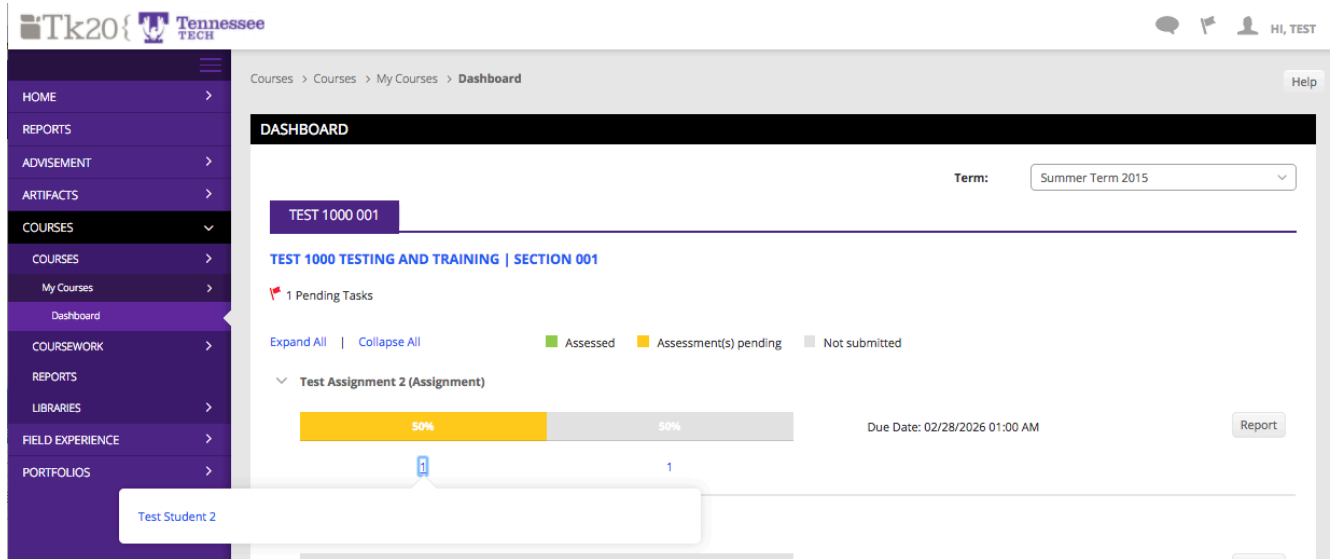


Grading Assignments



1. Click on COURSES in the side menu.
2. Select the TERM.
3. Select the appropriate COURSE TAB. (TEST 1000, section 001 in the example above)
4. Click on the number below the Assessment(s) Pending section of the assignment's status bar (orange). This shows which students have submitted the assignment, but have not been graded yet.*
5. Click on the student's link to begin grading.

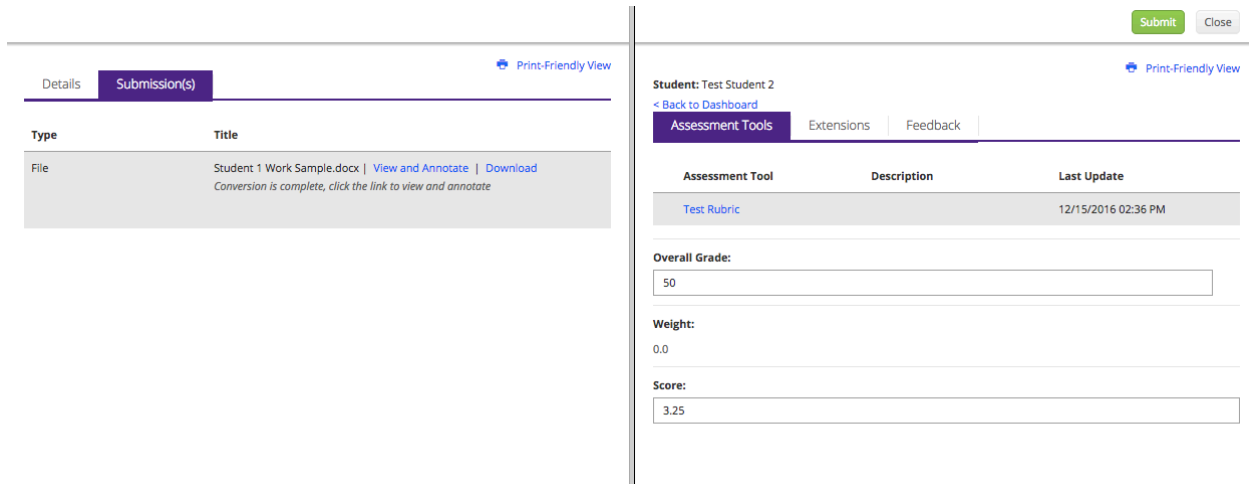
*If you click on the number under the gray, "Not Submitted" section, you can see if a student has purchased and activated their account. An unpaid, inactive student's name will not be a clickable link, only text.

