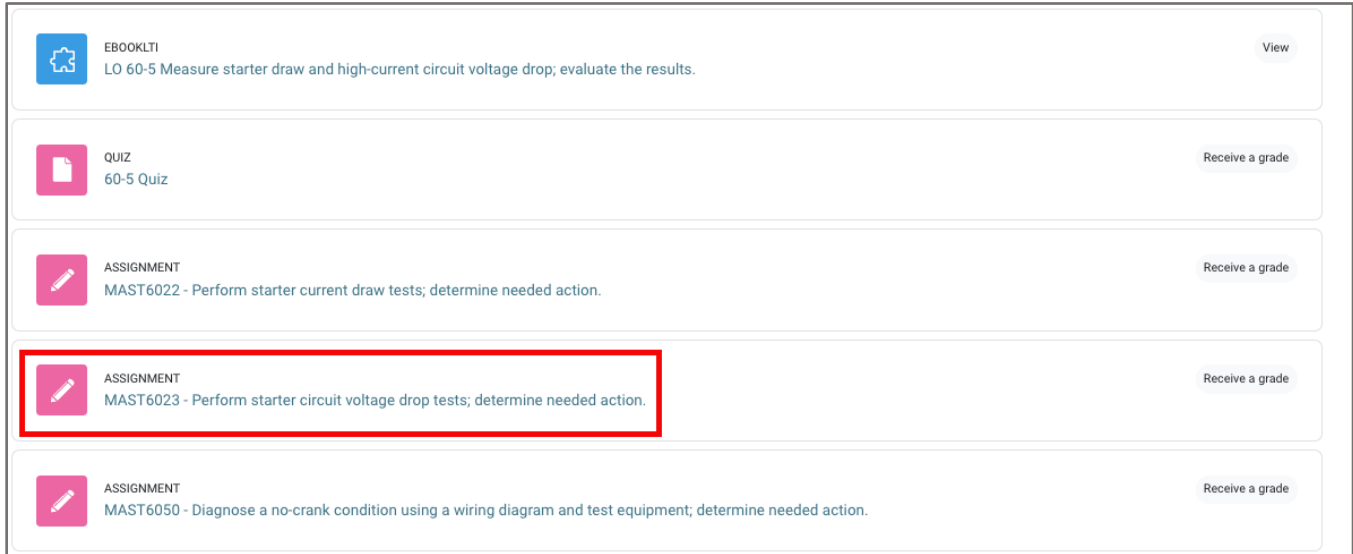


# How to Grade a Tasksheet or Assignment

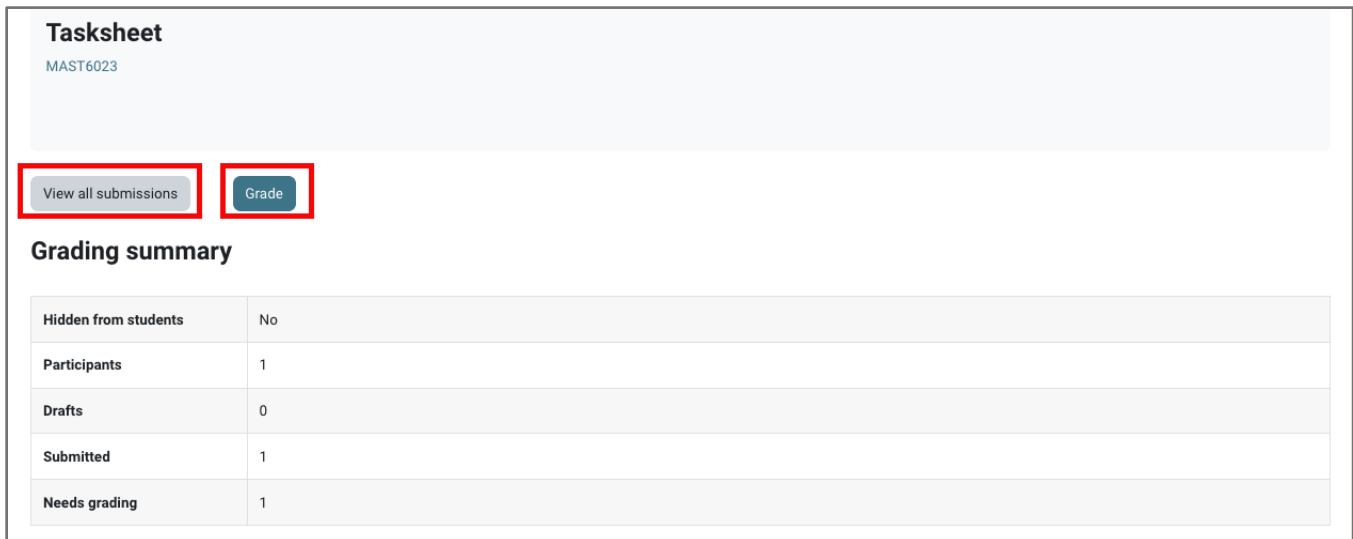
*This document provides instructions on how you may grade your students' submissions on a tasksheet or assignment.*

