GRADING ASSIGNMENTS

When you create an assignment, a column is added automatically to the Grade Center. An assignment that has been submitted, but not graded, is indicated with an exclamation mark (🟡)—the needs grading icon.

You can access assignments that have been submitted by students and need grading from the:

- Needs Grading page

  -OR-

- Grade Center

Depending on your grading style, you can access and grade one assignment attempt, view all the submissions for one assignment, or view all the assignments with submissions that need grading.

HOW TO ACCESS SUBMITTED ASSIGNMENTS FROM THE NEEDS GRADING PAGE

For courses with many enrolled students and gradable items, the **Needs Grading** page can help you determine which assignments need grading first. For example, you can sort by the date submitted to provide feedback to the earliest submitters first.
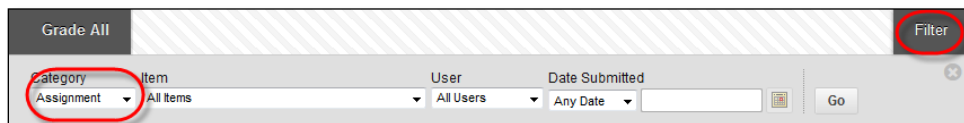
To access the **Needs Grading** page:

1. On the **Control Panel**, expand the **Grade Center** section.

2. Select **Needs Grading**. The total number of items to grade appears on the **Needs Grading** page.
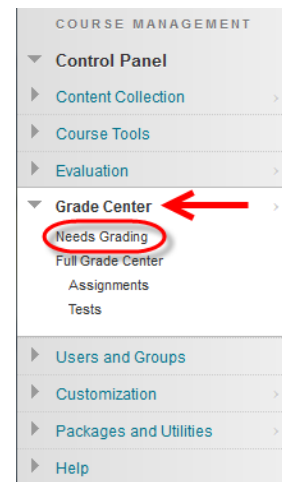
To filter and sort attempts:

1. Use the **Filter** drop-down lists to narrow the list of items to grade by **Category**, **Item**, **User**, and **Date Submitted**. For example, make selections in both the **Category** and **User** drop-down lists to display assignments submitted by a particular user.

2. Click **Go**. The filtered items appear on the **Needs Grading** page.

3. Click a column heading or the caret to sort the assignments. For example, sort the assignments by **Item Name**.

4. Click **Grade All** on the action bar to begin grading the assignment attempts.

5. The filtered assignment attempts appear on the **Grade Assignment** page in the order they were sorted and filtered on the **Needs Grading** page.

HOW TO ACCESS SUBMITTED ASSIGNMENTS FROM THE GRADE CENTER

The Grade Center shows all gradable items. The number of items may influence how you organize your time for grading tasks. You may also find it beneficial to view a student's previous grades as you grade.

To access the Grade Center:

1. On the **Control Panel**, expand the **Grade Center** section.

2. Select **Full Grade Center** or the **Assignments** smart view to access the assignment columns.

To grade a single assignment attempt:

1. Locate the cell for a student's assignment containing an exclamation mark.

2. Access the cell's contextual menu and select **Attempt**.

3. The **Grade Assignment** page appears.

To grade all submissions for an assignment:

1. Access the assignment column's contextual menu.

2. Select **Grade Attempts**.

3. The **Grade Assignment** page appears.
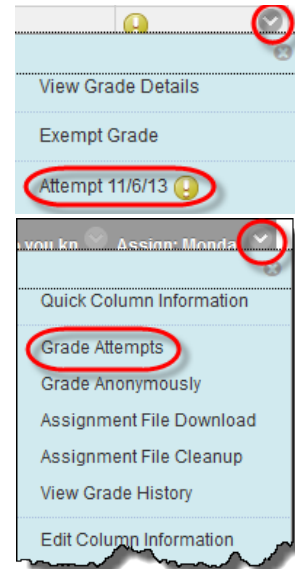
ABOUT THE GRADE ASSIGNMENT PAGE

You access the **Grade Assignment** page from the **Needs Grading** page or the Grade Center. You can navigate among users and attempts, view rubrics, grade anonymously, and view information about an assignment.

You can view, comment, and grade student-submitted assignment files without leaving the **Grade Assignment** page. When you view a document submitted in an assignment, that document is converted to a format that is viewable inside the web browser. Supported document types that can be converted are Microsoft Word (DOC, DOCX), Microsoft PowerPoint (PPT, PPTX), Microsoft Excel (XLS, XLSX), and Adobe PDF (PDF). The converted document is displayed in a viewer on the **Grade Assignment** page. Formatting and embedded images of the original document are preserved in the conversion.

