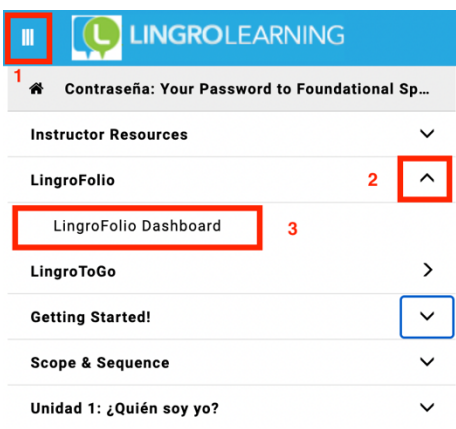


Instructor How-to Tutorial: LingroFolio: Batch grading projects

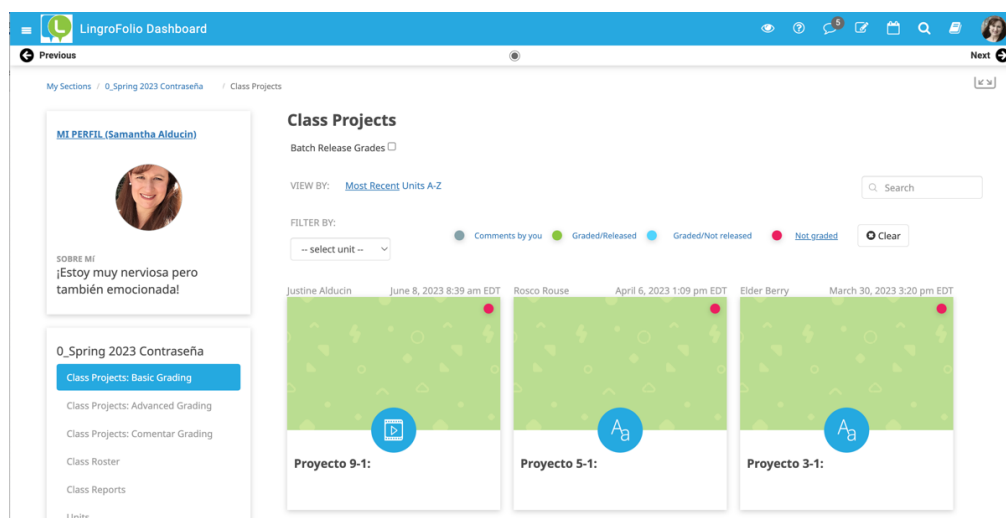
In **LingroFolio** you can opt to release project grades in batches. Scores for a project's unit are then withheld until you select to release them all at once to the gradebook when you have graded all the projects for all students.

The default option in LingroFolio is to release a grade immediately after grading one individual project, so for **batch release**, please follow these steps.

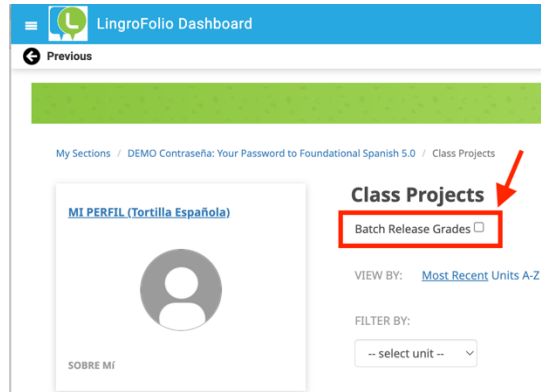
- Go to the MENU on the top left of the screen (1) and click on the drop-down arrow next to **LINGROFOLIO** (2). Then click on **LingroFolio Dashboard** (3).



After students start to complete projects, the default view of the LingroFolio Dashboard will be the **CLASS PROJECTS** page and projects will start to appear for review and grading. As a default, the ungraded projects will appear at the top in submission order (most recently submitted first).



2. At the top of the screen, check the **BATCH RELEASE GRADES**



3. Grade projects following the steps described in: [How-to LingroFolio: Viewing, commenting and grading projects](#) in Self-service.
4. Once you have graded all the projects you needed to grade, go back to **LingroFolio Dashboard**
5. Click on **RELEASE GRADES** for all grades to be released to the Gradebook at the same time.

