

How Do I Grade a Tasksheet or Assignment?

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

N59001 - Identify and interpret heating and air conditioning problems; determine needed action

Objective FAT2N59001 Quiz

Tasksheet C341 - Identify and interpret heating and air conditioning problems; determine needed action

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

Grading summary

Participants	2
Drafts	0
Submitted	1
Needs grading	1

View all submissions Grade

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.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments
<input type="checkbox"/>		default student	default@cdxlearning.com	No submission	Grade	Edit	-			-	
<input type="checkbox"/>		Mesut Ozil	mozil@ascendlearning.com	Submitted for grading	Grade	Edit	Sunday, 20 January 2019, 3:27 PM	9781284119527_C827.pdf	Comments (1)	-	

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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.

▼ Options

Assignments per page

10

Filter

No filter

☒ Quick grading ?

☒ Show only active enrolments ?

☒ Download submissions in folders ?

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


Email address ⊖	Status ⊖	Grade ⊖	Edit ⊖
default@cdxlearning.com	No submission	<div>Grade</div> <div>0 / 100.00</div>	Edit ▼
mozil@ascendlearning.com	Submitted for grading	<div>Grade</div> <div>90 / 100.00</div>	Edit ▼

Yes

Save all quick grading changes

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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Course: Preferred ASE 7 – Heating and Air Conditioning - (A8D922 - ...
Assignment: Tasksheet C341 
View all submissions

Mesut Ozil
mozil@ascendlearning.com

Change user


1 of 2

Submission

Submitted for grading

Not graded

Student cannot edit this submission

 9781284119527_C827.pdf










Comments (1)

Grade

Grade out of 100

Current grade in gradebook

Feedback comments

Notify students ☒

Save changes

Save and show next

Reset