The New Box View inline grading allows you to view other types of files in the inline viewer, such as image files. For a full list of supported files, visit Box's page: File Types and Fonts Supported in Box Content Preview.

Original formatting and embedded images are preserved. If a student has uploaded an unsupported file, you're prompted to download it.

Note: Assignment submissions created with the content editor are not compatible with inline grading. Submissions of this type show in the window, but annotation is not available.
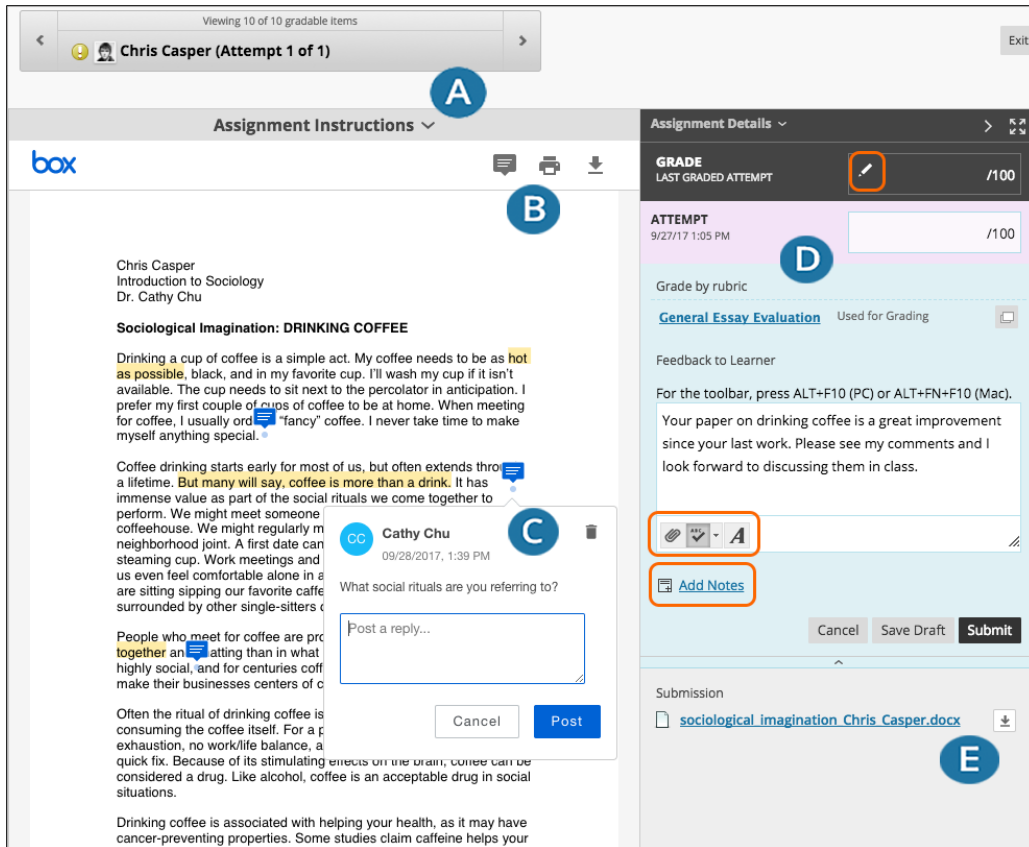
Annotation sessions expire after one hour. You'll receive a warning message. After the time limit, annotations may not be saved. Need more time? Select *Save Draft* to save your work and continue later. Your text and files are saved on the page. When you return, you can resume working.

A. **View instructions**. Expand the assignment instructions.
B. **Add comments and highlight text**. At the top of the panel, select *Point annotation mode* to type comments in any place on the document. Point and drag your cursor to highlight text, then select *Highlight text*. Select *Add comment to highlighted text* to add a comment to a highlighted area. To remove a highlighted area, select *Highlight text* again. You can also zoom in and out, and navigate to other pages in a student's file.
C. **Remove or reply to comments**. Select the *Delete* icon in the right corner of a comment to remove a comment. Select a comment to reply and the *Cancel* and *Post* options appear.
D. **Provide a grade and feedback**. In the right panel, grade the submission, provide feedback, attach files, and add private notes for yourself. If you associated a rubric, you can access it in this area. Select the *Click to open full content editor* icon to access the editor. You can also override or revert a grade.
E. **Download the student's file**. Save the original file to your computer.

What do students see? After you grade assignments, students can view their scores on their My Grades pages. They can also select the assignment in the course to review their submissions, your feedback, and their grades.

## HOW TO USE THE GRADE ASSIGNMENT PAGE INLINE ANNOTATION TOOLS

Files that have been uploaded and converted for display in the inline viewer can be annotated directly within the browser.