1. First, click on the assignment you wish to grade.



The screenshot shows a list of course items. The fourth item, an assignment titled 'MAST6023 - Perform starter circuit voltage drop tests; determine needed action.', is highlighted with a red rectangular box. Other items include an eBooklet, a quiz, and two other assignments.



2. Then, choose from one of two grading options: **View all submissions** or **Grade**.



The screenshot shows the 'Tasksheet' page for MAST6023. Two buttons, 'View all submissions' and 'Grade', are highlighted with red boxes. Below the buttons is a 'Grading summary' table.

Grading summary	
Hidden from students	No
Participants	1
Drafts	0
Submitted	1
Needs grading	1

3. The **View all submissions** option displays a list of students enrolled in your course, their tasksheet or assignment submission status, and the submissions that may be clicked on to download and review.

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feed
<input type="checkbox"/>		Mel Brooks	mbrooks@jblearning.com	Submitted for grading	<input type="text" value="Grade"/>	Edit	Monday, November 13, 2023, 9:51 AM	 Policy Analysis and Development .pdf November 13 2023, 9:51 AM	Comments (0)		

4. You may click the **Grade** button to then apply and save a score to one student's submission at a time (see step #6 for more on this), or you may easily input a grade for each student on this page by enabling the **Quick grading** box under the **Options** field lower on the page.

**Options**

Assignments per page: 10


Filter: No filter

Quick grading ?

Show only active enrollments ?

Download submissions in folders ?

5. Wait for the page to refresh. Enter in each student's score achieved, then click the **Save all quick grading changes** button.

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)
<input type="checkbox"/>		Mel Brooks	mbrooks@jblearning.com	Submitted for grading Graded	<input type="text" value="85"/> / 100.00	Edit ▾	Monday, November 13, 2023, 9:51 AM

Notify student

6. Alternatively, selecting the **Grade** button on the tasksheet or assignment page displays a submission and grading page for one student at a time. On this page, you can download their file submission, input their achieved score, and provide any qualitative feedback needed. Then, click **Save and show next** to move on to the next submission.

Course: Advantage - (FAT 3e) ASE 6 Electrical (UAT)  
Assignment: MAST6023 - Perform starter circuit voltage drop tests; determine...  
View all submissions

