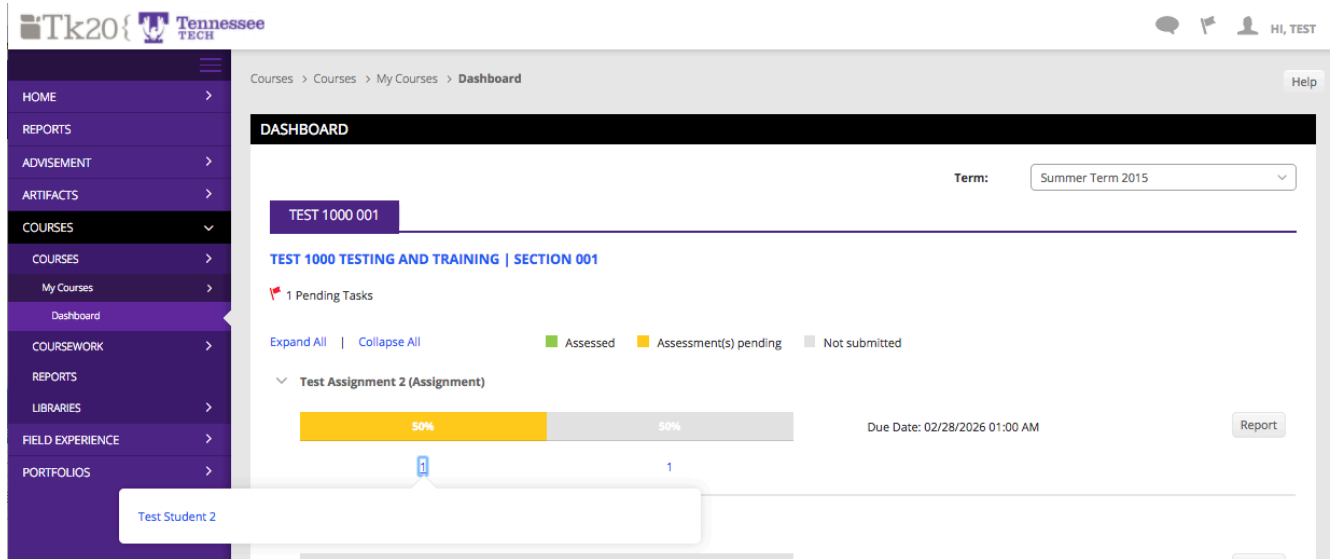# Grading Assignments

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.*
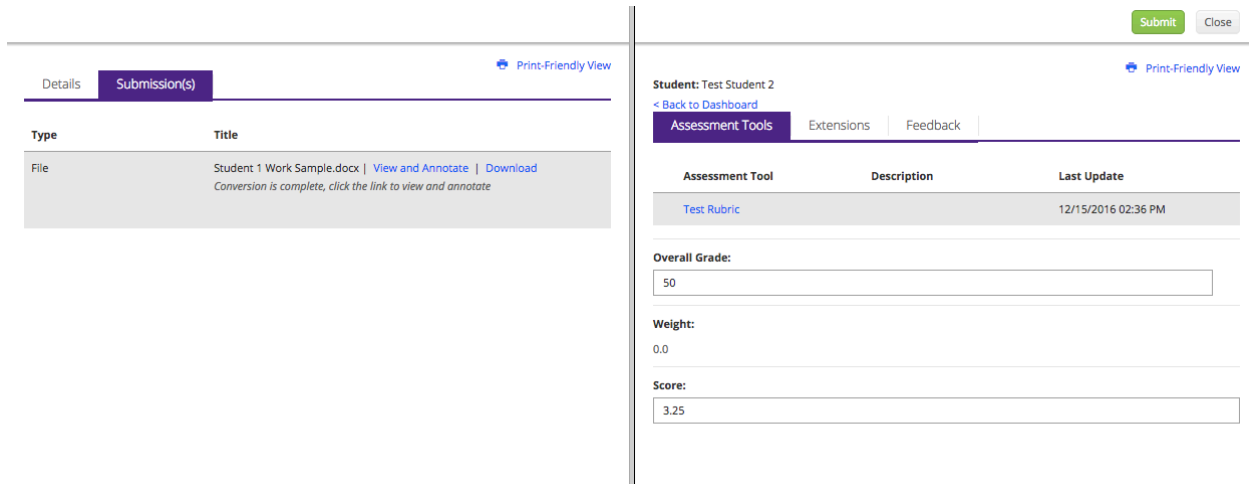5. Click on the student's link to begin grading.

