

Instructor How-to Tutorial: Gradebook: Instructor grading by activity (batch)

Activities that require manual instructor grading will have a red pencil icon next to them in the gradebook.



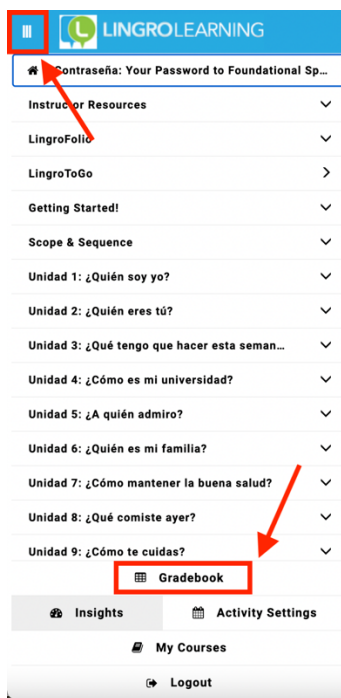
Instructor scoring required

You can either score by student individually OR by activity meaning all submissions for a specific activity in batches (all students at once) (this tutorial). If you prefer to grade by student individually see [How-to Guide: Gradebook: Instructor grading by student](#).

Step 1: Accessing the Gradebook

You can access the **GRADEBOOK** in two different ways:

- Go to the **MENU** on the top left of the screen and click on **GRADEBOOK** at the bottom of the screen.



OR

- Once you are in the Insights Page, click on **GRADEBOOK** on the top list of options.



LingroHub Insight Center

Contraseña: Your Password to Foundational Spanish

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[View Discussion Boards](#)
[Activity Settings](#)
[Course Gradebook](#)

Step 2: Score an activity/assignment in batches

- Once in the gradebook, click on the column header of the activity you want to grade and then click on **SCORE SELECTED ASSESSMENT** from the new options that appear.

Gradebook

INSIGHTS VIEW DISCUSSION BOARDS VIEW FLASHCARDS ACTIVITY SETTINGS CUSTOM ROLL-UP View as % Roll up by Activity RELOAD

Filter students DOWNLOAD CSV ACCEPT LATE WORK ADD GRADED ASSESSMENT SCORE SELECTED ASSESSMENT LIVE PROCTORING ITEM DETAIL REPORT










Student	U4-Estrategi...	U4-Proyecto...	U4-Examen c...	U5-Estrategi...	U5-Vocabulario: Aplicar Expansi3n	U5-Proyecto...	U6-Estrategi...	U6-Texto: Pr...	U6-Texto: Ap...	U6-Vocabula...
Average	0.00 / 6 Due -/-	0.00 / 100 Due -/-	0.00 / 100 Due 4/30	0.00 / 13 Due -/-	0.00 / 20 Due 4/10	0.00 / 100 Due 4/10	0.00 / 7 Due -/-	0.00 / 10 Due -/-	0.00 / 13 Due -/-	0.00 / 102 Due -/-
<input type="checkbox"/> DEOUw, Milu			0	-	0	0	-	-	-	-
<input type="checkbox"/> Garcia, Marife			0	-	0	0	-	-	-	-
<input type="checkbox"/> Joy, Almond			0	-	0	0	-	-	-	-
<input type="checkbox"/> Kat, Kit			0	-	0	0	-	-	-	-
<input type="checkbox"/> LingroLearning, Design			0	-	0	0	-	-	-	-

- A new window opens. On the left you can see the responses for each student who submitted the assignment. To the right you can enter the scores out of the given point values.

U5-Vocabulario: Aplicar Expansión ✕

Click here to give all students who submitted the assessment the maximum number of points on ALL questions, including both auto-graded and instructor-graded ones. MAX POINTS

Note: Below one submission per student is shown; other submissions for a student are available to grade by clicking the student's grade in the gradebook. Students without submissions are not listed here.

Student	Response	Feedback	Score
<p>3. </p> <p>Es un perro leal. Es decir, es...</p>	<p>Maximum possible point score for this question: 10</p> <p>LingroLearning, Design ▶ 0:00 / 0:00  ⋮</p> <p>Rouse, Rosco ▶ 0:00 / 0:02  ⋮</p>	 	<div style="border: 1px solid green; padding: 2px; width: 40px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid green; padding: 2px; width: 40px; height: 20px;"></div>
<p>Vocabulario 5-12 Mi mejor amigo/a. Write a description of your best friend with at least eight new words from Vocabulario. Describe in detail the qualities that s/he possesses and those s/he doesn't. Also include what you learned in previous units, such as your friend's name and age, what s/he studies, and her/his physical description.</p>			
	<p>Maximum possible point score for this question: 10</p> <p>LingroLearning, Design ▶ 0:00 / 0:02  ⋮</p> <p>Rouse, Rosco ▶ 0:00 / 0:02  ⋮</p>	 	<div style="border: 1px solid green; padding: 2px; width: 40px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid green; padding: 2px; width: 40px; height: 20px;"></div>

⌵ CANCEL
✓ SAVE ALL SCORES


NOTE: Only one submission per student is shown. To see other submissions, go to the gradebook and click on the student's grade or 0 for that specific assignment. See [How-to Guide: Gradebook: Instructor grading by student](#).

- You are able to give maximum number of points on all questions to all students with submissions if you click on **MAX POINTS** at the top of the pop-up window.

U1-Vocabulario: Aplicar Expansión ✕

Click here to give all students who submitted the assessment the maximum number of points on ALL questions, including both auto-graded and instructor-graded ones. MAX POINTS

Note: Below one submission per student is shown; other submissions for a student are available to grade by clicking the student's grade in the gradebook. Students without submissions are not listed here.

Student	Response	Feedback	Score
			

- To provide feedback to each individual student, click on the **red pencil icon** next to each student's response and the feedback windows will appear.



U5-Vocabulario: Aplicar Expansión



Click here to give all students who submitted the assessment the maximum number of points on ALL questions, including both auto-graded and instructor-graded ones. **MAX POINTS**

Note: Below one submission per student is shown; other submissions for a student are available to grade by clicking the student's grade in the gradebook. Students without submissions are not listed here.

Student	Response	Feedback	Score
LingroLearning, Design		<p>Instructor feedback:</p> <p>B <i>I</i> <u>U</u> </p> <p>0 / 500 Word Limit</p> <p>Instructor Feedback</p> <p>Audio Recorder</p> <p>Click on record to start</p> <p> 00:00 / 10:00</p> <p>SAVE FEEDBACK</p>	<input type="text"/>

- Once you are done scoring and adding feedback to an individual student click on **SAVE FEEDBACK**. Do that for each student.
- Once you are done scoring ALL students, click on **SAVE ALL SCORES** at the bottom of the window. The grades will be recorded to the gradebook.

Vocabulario 5-12 Mi mejor amigo/a. Write a description of your best friend with at least eight new words from *Vocabulario*. Describe in detail the qualities that s/he possesses and those s/he doesn't. Also include what you learned in previous units, such as your friend's name and age, what s/he studies, and her/his physical description.

Maximum possible point score for this question: 10

LingroLearning, Design		<input type="text"/>
Rouse, Rosco	sadfasdfasdf	

SAVE ALL SCORES