Mel Brooks  
mbrooks@jblearning.com

Change user  
1 of 1 Reset table preferences

**Submission**  
Submitted for grading  
Graded  
Student cannot edit this submission

November 13 2023, 9:51 AM

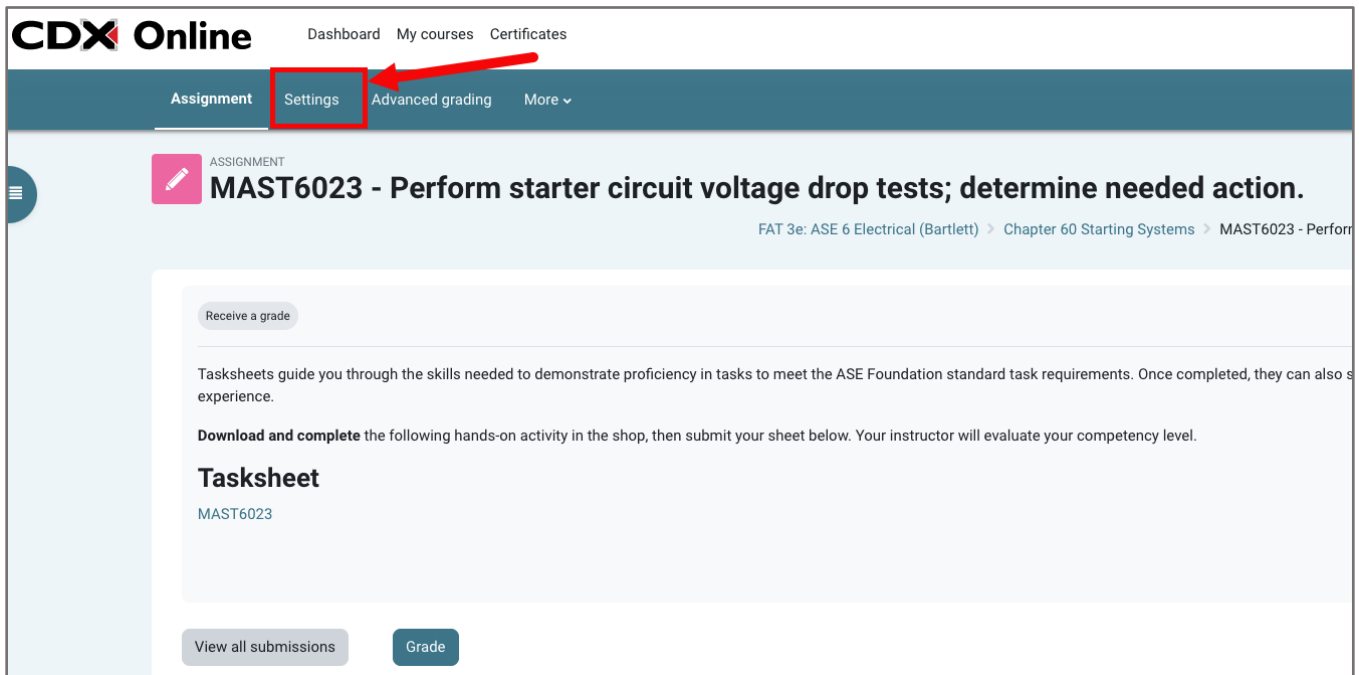
Comments (0)

