



Grade an Assignment

Step 1

Click the course name under the **School** tab to see submitted and overdue work.



Step 2

Check to see how many students have **Submitted/Overdue** work. To grade student work, click the assignment **Title**.

Current Assignments		Completed Assignments	Archived Assignments		
Select All	Due Date	Title	ETC	Attachment	Submitted/Overdue
<input type="checkbox"/>	11/06/2009	Critique	0 hr 45 min	@ (1)	1 / 13

Step 3

Review the following information:

- **Description** explains the assignment.
- **Due Date/Time** is when you specified the assignment should be submitted.
- **Weighting** tells you how many points you attributed to the assignment.
- **Estimated Time To Complete** is the amount of time a fluent student would need to finish the assignment.
- **Files** and **Bookmarks** for the assignment.

Subject: Critique

Description: Listen to some Podcast Stories and choose one to critique.

Due Date/Time: November 06, 2009

Weighting: This assignment is worth 5 points.

Estimated Time To Complete (ETC): 0 Hours 45 Minutes

Files

File Name	Download
Podcast Critique.docx	

Bookmarks

Website Name	Link
Other	Pod Stories: Tales for Everyone

Step 4-a

Review the **Grade** panel to determine the status of each student's work and any grades you have assigned.

Student Name	Point Grade	Percent Grade	Excused	Submission Date	Doc	Submitter Comments	Actual Time To Complete (ATC)	ATC vs. ETC	Reassign?	Grader Comments	Upload Return File
Isaiah Walton	1	20%	<input type="checkbox"/>	11/04/2009 05:56 PM			0 Hours 45 Minutes		<input checked="" type="checkbox"/>	Add	Add
Aaron Washington	4	80%	<input type="checkbox"/>	10/19/2009 07:26 PM	@ (1)	View	0 Hours 30 Minutes	-15 Minutes	<input type="checkbox"/>	Add	Add
Lauryn Williams			<input checked="" type="checkbox"/>						<input type="checkbox"/>	Add	Add
Asia Willis	3	60%	<input type="checkbox"/>	11/04/2009 05:57 PM			0 Hours 45 Minutes		<input type="checkbox"/>	Add	Add

Step 4-b

You can check the date and time of each **Submission** of student work. If the student submitted the assignment electronically, you can click to download the file(s).

Click **View** to see **Submitter Comments** provided by students.

You can also see the **Actual Time To Complete (ATC)** the assignment as reported by each student and how it compares to your **Estimated Time To Complete (ETC)**.

Submission Date	Doc	Submitter Comments	Actual Time To Complete (ATC)	ATC vs. ETC
11/04/2009 05:56 PM			0 Hours 45 Minutes	
10/19/2009 07:26 PM	@ (1)	View	0 Hours 30 Minutes	-15 Minutes
11/04/2009 05:57 PM			0 Hours 45 Minutes	

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Step 4-c

Click the **Reassign** checkbox if you want a student to continue working on the assignment.

Click **Add Grader Comments** to provide feedback to each student.

If you have provided comments or corrections on a file uploaded by a student, click **Add Upload Return File** to share the revised file with the student.

Reassign?	Grader Comments	Upload Return File
<input checked="" type="checkbox"/>	Add	Add
<input type="checkbox"/>	Add	Add
<input type="checkbox"/>	Add	Add
<input type="checkbox"/>	Add	Add

Step 4-d

After you have assessed a student's work and provided feedback, enter a **Point Grade**. School Town automatically calculates a **Percent Grade** based on the **Weighting** you specified for the assignment.

Click the **Excused** checkbox if a student does not need to complete the assignment.

Student Name	Point Grade	Percent Grade	Excused
Isaiah Walton	<input type="text" value="1"/>	20%	<input type="checkbox"/>
Aaron Washington	<input type="text" value="4"/>	80%	<input type="checkbox"/>
Lauryn Williams	<input type="text"/>		<input checked="" type="checkbox"/>
Asia Willis	<input type="text" value="3"/>	60%	<input type="checkbox"/>

Option: Step 5-a

When you have assigned a **Point Grade** or **Excused** all students in the group, the assignment will move from **Current Assignments** to **Completed Assignments**.

You can delete an assignment by clicking its checkbox and **Delete Selected**. Deleting an assignment will remove all grades and other records of student work.

New Media Arts - Teacher's View

Current Assignments	Completed Assignments	Archived Assignments				
<input checked="" type="checkbox"/> Select All <table border="1"> <thead> <tr> <th>Due Date</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 11/06/2009</td> <td>Critique</td> </tr> </tbody> </table>	Due Date	Title	<input checked="" type="checkbox"/> 11/06/2009	Critique		
Due Date	Title					
<input checked="" type="checkbox"/> 11/06/2009	Critique					

Clear Selected Delete Selected

Option: Step 5-b

If you are sure you want to remove all grades and other records of student work on the assignment, click **Yes** to confirm.

Delete selected Assignments ? x

Are you sure you want to delete the selected Assignments?

Yes No