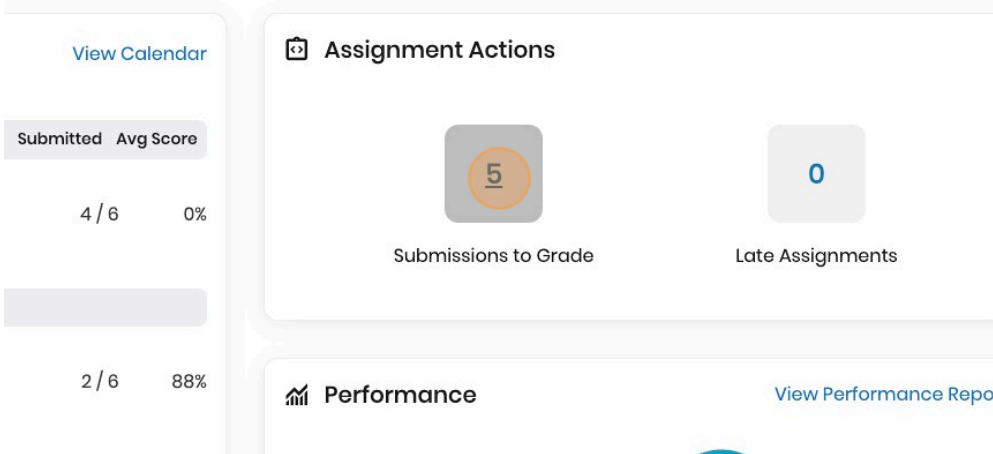


There are two ways to access your Instructor Grading Center, from the Dashboard and under Instructor Tools.

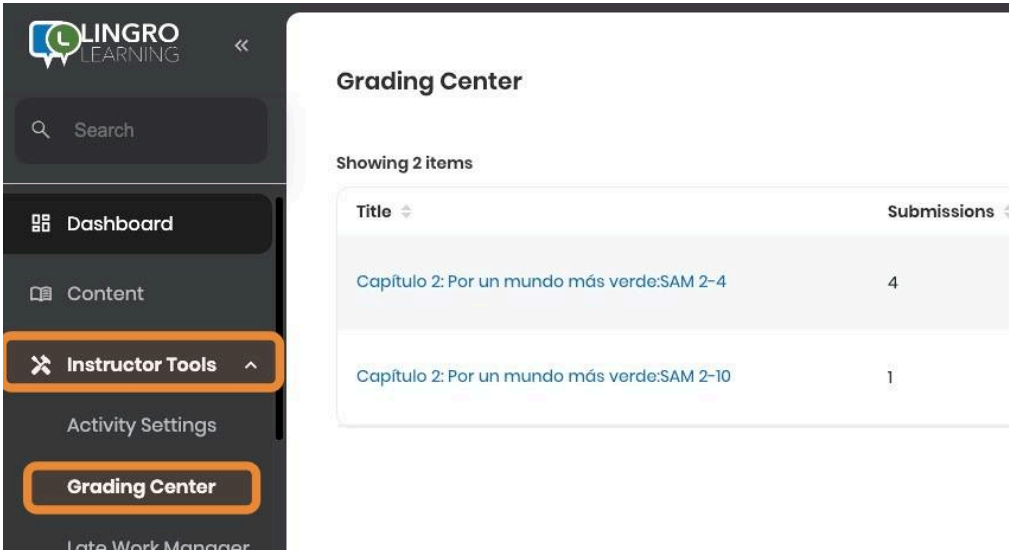
Option A: via Dashboard - In the Dashboard under **Assignment Actions**, you can click on the **number** of "Submissions to Grade" and it will bring you to the Grading Center.

, Version 1.0 (Review Copy)



The screenshot shows the Instructor Dashboard. On the left, there is a 'View Calendar' link and a table with columns 'Submitted' and 'Avg Score'. The table has two rows: the first row shows '4 / 6' and '0%', and the second row shows '2 / 6' and '88%'. On the right, the 'Assignment Actions' section features two large buttons: one with the number '5' labeled 'Submissions to Grade' and another with the number '0' labeled 'Late Assignments'. Below this is the 'Performance' section with a 'View Performance Repo' link.