**Grade**  
Grade out of 100  
  
Current grade in gradebook  
85.00

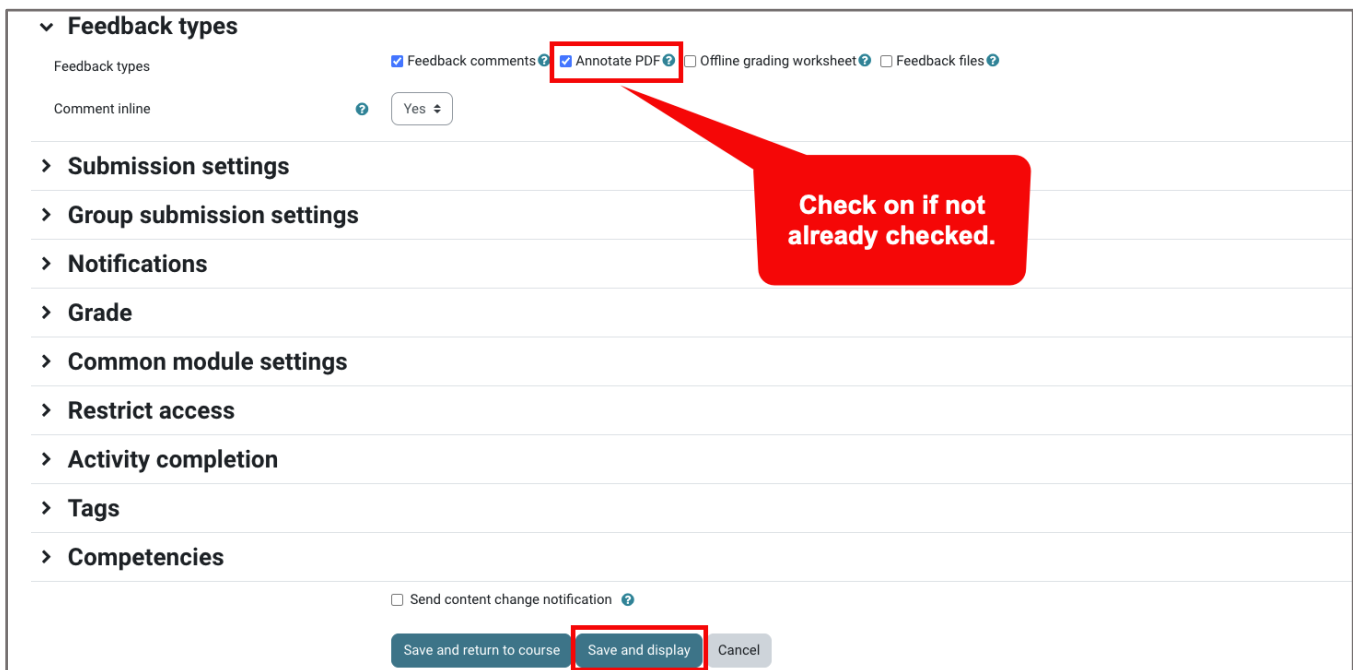
Feedback comments

Notify student

7. The following steps explain how to use Navigate's assignment **PDF annotation tool** for marking-up and grading students' file submissions. Note, this tool is compatible with PDF file formats only. First, go to the **Assignment** you would like to review, then select **Settings** from the navigation bar at the top.



8. Scroll down and expand the **Feedback types** field. Then check the box next to **Annotate PDF** if unchecked. Once that is done, click **Save and Display** to return to the Assignment page.



9. On the tasksheet assignment page, click the **View all submissions** button.

ASSIGNMENT

## MAST6023 - Perform starter circuit voltage drop tests; determine needed action.

FAT 3e: ASE 6 Electrical (Bartlett) > Chapter 60 Starting Systems > MAST6023 - Per

Receive a grade

Tasksheets guide you through the skills needed to demonstrate proficiency in tasks to meet the ASE Foundation standard task requirements. Once completed, they can all be used to gain hands-on experience.

**Download and complete** the following hands-on activity in the shop, then submit your sheet below. Your instructor will evaluate your competency level.

### Tasksheet

MAST6023

**View all submissions** **Grade**

10. Refer to the “Status” column to see which students have submitted their assignment for grading. Then click the **Grade** button under the Grade column for the submission you would like to review.

### Submissions

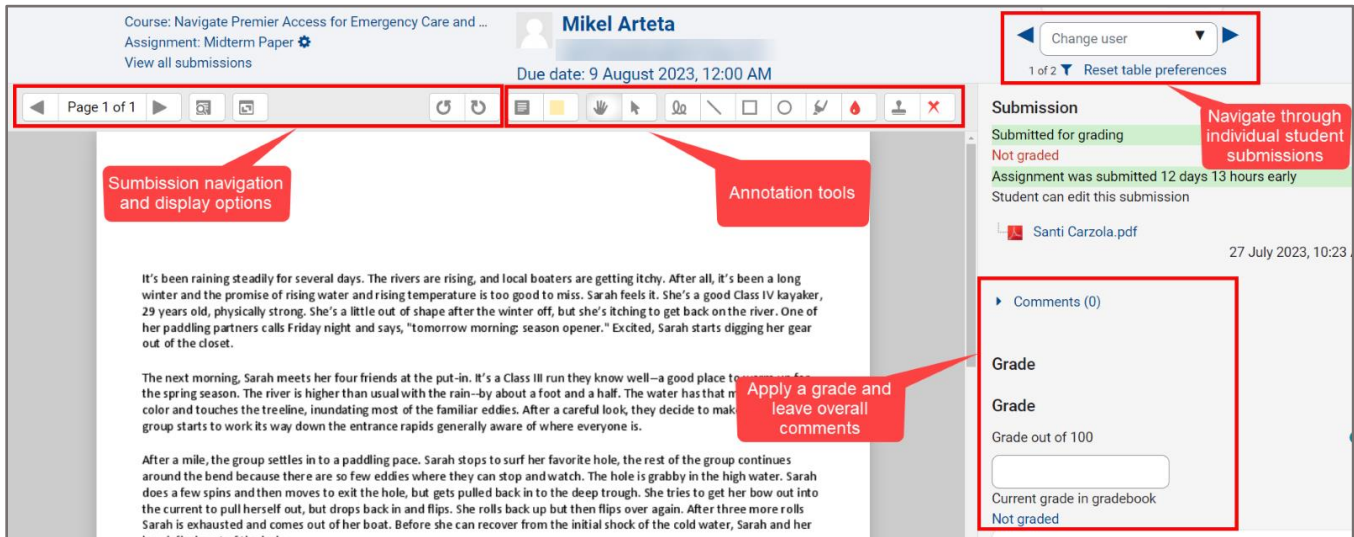
Grading action: Choose...

