



# iLearn: Grading Assignments

Center for Innovation in Teaching and Learning

## Grading Assignments

There are several ways to evaluate and provide feedback on files submitted to Assignments.

### Grading Assignments Submissions

1. Click **Assignments** in the purple navigation bar.
2. Click the assignment title.
3. Click on the name of the submission.
4. Enter a numeric value in the "Overall Grade" field [1]. (See [Grade Files with a Rubric](#) if a rubric is attached to the assignment.)
5. (Optional) Type qualitative comments in the "Overall Feedback" field [2].
6. (Optional) Use the icons in the tool bar to attach files and links or record audio/video [3]. Hover over the icons to see the function.

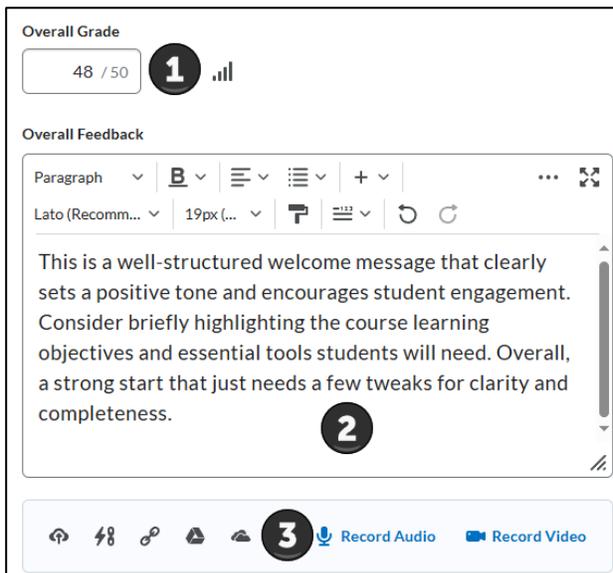


Figure: Example Assignment Feedback

7. Click **Save Draft** to hide feedback from students or select **Publish** to make the feedback available to students.
8. Use the navigation arrows in the top right to move to the next file or click **Back to Submissions** if finished reviewing files.

### Grade Assignments Using a Rubric

Instructors can add a rubric to any assignment. To learn more about creating rubrics, visit [More Tools](#).

1. Click **Assignments** in the purple navigation bar.
2. Click the assignment title.
3. Click the name of the file the student submitted.
4. Click on the rubric in the top right corner.

## Grading Assignments

- Use the rubric panel to select the appropriate scoring level for the submission (Hover to read each level's description). When a level has been decided, click the level to update the score.

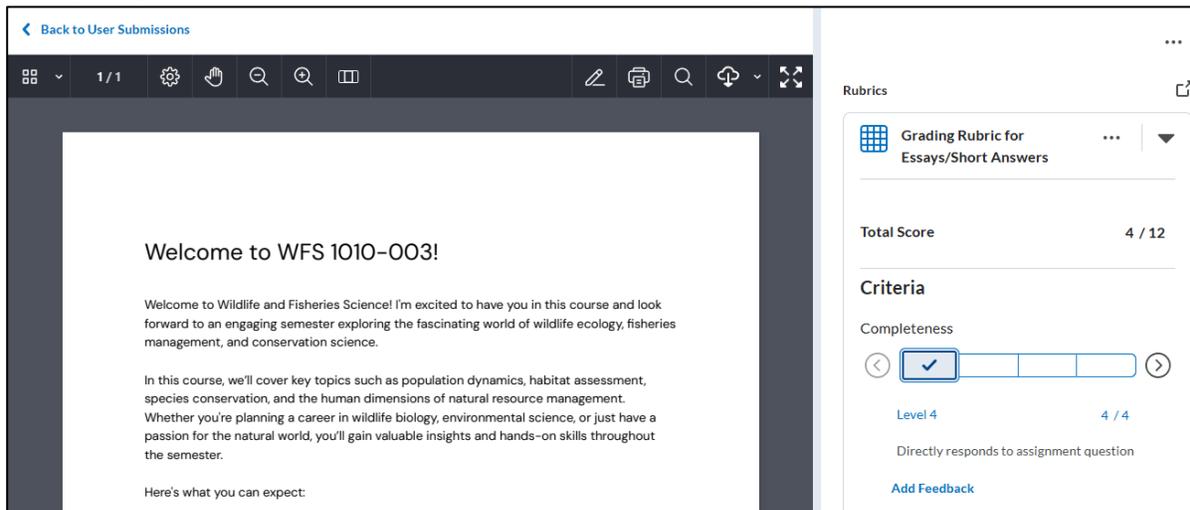


Figure: Example of an Assignment with a rubric attached.

- (Optional) Click **Add Feedback** under any criterion to provide qualitative feedback.
- The overall score will populate in the "Overall Grade" field as the rubric is completed. Add any additional feedback.
- Click **Save Draft** to hide feedback from students or select **Publish** to make the feedback available to students.
- Use the navigation arrows in the top right to move to the next file or click **Back to Submissions** if finished reviewing files.

## Evaluating Students without Submissions on an Assignment

Instructors can provide feedback even if no files have been submitted. This is useful when the submission type is set to 'on paper' or 'observed in person,' or if there are issues with a student's file submission.

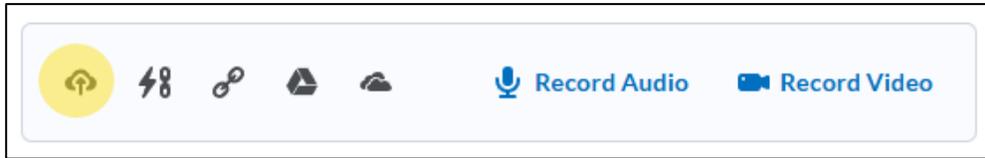
- Click **Assignments** in the purple navigation bar.
- Click the assignment title.
- Click **Go to Evaluation** next to the student's name.
- Use a rubric or enter an overall grade, provide feedback, then select either **Publish** or **Save Draft**.

## Attach a File for a Student

Although instructors cannot submit files to an assignment on behalf of a student, there is a workaround to attach a file when a student is unable to submit it themselves.

- Click **Assignments** in the purple navigation bar.
- Click the assignment title.
- Click **Go to Evaluation** next to the student's name.
- Under "Overall Feedback," select the **File Upload** icon.

## Grading Assignments



*Figure: If a student sends an instructor the assignment through email or other means, instructors can upload the file under "Overall Feedback."*

5. Select the file to upload.
6. Click **Save Draft**.
7. Enter any feedback and evaluate the student.
8. When finished, click **Publish**.