BOX POINT COMMENTS:
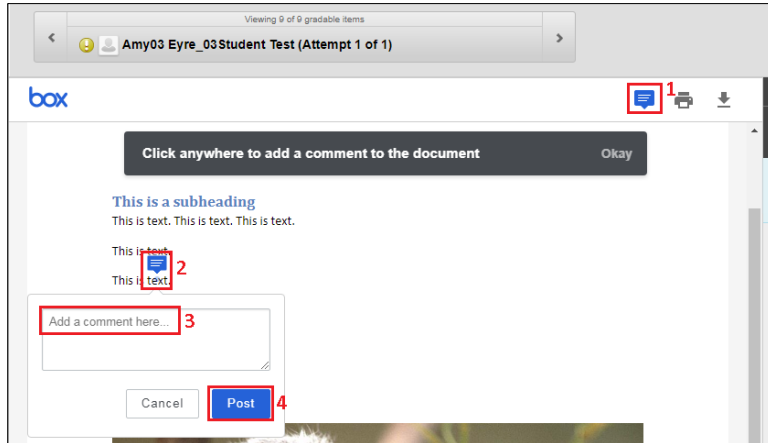
1. Click on the speech bubble icon in the top menu bar.
2. Click where you would like to position the comment.
3. Start typing your comment in the "**Add a comment here…**" box.
4. Click **Post** when you are done.

BOX HIGHLIGHT COMMENTS:
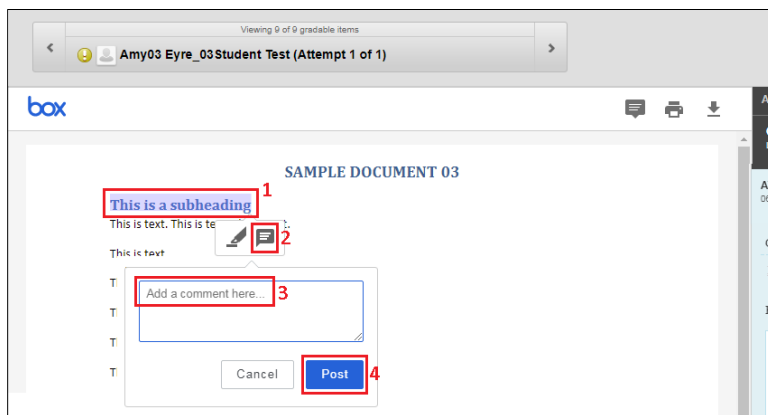
1. Click and drag your mouse over the text you wish to highlight and comment on.
2. Click the **speech bubble** icon that appears.
3. Start typing your comment in the "**Add a comment here…**" box.
4. Click **Post** when you are done:

INLINE GRADING

The inline grading sidebar gives you all of the tools you need to grade the assignment inline.
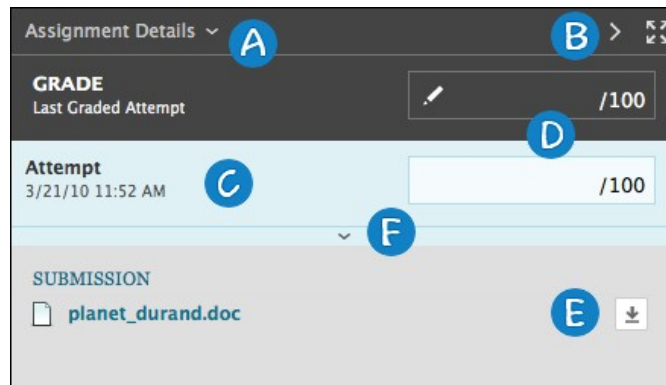
A. Expand assignment details to show the information from the assignment content item.

B. Collapse or expand the grading sidebar for more screen real estate.

C. Select additional attempts from a drop-down list. Click the attempt to load the submission in the inline viewer and update the sidebar with the appropriate attempt-related data.

D. Type a grade for the attempt.

E. Download the originally submitted file. If more than one file was submitted for the attempt, all files are available here.

F. Expand the rubric and comments fields.

- Use the grading rubric associated with the assignment.

- Add private notes, not visible to the student as feedback.

- Type feedback the student can see and attach files. You can expand the feedback field to take advantage of the full content editor features.

SUPPORTED FORMATS

Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF).

NOTE: Inline assignment grading is available only with submitted files, not for content created using the content editor.

The converted document is displayed in a viewer on the Grade Assignment page. Formatting and embedded images of the original document are preserved in the conversion.

The viewer is supported on current versions of Firefox, Chrome, Safari, and Internet Explorer. No plug-in or other application is necessary.

