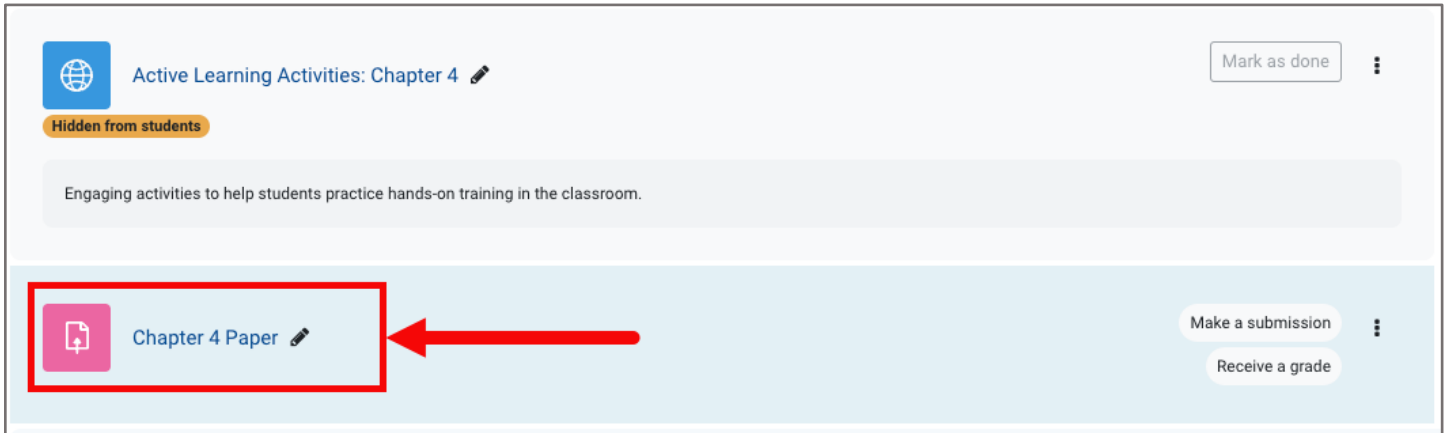


How to Grade an Assignment

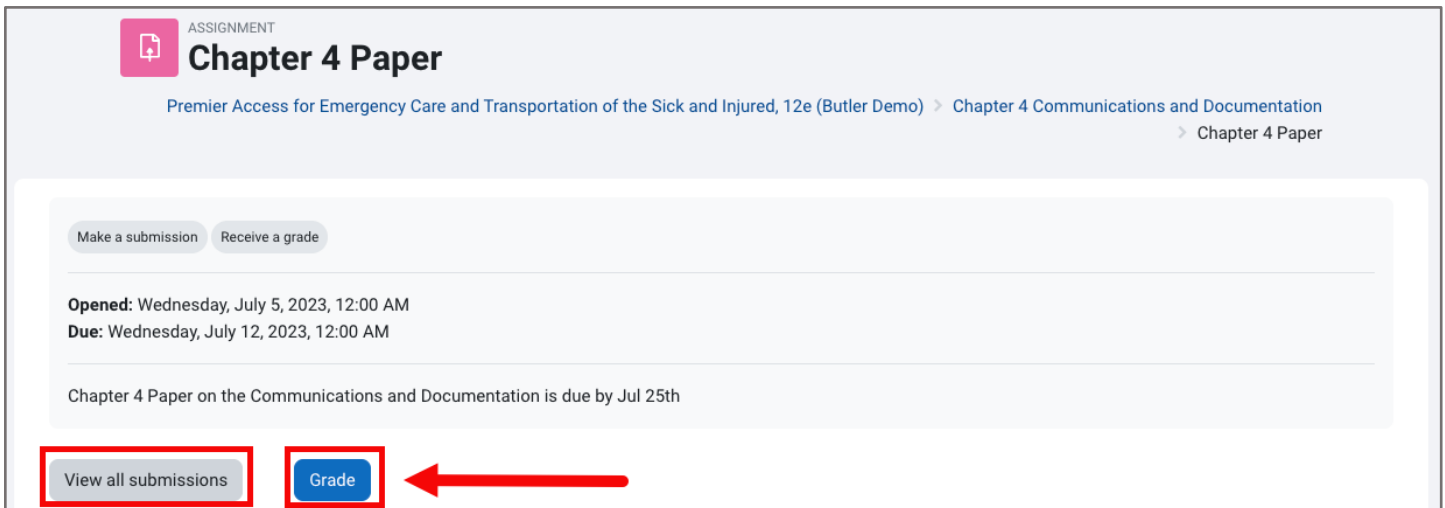
This document contains instructions on how to view and grade student assignment submissions in a couple of different ways.

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



The screenshot shows a course page for "Active Learning Activities: Chapter 4". A red box highlights the "Chapter 4 Paper" assignment card, with a red arrow pointing to it. The card includes a document icon, the title "Chapter 4 Paper", and a pencil icon. To the right of the card are buttons for "Make a submission" and "Receive a grade". Above the card, there is a "Mark as done" button and a "Hidden from students" label. Below the card, there is a text box: "Engaging activities to help students practice hands-on training in the classroom."

