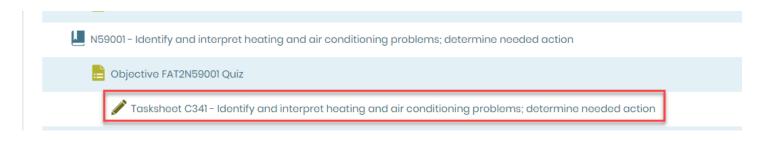
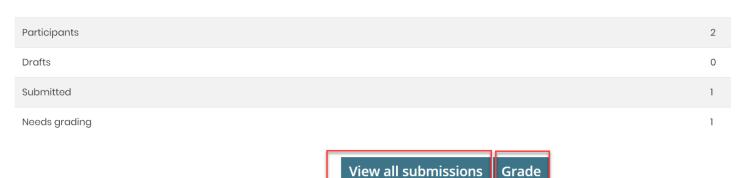
How Do I Grade a Tasksheet or Assignment?

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

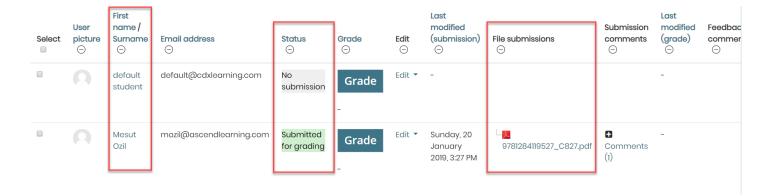


2. Then, choose from one of two grading options: "View all submissions" or "Grade"

Grading summary



3. View all submissions will display a list of students enrolled in your course, their tasksheet submission status, and the submissions that may be clicked on to download and review.

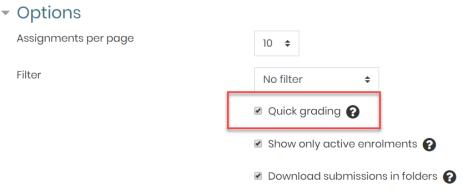




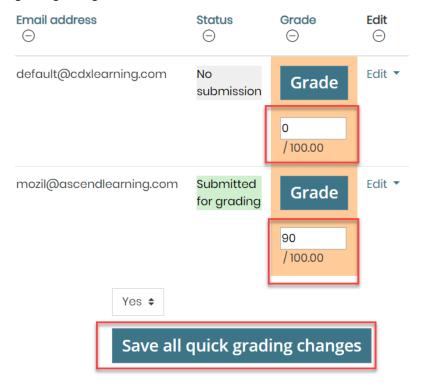
Phone: 1-866-244-4CDX (4239) Page 1

How Do I Grade a Tasksheet or Assignment?

4. You may click the "Grade" button to then apply and save a score to one student's submission at a time, or you may easily input a grade for each student on this page by clicking on the "Quick grading" box.



5. Wait for the page to refresh. Then, enter in each student's score achieved before clicking the "Save all quick grading changes" button.

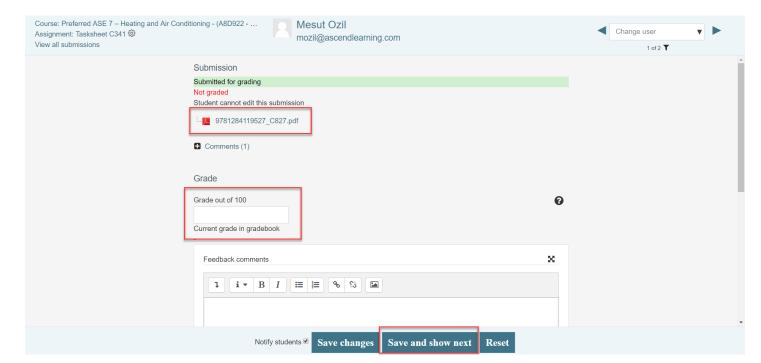


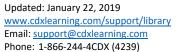
6. Alternatively, selecting the "Grade" button on the tasksheet assignment page will display a submission and grading page for one student at a time. On this page, you can download their file submission, input their achieved score, and provide any qualitative feedback needed. Then, click "Save and show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



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How Do I Grade a Tasksheet or Assignment?





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