

## Grading an Assignment

To grade an assignment in Moodle, locate the assignment that you wish to grade and click on it.

+ **August 16 - August 22** Edit ▾

- + Readings Edit ▾
- + Reading 1 Edit ▾
- + Reading 2 Edit ▾
- + Reading 3 Edit ▾
- + Reading 4 Edit ▾
- + Activities/Assignments Edit ▾
- + Week 2 Reading Discussion Edit ▾
- + **Feedback Assignment** Edit ▾
- + Reflection Paper Edit ▾

You will see the Grading summary for the assignment. It will show you how many participants you have, how many have submitted the assignment, and how many still need to be graded.

To grade the assignments, click **View all submissions**.

### Feedback Assignment

#### Grading summary

Participants	2
Submitted	2
Needs grading	2

[View all submissions](#) [Grade](#)


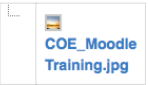

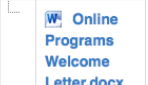
Next, you will see a list of students, the status of their assignment, when it was last modified, file submissions, and submission comments.

To grade the assignment, click on **Grade** under the Grade column.

## Feedback Assignment

Grading action

Choose...

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Last modified (grade)	Feedback comments
<input type="checkbox"/>		Jeremy Jones	jonesjw@illinois.edu	Submitted for grading	Grade	Edit	Monday, August 1, 2016, 10:44 AM		-	
<input type="checkbox"/>		Elaine Middleton	erobbins@illinois.edu	Submitted for grading	Grade	Edit	Monday, August 1, 2016, 10:51 AM		-	

This will generate a view of the assignment on the left side of the page. To download the assignment, click on the assignment file located on the right-hand side of the page.

### Submission

Submitted for grading






Not graded

Student can edit this submission



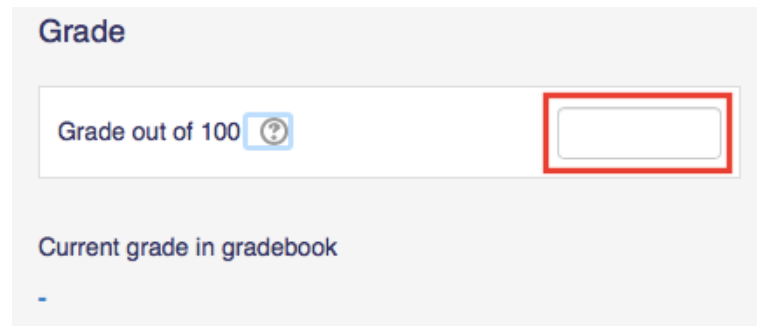
You can also write any submission comments in the Feedback comments text box.

### Feedback comments

Paragraph **B** *I*     

Path: p

To assign a grade, type the final grade into the Grade out of 100 text box. You are allowed to use decimal places.



The image shows a 'Grade' section with a 'Grade out of 100' text box containing a question mark icon. The text box is highlighted with a red border. Below it, the text 'Current grade in gradebook' is followed by a hyphen '-'.

To notify the student that you have grade their assignment, click the **Notify students** checkmark box located at the bottom of the screen.



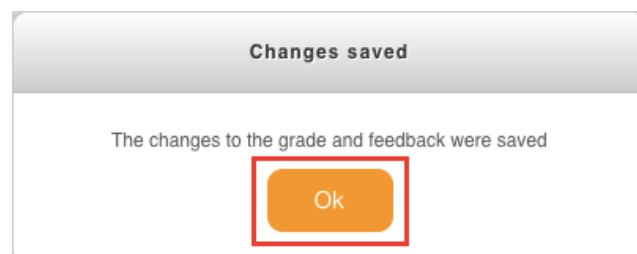
The image shows three buttons: 'Notify students' with an unchecked checkbox, 'Save changes', and 'Reset'. The 'Notify students' button is highlighted with a red border.

Once the assignment is graded, click **Save changes**.



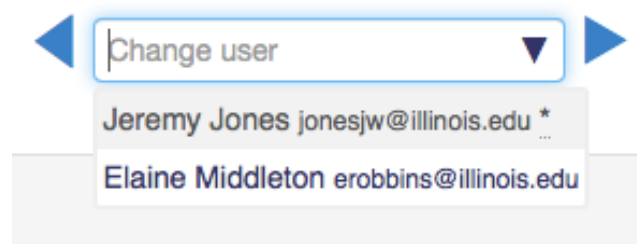
The image shows three buttons: 'Notify students' with an unchecked checkbox, 'Save changes', and 'Reset'. The 'Save changes' button is highlighted with a red border.

A pop-up box will appear confirming that the grading changes have been saved. Click **Ok**.



The image shows a pop-up box titled 'Changes saved'. The text inside reads 'The changes to the grade and feedback were saved'. Below the text is an 'Ok' button, which is highlighted with a red border.

To grade the next student's assignment, you can type the student's name into the **Change user** box located at the top right of the screen. You can also click the **left** or **right arrow** to move to the previous or next submission.



The image shows a 'Change user' dropdown menu with a left arrow on the left and a right arrow on the right. The dropdown is open, showing two options: 'Jeremy Jones jonesjw@illinois.edu \*' and 'Elaine Middleton erobbins@illinois.edu'.