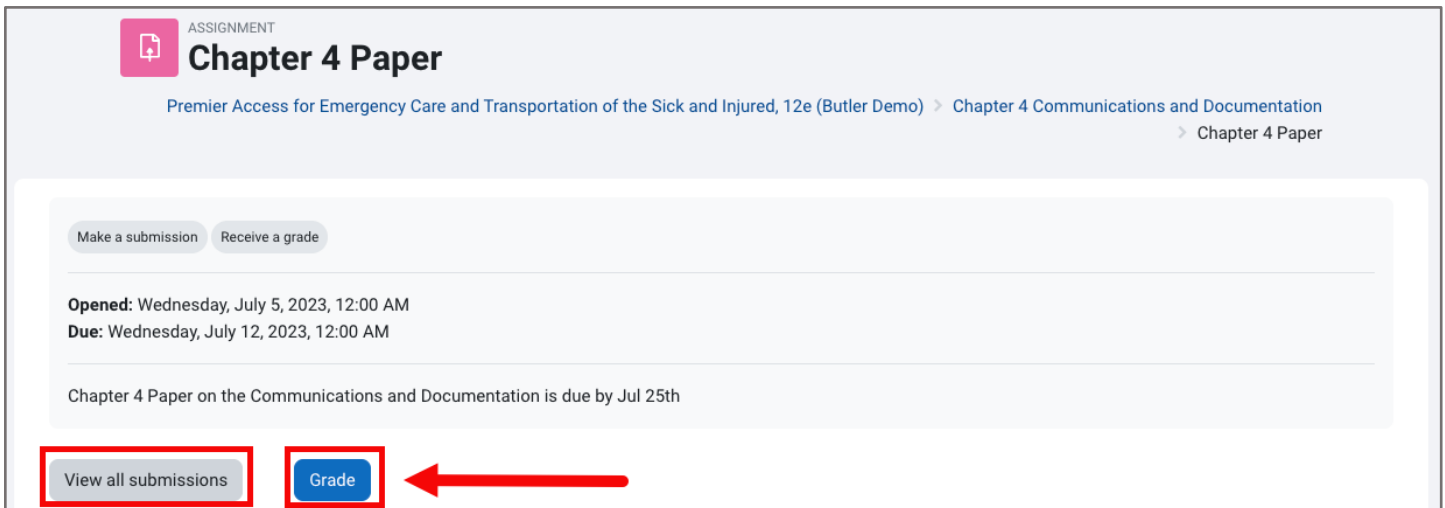
This document contains instructions on how to view and grade student assignment submissions in a couple of different ways.

1. Begin by navigating to and clicking on the assignment you wish to grade.

2. On the Assignment page, you may select one of two options: **View all submissions** or **Grade.**

3. Clicking **View all submissions** will display a list of students enrolled in your course, their submission status, and their submissions, which may be clicked on to download and review in the event student submitted their own files.

4. You may click on the **Download all submissions** option at the top of the page to download all submissions at once, or you may click on one student's submission at a time to review.

5. Alternatively, you may select any number of students by checking the pick boxes under the **Select** column and using the **With selected…** dropdown menu to choose **Download selected submissions**. Then click **Go** to only download submissions from the selected students.

6. Upon reviewing their work, you may then click the corresponding **Grade** button to enter or select a score for one student's submission at a time.

☑	BT	Bayar Tuvshinjargal	▪▪▪▪ ▪▪▪▪ ▪▪▪▪▪▪▪	Submitted for grading	Grade	Edit ⌄	Wednesday, July 5, 2023, 2:51 PM

How to Grade an Assignment.docx
July 5 2023, 2:

☐	RV	Ramon Valdez	▪▪▪ ▪▪ ▪▪▪ ▪▪ ▪	No submission	Grade	Edit ⌄	-
☐	SW	Steve Webster	▪▪▪ ▪▪▪▪▪▪▪ ▪▪▪ ▪	No submission	Grade	Edit ⌄	-

7. You may enter a grade for each student on this page by clicking on the **Quick grading** box under the **Options** section. After waiting for the page to refresh, enter in each student's score achieved before clicking the **Save all quick grading changes** button.

8. Depending on your selections within the **Submission settings** for the Assignment, you may select students and use the **With selected…** dropdown to perform various actions, such as granting extensions or locking submissions.

9. Alternatively, clicking the **Grade** button on the assignment page will display a submission and grading page for one individual student at a time. On this page, you can download their file submission, then input their achieved score and any qualitative feedback needed before clicking **Save and show next** to move on to the next submission.