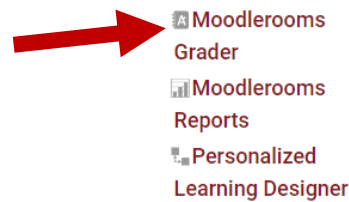


Grading Assignments

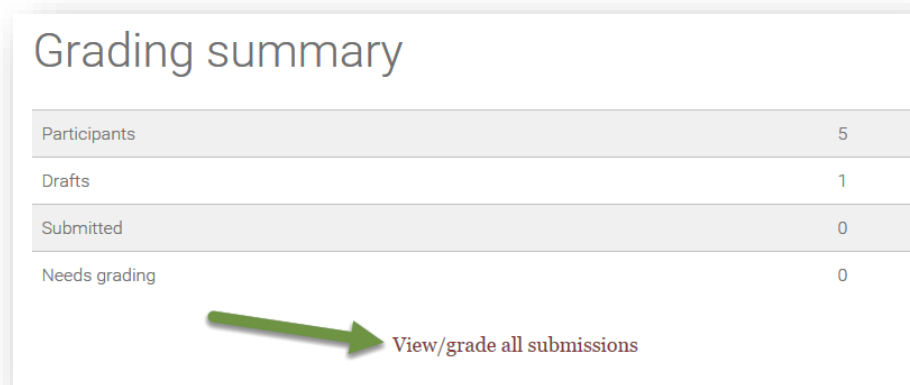
The **Moodlerooms Grader** in the **Administration menu** allows you to see all of the ungraded work that has been submitted in your course to an assignment. You can then sort the information by student or assignment. You can view the document submitted, add comments, and grade from one screen.



Grading from an Individual Assignment

To grade an assignment, enter the assignment by selecting the title of the assignment from the course home page.

Once in the assignment, you will see the **Grading summary**. To grade the assignment, you will need to select the **View/grade all submissions** link.



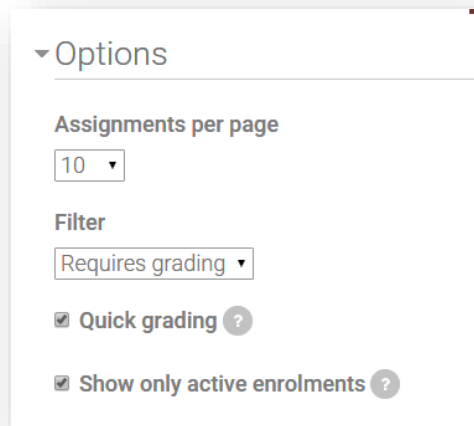
A screenshot of the 'Grading summary' page. It shows a table with the following data:

| Category | Count |
|---------------|-------|
| Participants | 5 |
| Drafts | 1 |
| Submitted | 0 |
| Needs grading | 0 |

Below the table, there is a green arrow pointing to the 'View/grade all submissions' link.

Quick Grading of Assignments

Moodle provides optional settings for grading assignments. It is our recommendation to set the **Assignments per page** to the number of students in your class, check the box **Quick grading**, and set the filter to **Requires grading**.



Options

Assignments per page
10

Filter
Requires grading

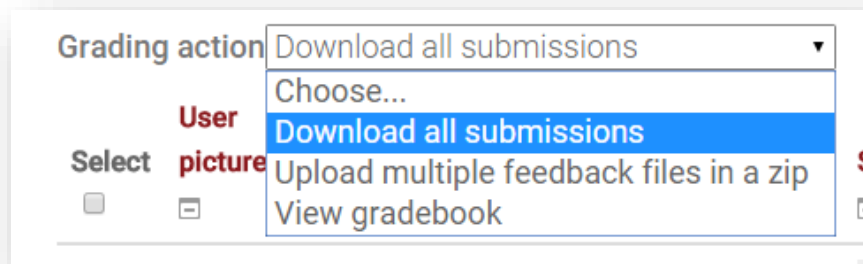
Quick grading

Show only active enrolments

In the **Grade** column, you can type a numerical grade for the submission. To view the submitted document, select the file in the **File submissions** column. The **Feedback comments** field is for leaving written feedback on the assignment.

| ss | Status | Grade | Edit | Last modified (submission) | Online text | File submissions | Submission comments | Last modified (grade) | Feedback comments |
|------------|-----------------------|---------------------------------|------|----------------------------------|-------------|------------------|---------------------|-----------------------|-------------------|
| il.occ.edu | No submission | <input type="text"/> / 40.00 | Edit | - | | | | | |
| il.occ.edu | Submitted for grading | <input type="text"/> / 40.00 | Edit | Friday, August 28, 2015, 2:36 PM | | My Essay.docx | Comments (0) | | |

Instructors also have the option to download all of the documents submitted to an assignment (drop box) as a zip file. To download the submissions as a zip file, in the **Grading action** menu in the upper left corner of the submissions page, select **Download all submissions**.



Once you have selected the download option, the file will automatically begin downloading. To access the students' individual assignments, select the file folder that was downloaded. It will open to show the individual documents.

If you have questions or difficulties with this process, please contact the CLT at 682-7838 or clt@occc.edu