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z


Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

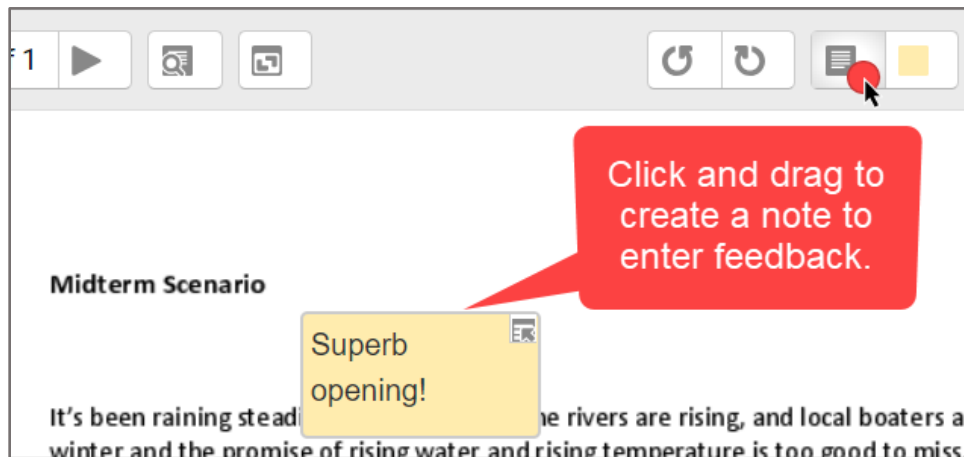
Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (Submission)	File submissions	Submission comments
<input type="checkbox"/>		Jones Bartlett	jbartlett@ascendlearning.com	Submitted for grading	<b>Grade</b>	Edit	Tuesday, December 5, 2023, 2:52 PM	MAST6023.pdf December 5 2023, 2:52 PM	Comments (0)
<input type="checkbox"/>		Andre Giant	agiant@jblearning.com	No submission	<b>Grade</b>	Edit	-	-	Comments (0)


11. The student's PDF submission is displayed centrally, along with an annotation toolbar across the top of the page and a grading and comments panel to the right.