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



The screenshot shows the "Chapter 4 Paper" assignment page. At the top, it says "ASSIGNMENT Chapter 4 Paper". Below that, there is a breadcrumb trail: "Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e (Butler Demo) > Chapter 4 Communications and Documentation > Chapter 4 Paper". There are buttons for "Make a submission" and "Receive a grade". The page lists the "Opened" date as Wednesday, July 5, 2023, 12:00 AM and the "Due" date as Wednesday, July 12, 2023, 12:00 AM. A message states: "Chapter 4 Paper on the Communications and Documentation is due by Jul 25th". At the bottom, there are two buttons: "View all submissions" and "Grade". A red box highlights the "Grade" button, with a red arrow pointing to it.

- 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.

Submissions

Grading action

Separate groups: All participants

First name

Last name

1 2 »

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments
<input type="checkbox"/>		Mike Torino	[Redacted]	No submission	Grade	Edit ▾	-		
<input type="checkbox"/>		Kendall Taylor	[Redacted]	No submission	Grade	Edit ▾	-		

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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.

The screenshot shows the 'Submissions' interface. At the top right, a red box highlights the 'Download all submissions' button, with a red arrow pointing to it. Below this, there are filters for 'Grading action' (set to 'Choose...'), 'Separate groups' (set to 'All participants'), and alphabetical filters for 'First name' and 'Last name'. A table lists student submissions:

Select	ID	Name	Progress	Status	Actions	Submission Info
<input type="checkbox"/>	AS	Austin Stuts	Progress bar	No submission		
<input type="checkbox"/>	BT	Bayar Tuvshinjargal	Progress bar	Submitted for grading	Grade Edit	Wednesday, July 5, 2023, 2:51 PM How to Grade an Assignment.doc July 5 2023, 2:51 PM
<input type="checkbox"/>	RV	Ramon Valdez	Progress bar	No submission	Grade Edit	

A red callout bubble points to the 'Grade' button for the second student, with the text 'Click to download submission'. A red box also highlights the document link in the submission info column.

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.

This screenshot shows the same submission table as above, but with the first row selected (checkbox checked). The 'With selected...' dropdown menu is open, showing options: 'Lock submissions', 'Unlock submissions', 'Download selected submissions', and 'Grant extension'. A red box highlights this menu. A red arrow points to the 'Go' button at the bottom right of the page.

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.

<input checked="" type="checkbox"/>	BT	Bayar Tuvshinjargal		Submitted for grading	Grade	Edit ▾	Wednesday, July 5, 2023, 2:51 PM	How to Grade an Assignment.docx
<input type="checkbox"/>	RV	Ramon Valdez		No submission	Grade	Edit ▾	-	-
<input type="checkbox"/>	SW	Steve Webster		No submission	Grade	Edit ▾	-	-

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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.

Options

Assignments per page: 10

Filter: No filter

Quick grading ?

Show only active enrollments ?

Download submissions in folders ?

<input type="checkbox"/>	BT	Bayar Tuvshinjargal		Submitted for grading	Grade	<input type="text" value="85"/> / 100.00	Edit	Wednesday, July 5, 2023, 2:51 PM	How to Grade an Assignment.docx
<input type="checkbox"/>	RV	Ramon Valdez		No submission	Grade	<input type="text" value="0"/> / 100.00	Edit	-	-
<input type="checkbox"/>	SW	Steve Webster		No submission	Grade	<input type="text" value=""/> / 100.00	Edit	-	-
<input type="checkbox"/>	MD	Moria D'ambro		No submission	Grade	<input type="text" value="0"/> / 100.00	Edit	-	-
<input type="checkbox"/>	MA	Mikel Arteta		No submission	Grade	<input type="text" value="0"/> / 100.00	Edit	-	-

Notify student: Yes

Save all quick grading changes

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.

The screenshot displays a submission management interface. At the top, there is a header for 'Jason Hanson' with a 'No submission' status and 'Grade' and 'Edit' buttons. Below this, a list of students is shown, each with a selection checkbox, initials, name, and submission status. The first two students, 'Brian Hendrickson' and 'McKenna Lane', have their checkboxes selected and are highlighted in orange. A red box highlights these checkboxes. Below the list, there are pagination buttons for '1', '2', and '3'. At the bottom, a 'With selected...' dropdown menu is open, showing options: 'Lock submissions', 'Unlock submissions', 'Download selected submissions', and 'Grant extension'. A red box highlights the dropdown menu, and a red arrow points to the 'Go' button next to it. The 'Options' section is also visible at the bottom left.

Selection	Initials	Name	Status	Grade	Edit
<input type="checkbox"/>	JH	Jason Hanson	No submission	Grade	Edit
<input checked="" type="checkbox"/>	BH	Brian Hendrickson	No submission	Grade	Edit
<input checked="" type="checkbox"/>	ML	McKenna Lane	No submission	Grade	Edit

With selected...
Go

- Lock submissions
- Unlock submissions
- Download selected submissions
- Grant extension

Options

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.

ASSIGNMENT
Chapter 4 Paper
Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e (Butler Demo) > Chapter 4 Communications and Documentation > Chapter 4 Paper

Make a submission | Receive a grade

Opened: Wednesday, July 5, 2023, 12:00 AM
Due: Wednesday, July 12, 2023, 12:00 AM

Chapter 4 Paper on the Communications and Documentation is due by Jul 25th

View all submissions | **Grade** ←

Submission
Submitted for grading
Not graded
Assignment was submitted 6 days 9 hours early
Student can edit this submission

How to Grade an Assignment.docx July 5 2023, 2:51 PM

▶ Comments (0)

Grade

Grade

Grade out of 100

Current grade in gradebook
Not graded

Feedback comments

Notify student ? | **Save changes** | **Save and show next** | Reset

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