NOTE: If a student has uploaded a file that is not in a format supported by the inline viewer, you are prompted to download the file in question. You will not see the inline viewer.
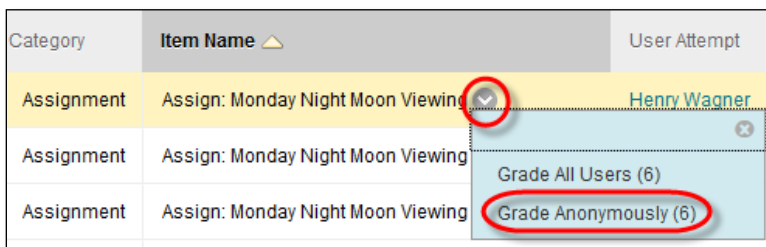
HOW TO GRADE ASSIGNMENTS ANONYMOUSLY

You can grade assignments anonymously to ensure impartial evaluation of student work. For example, an opinion-based assignment that you grade anonymously may offer students a higher level of comfort when expressing themselves.

In anonymous grading, all identifying information is hidden and attempts appear in random order. Each student is assigned a number, such as Student 8.
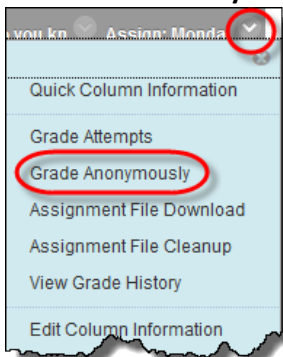
To grade anonymously from the **Needs Grading** page:

1. Access an assignment attempt's contextual menu.
2. Select **Grade Anonymously**. The **Grade Assignment** page appears.

To grade anonymously from the Grade Center:

1. Access an assignment column's contextual menu.
2. Select **Grade Anonymously**. The **Grade Assignment** page appears.

To grade anonymously from the **Grade Assignment** page:

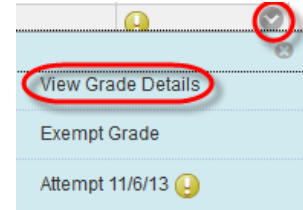1. On the action bar, click **Hide User Names**.
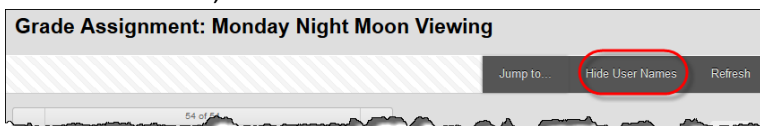
2. Click **OK** in the pop-up window to verify the action. If grading was in progress, any unsaved changes to the open attempt are lost. The **Grade Assignment** page refreshes and all identifying information is hidden.

HOW TO ALLOW ADDITIONAL ATTEMPTS

If a student has submitted the maximum number of attempts for an assignment, but you want to give them another opportunity, you can invite them to submit again.

To allow an additional attempt:

1. Locate the cell for a student's assignment containing an exclamation mark.

2. Access the cell's contextual menu.

3. Select **View Grade Details**. The **Grade Details** page appears.

4. Click **Allow Additional Attempt** and confirm.

The **Allow Additional Attempt** function only appears if the student has already submitted the maximum number of attempts allowed for that assignment. You can continue to offer opportunities to resubmit attempts each time the student reaches that maximum number. You do not have to grade previous attempts to allow a student to submit again.

Alternatively, click **Ignore Attempt** to ignore the attempt's score in grade calculations and not count it against the maximum number of attempts.

GRADING MULTIPLE ATTEMPTS

If you allowed multiple attempts for an assignment, and a student has submitted all attempts, they appear in the grade cell's contextual menu.

All attempts appear in the contextual menu for the grade's cell.

On the **Grade Assignment** page, you can see how many attempts users have submitted next to their names on the action bar.

Click **Attempts** to access other attempts. If you associated a rubric with the assignment, you can open it to refer to while grading.

After selecting an attempt, type a grade and feedback, and submit. The next attempt appears in the content frame.

If the one of the multiple attempts is ungraded, the exclamation mark remains in the cell along with the last graded attempt.

After you complete grading the attempts, the last attempt's grade appears in the cell by default. The last attempt's grade also appears on the **Grade Assignment** page.

To change the displayed grade to the first attempt, highest grade, lowest grade, or an average of attempts, access the Grade Center column's contextual menu, select **Edit Column Information**, and select the attempt to score from the **Score attempts using** drop-down list.

NOTE: **My Grades** shows students their scores on the most recently graded assignment attempt, or your selection in the **Score attempts using** drop-down list, as soon as that item is scored.