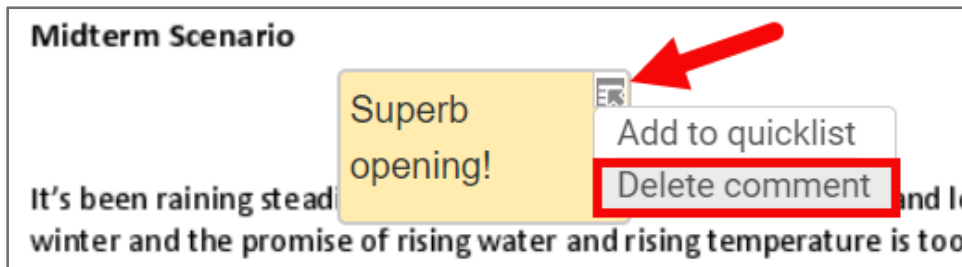


12. There are several options for annotating the file that was submitted.

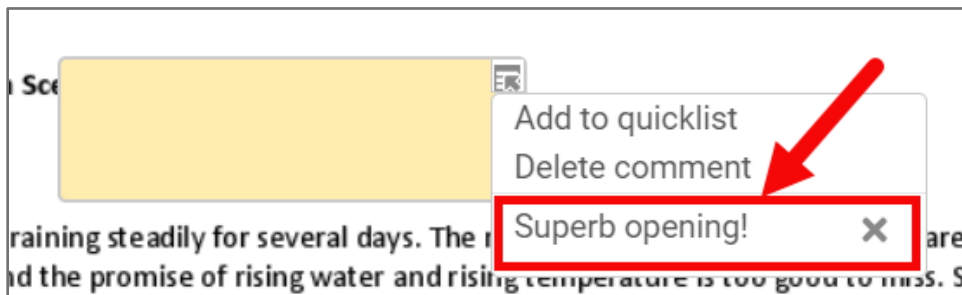
- Click the  **Comments** button to create a written note. Then use your mouse to drag open a notation field in a location of your choosing on the student's work and type in your feedback.



- Use the **Comment color** button to the right of the comments tool to set the color of your digital note. Navigating away from the note will collapse it into a consolidate comments icon on the page . Hover your mouse pointer over the comment to reveal its contents and edit as needed.
- To delete a comment, click the small icon in the top-right of the note's box and select **Delete** from the dropdown menu.



- d. You may also add/save comments to a **quick list** (see image above) to conveniently select as a canned response for subsequent commentary. Your quick list options display for selection under the same dropdown menu.



- e. You may also use free-hand drawing and shape tools to markup students' work or leave a signature of approval. Hover your mouse pointer over each option to reveal its name and simply click your tool of choice to use it.



13. After annotating the students work, you may use options within the **Submission** panel to the right to leave final comments and apply a grade. There are two feedback/comment options, Submission comments and Feedback comments. Submission comments should be reserved for feedback regarding how or when the student submitted (for example, if the submission was late). Feedback comments should be used for overall commentary related to the student's work.

**Submission**

Submitted for grading  
Graded  
Assignment was submitted 12 days 13 hours early  
Student can edit this submission

Santi Carzola.pdf 27 July 2023, 10:23 AM

▶ Comments (0)

Add a comment...

Save comment | Cancel

**Grade**

Grade

Grade out of 100

80.00

Current grade in gradebook  
80.00

**Feedback comments**

↓ A B I [List Icons] [Link] [Image] [Video] [H-P] [Info]

This is a comment in Feedback comments

Comment on the student's submission

Comment on the student's work



14. Enter the final grade in the **Grade** field and click **Save changes** to apply the grade and continue or **Save and show next** to apply the grade and automatically load the next student's submission.

The screenshot shows a 'Grade' entry form. At the top, it says 'Grade out of 100'. Below this is a text input field containing the number '80', which is highlighted with a red box and a callout bubble that says 'Enter grade here'. Underneath the input field, it says 'Current grade in gradebook' and 'Not graded'. Below that is a 'Feedback comments' section with a rich text editor toolbar and a text area containing the message 'Well done! Please review feedback and let me know if you have questions.' At the bottom of the form, there are three buttons: 'Notify student' (with a checked checkbox and a help icon), 'Save changes' (highlighted with a red box and a callout bubble that says 'Click either Save option to apply the grade and send your feedback'), 'Save and show next' (also highlighted with a red box), and 'Reset'.

15. Students are notified of the grading by default and may review both their original submission and your annotated version returned as shown below from the student's perspective.

The screenshot shows a 'Submission status' section with a table of details:

Submission status	Submitted for grading
Grading status	Graded
Time remaining	Assignment was submitted 12 days 13 hours early
Last modified	Thursday, 27 July 2023, 10:23 AM
File submissions	<a href="#">Santi Carzola.pdf</a> 27 July 2023, 10:23 AM
Submission comments	<a href="#">Comments (0)</a>

A red callout bubble points to the 'Santi Carzola.pdf' entry with the text 'Original file submitted'.

Below this is a 'Feedback' section with a 'Feedback comments' area. A red callout bubble points to this area with the text 'Annotated version returned after grading'.

At the bottom, there is an 'Annotate PDF' section showing a new entry: [Mikel Arteta\\_183\\_0.pdf](#) 28 July 2023, 8:21 AM. Below this entry is a link that says 'View annotated PDF...'.