Continued →

For assistance, please contact the Learning Resource Center:

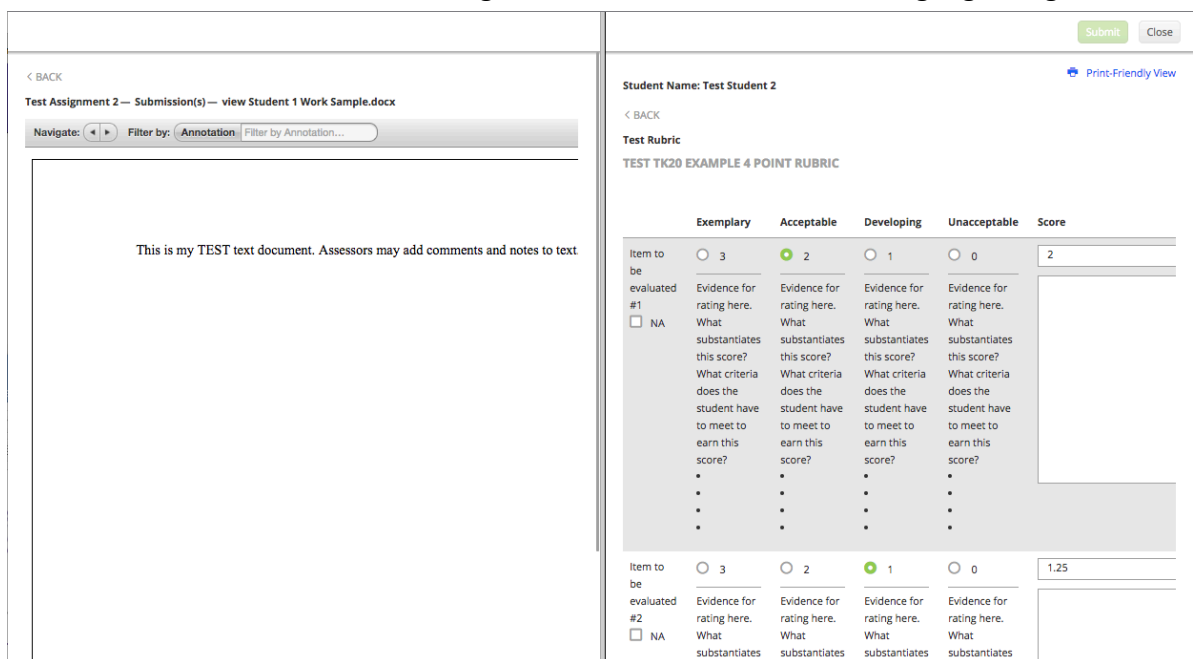
Phone: 931.372.3856 | Email: tk20support@tntech.edu

A split screen will appear. Student submissions will be on the left and rubric information will be on the right. The center gray bar can be adjusted for viewing by clicking on and dragging it left or right.



The screenshot shows a split-screen interface. On the left, under the 'Submission(s)' tab, there is a table with columns 'Type' and 'Title'. The table contains one entry: 'File' with the title 'Student 1 Work Sample.docx | View and Annotate | Download'. Below the table, a message states: 'Conversion is complete, click the link to view and annotate'. On the right, the 'Student: Test Student 2' page is shown. It has tabs for 'Assessment Tools', 'Extensions', and 'Feedback'. Below these is a table with columns 'Assessment Tool', 'Description', and 'Last Update'. The table contains one entry: 'Test Rubric' with the last update of '12/15/2016 02:36 PM'. Below the table, there are three input fields: 'Overall Grade:' with the value '50', 'Weight:' with the value '0.0', and 'Score:' with the value '3.25'.

6. Click on SUBMISSIONS on the left side to view the student's document(s).
 - a. View and Annotate: Opens the document in the left side for viewing.
 - b. Download: Downloads and saves the document to your computer.
7. Click on the rubric's link on the right side to view the rubric and begin grading.



The screenshot shows the rubric evaluation interface. The left pane displays the document content: 'This is my TEST text document. Assessors may add comments and notes to text'. The right pane shows the 'Test Rubric' for 'TEST TK20 EXAMPLE 4 POINT RUBRIC'. The rubric table has columns for 'Exemplary', 'Acceptable', 'Developing', 'Unacceptable', and 'Score'. There are two rows of criteria. The first row has a score of 2, and the second row has a score of 1.25. The rubric table includes the following text for each criterion: 'Evidence for rating here.', 'What substantiates this score?', and 'What criteria does the student have to meet to earn this score?'.

8. Complete the rubric. Note: If you have a rubric like the example shown, you may enter decimal points into the Score box. However, you must also select the Score's radio button. See the second criterion in the example rubric above.

Continued →

GRADE**Total Score:**

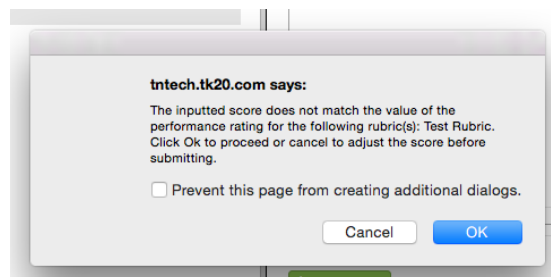
4.25

Total Mean:

1.416

Grade:[Save & Close](#)[Save](#)

9. At the bottom of the rubric, you will find the items below.
 - a. Total Score: If applicable, the total number of points obtained by the student.
 - b. Total Mean: If applicable, the average rubric score obtained by the student.
 - c. Grade: Optional and usually not used unless your assignment is also connected to iLearn.
 10. Once the rubric is complete, you have two options to save the scores.
 - a. SAVE: Saves all scores and the page remains on rubric for additional editing.
 - b. SAVE & CLOSE: Saves all scores and (1) the page refreshes to the Dashboard if there are no additional submissions to grade. OR (2) If there are more student submissions to grade, the page will refresh to the next submission.
- You may receive an error message similar to the one below if you entered decimal scores in the score box, the selected radio button does not match the score box, or if there are missing scores in the rubric. Double-check your scores to ensure everything is correct. If so, click OK on the pop-up message. If not, make updates to the rubric and try clicking Save & Close again.



- Students cannot see scores until you click Save & Close. Therefore, if you do not want students to see scores until you have graded all students in a class, only click Save on rubric and then Close at the top right of the split screen. Once you have graded everyone, simply click Save & Close on all rubrics.

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