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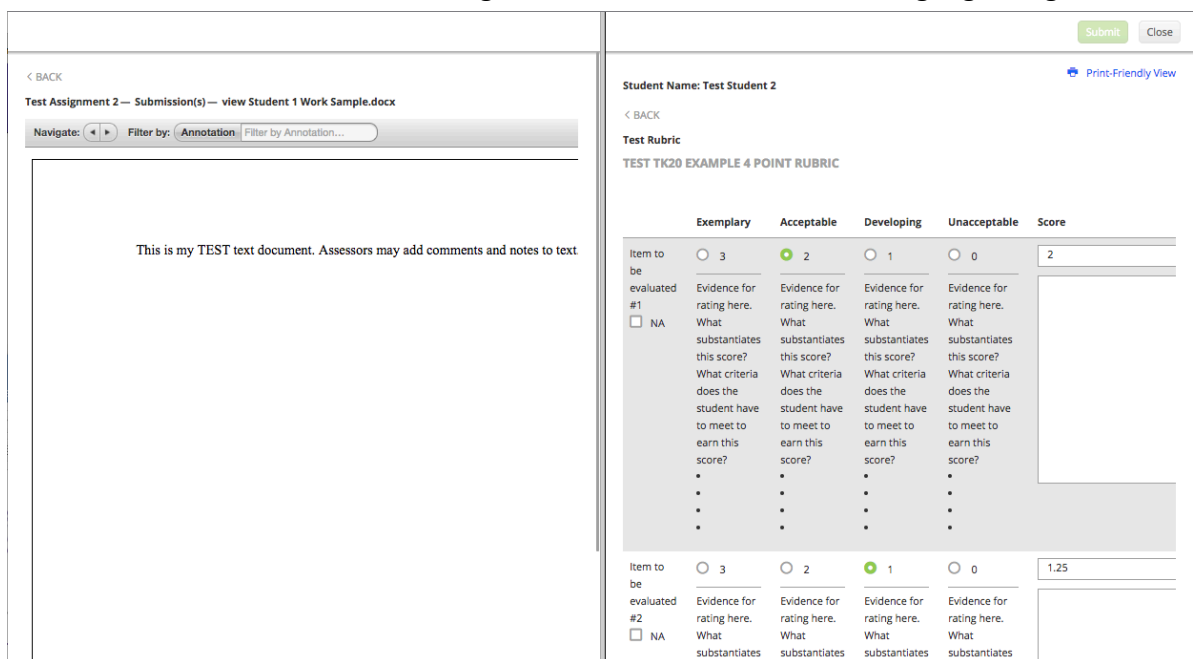
A split screen will appear. Student submissions will be on the left and rubric information will be on the right. The center gray bar can be adjusted for viewing by clicking on and dragging it left or right.

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.

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.
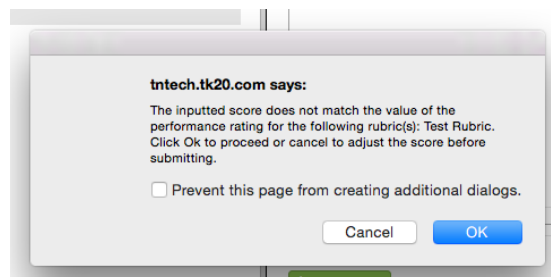
GRADE

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.

tntech.tk20.com says:

The inputted score does not match the value of the performance rating for the following rubric(s): Test Rubric. Click Ok to proceed or cancel to adjust the score before submitting.

☐ Prevent this page from creating additional dialogs.

Cancel   OK

- 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.