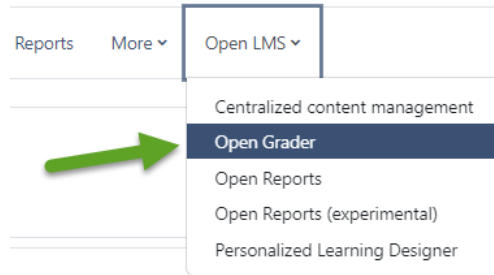


## Grading Assignments

The Open Grader in the Open LMS menu on the Course 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.

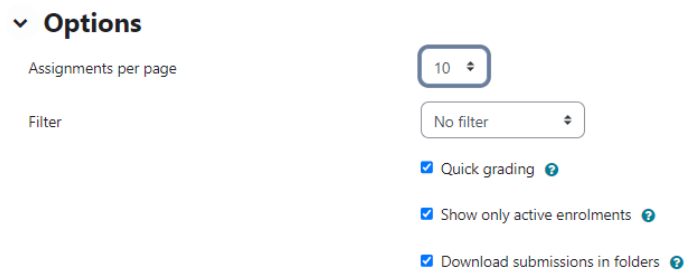
Once in the assignment, you will see the **Grading summary**. To grade the assignment, you will need to select the **View/grade all submissions** link.



### Grading summary

### Quick Grading of Assignments

Moodle provides optional settings for grading assignments. We recommend setting the **Assignments per page** to the number of students in your class, checking the **Quick grading** box, and setting the filter to **Requires grading**.



### Options


Assignments per page

10

Filter

- No filter
- Not submitted
- Draft
- Submitted
- Requires grading**
- Granted extension

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

User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments
CS	CLT Student001	cltstudent001@my.occc.edu	Submitted for grading	Grade / 10.00	Edit	Friday, February 24, 2023, 3:55 PM	 Lorem ipsum.docx February 24, 2023, 3:55 PM	Comments (0) <input type="text"/> Save comment   Cancel
CS	CLT Student002	cltstudent002@email.occc.edu	No submission	Grade / 10.00	Edit	-		
CS	CLT Student003	cltstudent003@email.occc.edu	No submission	Grade / 10.00	Edit	-		

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, select **Download all submissions** in the upper left corner of the submissions page.

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](mailto:clt@occc.edu).