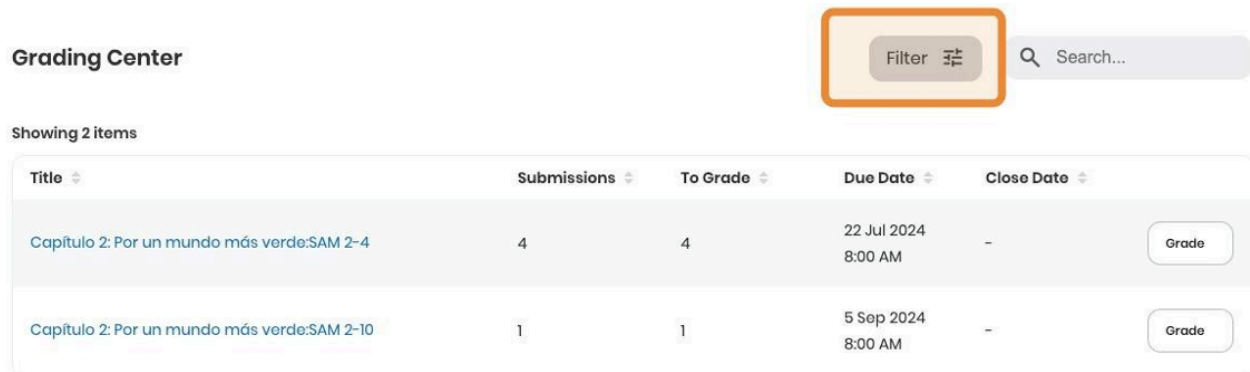
Option B: via Instructor Tools - Click on **Instructor Tools** from the left navigation menu. Then click **Grading Center**.



The screenshot shows the Instructor Tools menu on the left and the Grading Center interface on the right. The menu includes 'Dashboard', 'Content', 'Instructor Tools' (highlighted with an orange box), 'Activity Settings', 'Grading Center' (highlighted with an orange box), and 'Late Work Manager'. The Grading Center interface shows a table with two columns: 'Title' and 'Submissions'. It displays two items:

Title	Submissions
Capitulo 2: Por un mundo más verde:SAM 2-4	4
Capitulo 2: Por un mundo más verde:SAM 2-10	1

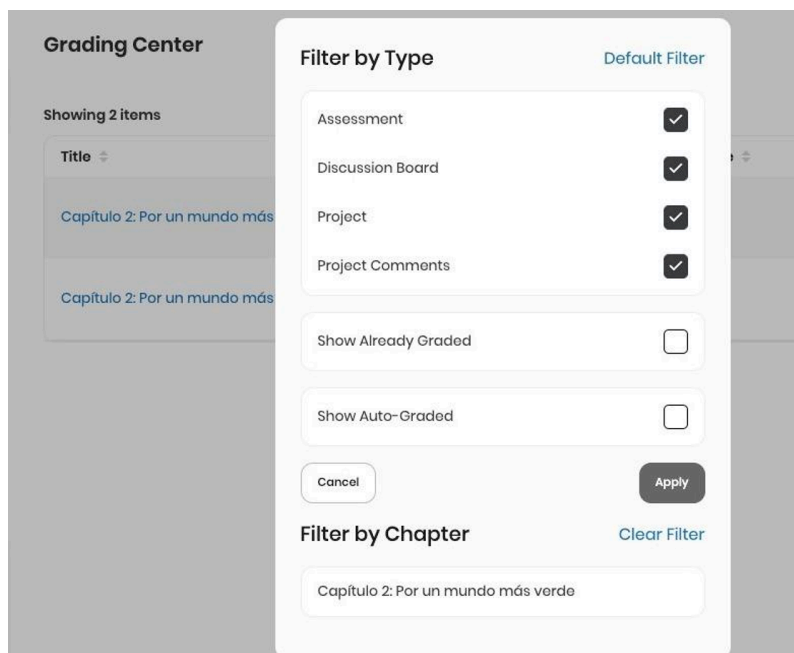
1. You can customize the view of your Grading Center by using the **Filter** option. (*this is useful when you have many different assignments to grade)



The screenshot shows the Grading Center interface. At the top right, there is a 'Filter' button with a funnel icon, highlighted with an orange box, and a search bar. Below the header, it says 'Showing 2 items'. A table lists two assignments:

Title	Submissions	To Grade	Due Date	Close Date	
Capítulo 2: Por un mundo más verde:SAM 2-4	4	4	22 Jul 2024 8:00 AM	-	Grade
Capítulo 2: Por un mundo más verde:SAM 2-10	1	1	5 Sep 2024 8:00 AM	-	Grade

