

Instructor How-to Tutorial: Gradebook: Instructor grading by individual student

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



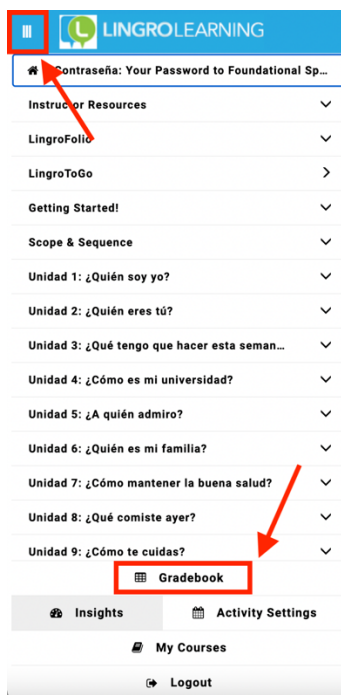
Instructor scoring required

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

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.





Contraseña: Your Password to Foundational Spanish

- View Course
- Course Settings
- Instructor Resources
- View Discussion Boards
- Activity Settings
- Course Gradebook



Step 2: Score an activity/assignment by student

- Once in the gradebook, click on the score (usually a 0) with a red pencil icon for a specific student on a specific assessment.

Student	U2-Reflexion...	Activity 1 gra...	U3-Estrategi...	U3-Texto: Pr...
Average	8.00 / 18 Due -/-	0.00 / 50 Due -/-	0.00 / 5 Due -/-	0.00 / 7 Due -/-
<input type="checkbox"/> Alducin, Christine	-	-	-	-
<input type="checkbox"/> Alducin, Justine	8	-	-	-

- A new window opens.

Review/Change Scores

SAVE SCORES/FEEDBACK

Adjust Score 10

Vocabulario 1-12 Un perfil social. Select one of these two students and write his or her social media profile following the model. Write out any numbers. ¡OJO! Consult the **Vocabulario activo** if you need help identifying which descriptions combine with the verbs **soy**, **estoy** and **tengo**.

MODELO

Me llamo _____ Tengo _____ años. Soy de _____
En general soy _____ y _____. Ahora estoy _____
y tengo _____

Gonzalo Pérez, 19 años, Madrid (España)

Araceli Guzmán, 20 años, Monterrey (México)

Instructor feedback:

Audio Recorder

Click on record to start

24 / 10000 Word Limit

3. Enter the score out of the given point values in the **ADJUST SCORE** section. Make sure to scroll all the way down in the activity as sometimes individual questions need scoring.
4. Check to see if there is more than 1 activity to grade at the top right of the window. Use the forward arrows to navigate to the next activity.
5. Enter written and/or oral feedback in the appropriate boxes.
6. Click on **SAVE SCORES/FEEDBACK** button to save the score and feedback.

NOTE: If a student has submitted multiple attempts for an activity, in the pop-up window (step 2), scroll to the bottom and select/click on the attempt you want to grade. Then follow the steps above to grade that attempt.

Student attempts at this assessment					
Date submitted	Date started	Duration (mins)	Score	Scoring needed	View Attempt
04/13/2023 04:08 PM	04/13/2023 04:08 PM	0	0	*	VIEW

