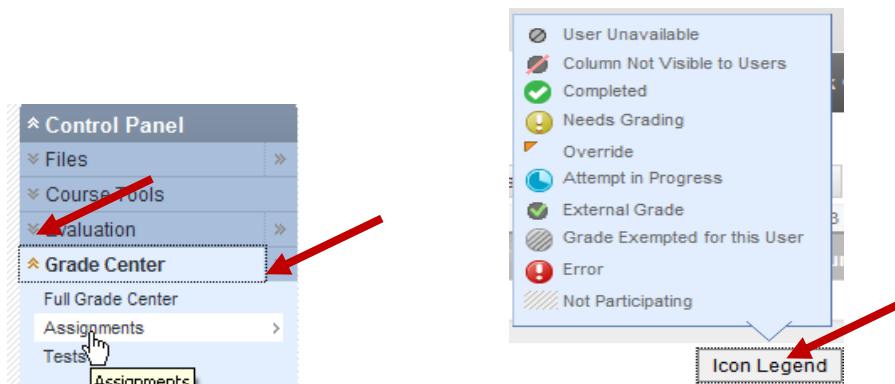


Grading Assignments/Quizzes Submitted Online

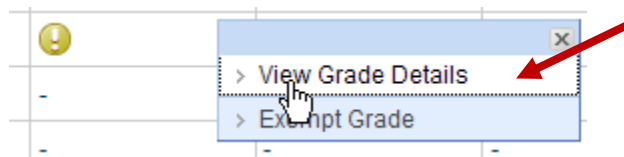
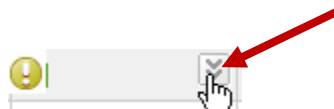
1. After creating an internet assignment and submissions have been received via the course submission, you can grade each submission. Open the **Grade Center** and click **Full Grade Center**.
2. Clicking **Icon legend** will show symbol meaning.



3. 🟡 Shows a submission that needs grading.

	Last Name	First Name	Weighted To	Total	Do the chapter	Chapter 2 test
<input type="checkbox"/>	McEntire	K	76.67%	274.00	🟡	40.00
<input type="checkbox"/>	Mims	Paula	-	0.00	-	-

4. Click down arrow for drop menu.
5. Click **View Grade Details**.



6. Click **Grade Attempt**.

Attempts | Manual Override | Column Details | Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jan 4, 2013 10:11:04 AM	Jan 4, 2013 10:11:04 AM (Needs Grading)	🟡			Grade Attempt Clear Attempt Ignore Attempt Edit Grade

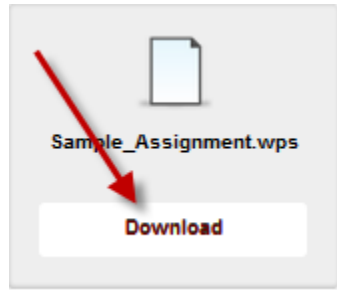
This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not accounted again the maximum number of attempts).

Allow Additional Attempt

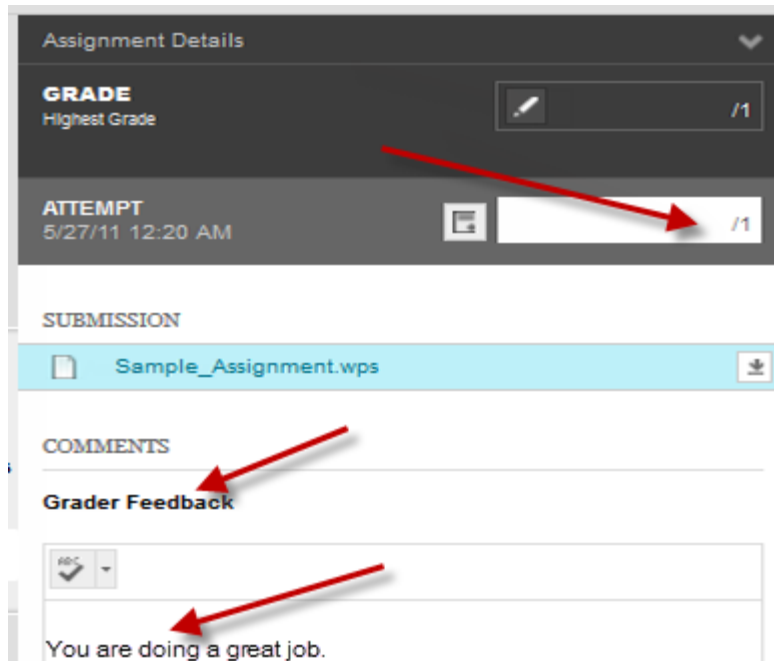


Grading Assignments/Quizzes Submitted Online

7. Open the attached file if required to grade by clicking on **Download** option.



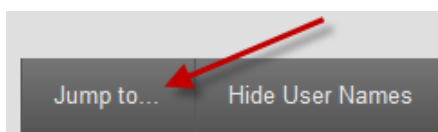
8. Enter the **Grade** and **Grader Feedback** comment.



9. Click **Submit**

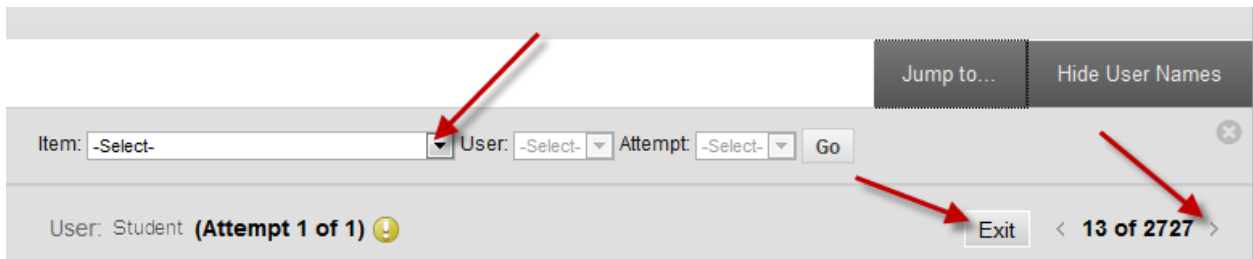


10. Click on **Jump to...** link to view the Jump to... options.



Grading Assignments/Quizzes Submitted Online

11. Once you are on the **Jump to...** options, you can use the **left and right arrow keys** or **Item: -Select-** option from the down arrow menu to grade the next submission.



12. Once you are done Grading, click on **Exit** option to return back to the **Grade Details** options.
13. Once you are at the **Grade Detail** option, you can use your **Breadcrumbs** to return to the **Grade Center** page.

