

Grading Student Assignment Submissions in Scholar 2.9

Updated June 16, 2016

Prepared by Jule Thorsen, Instructional Technology Specialist

There are always several ways to do things in Scholar so I will share with you the way I use but if you see cues to other methods, feel free to deviate if you wish.

Be sure that when you design the settings for the assignment you arrange for the submission feedback component to be set up so you can share comments and return files. You can use one or both tools to share back with a student.

Click on the name of the assignment to open it. Then you will see a summary of the number of files submitted and the due date and below that summary box is a line that says "View/Grade all submissions"

Writing Assignment No. 1, Due July 5, 2015

Unit One: Focus on Ethics (Pages 113-115) 25 Points

Grading summary

| | |
|----------------|--------------------------------|
| Participants | 9 |
| Submitted | 9 |
| Needs grading | 8 |
| Due date | Sunday, July 5, 2015, 11:55 PM |
| Time remaining | Assignment is due |

[View/grade all submissions](#)

(Some faculty will prefer reading all the submitted assignment files at one time and may wish to download them to their desktop for later reading. If that is your preference, at this point, pull down the menu item called "**Grading Action**" in the upper left hand corner and chose the option called "**Download all submissions.**" There is also a feature that allows for bulk uploading of all faculty comments.

Job Accommodations Assignment

Grading action

Download all submissions

First name : **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name : **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1

If you prefer to grade from within Scholar, click on the line called **“View/grade all submissions.”** Once you have clicked on this line then you see a chart with each student’s name is on it and the date that they uploaded their work. Click on the box in the column to the right of the student’s name (it has a pen at the top of the column) to enter the grading sheet for that student.

Job Accommodations Assignment

Grading action

First name : All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
 Last name : All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
 Page: 1

| Select | User picture | First name / Last name | Email address | Status | Grade | Edit | Last modified (submission) | File submissions |
|--------------------------|---|------------------------|------------------------|-----------------------|-------|------|--------------------------------|--|
| <input type="checkbox"/> |  | Aaron Page | aaron.page@simpson.edu | Submitted for grading | - | Edit | Sunday, June 5, 2016, 10:41 PM |  Job Accommodations Assignment.docx |

By clicking on the square with the pen icon above the grade (it would be 0/0 if nothing has been graded yet). That allows you on the grading sheet for the individual student.

Submission status

| | |
|---------------------|---|
| Submission status | Submitted for grading |
| Grading status | Graded |
| Due date | Sunday, July 5, 2015, 11:55 PM |
| Time remaining | Assignment was submitted 9 days 15 hours late |
| Editing status | Student cannot edit this submission |
| Last modified | Wednesday, July 15, 2015, 3:31 PM |
| File submissions |  Thorsen Kids at Kelly Wedding.jpg |
| Submission comments | ▶ Comments (0) |

Notice that Scholar tells you if there are any files submitted so you can click on that file. (pretend there is a word file loaded above for this example). So you can assign the score and enter it in the box next to the **“Grade out of ...”** and then the feedback comments can either be your individual comments, or you can copy and paste the correct answer into the box. Or...

Grade

Grade

Grade out of 25 ?

Current grade in **25.00**
gradebook

Grading student 1 out of 9

Feedback comments

Paragraph **B** *I* [List Bulleted] [List Numbered] [Link] [Image] [Table] [More]

You an incredible student.

Path: p

(At this point, if you had chosen Advanced Grading, the rubric you had entered would appear or if you chose to choose an offline grading worksheet of some it would appear here. Please contact me for more instructions for those other options.

You can upload a file that contains the answers or copy and paste the answers onto the student original submission and send that back to them. To do that, open the student's submission by clicking on it and then using the "save as" command under the File menu and save the file with a new name and I save mine to my desktop so I can find them again.

Feedback files

Maximum size for new files: Unlimited

Files


AAUP committee
survey data raise

Notify students **Yes** ⌵

Save changes Save and show next Cancel

Next

Save As: Thorsen Homework graded.docx

Tags:

Where: Desktop

Format: Word Document (.docx)

Description

The XML-based format that Word documents are saved in by default. Cannot store VBA macro code.

[Learn more about file formats](#)

Options... Compatibility Report... Compatibility check recommended

Cancel Save

The score you have entered is now entered in the gradebook in the column for this assignment. At the bottom of the individual page is the following choices:

Notify students Yes

Save changes

Save and show next

Cancel

Next

I would recommend selecting **YES** for notifying students as this choice sends them an email to their Simpson email telling them that their assignment has been graded. This cuts down on emails and phone calls. It also allows you to award a score of 0 for un-submitted work and you can write a message in the feedback saying the work is missing and if you will allow the work to be submitted late and with what penalty.

You can always change awarded grades as many times as you want. If you wish to grade the next student's work, then click on "**Save and show next**" or if you are done grading for now click "**Save changes.**"