2. A new window will appear providing you with many useful filter options.

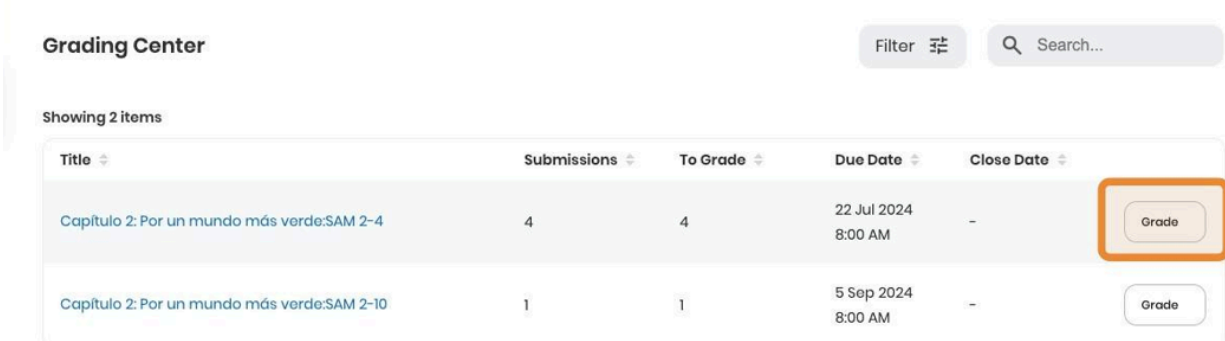


The screenshot shows the Grading Center interface with a filter modal open. The modal is titled 'Filter by Type' and 'Default Filter'. It contains the following options:

- Assessment
- Discussion Board
- Project
- Project Comments
- Show Already Graded
- Show Auto-Graded

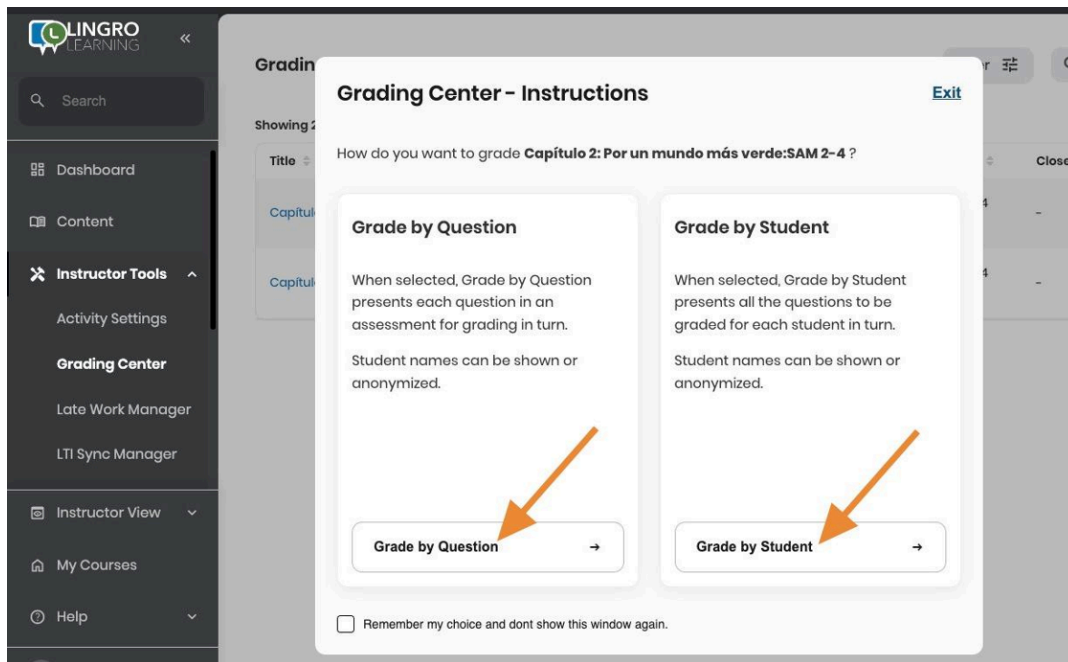
At the bottom of the modal, there are 'Cancel' and 'Apply' buttons. Below the modal, there is a 'Filter by Chapter' section with a 'Clear Filter' link and a dropdown menu showing 'Capítulo 2: Por un mundo más verde'.

3. To start grading an assignment, click **Grade**.

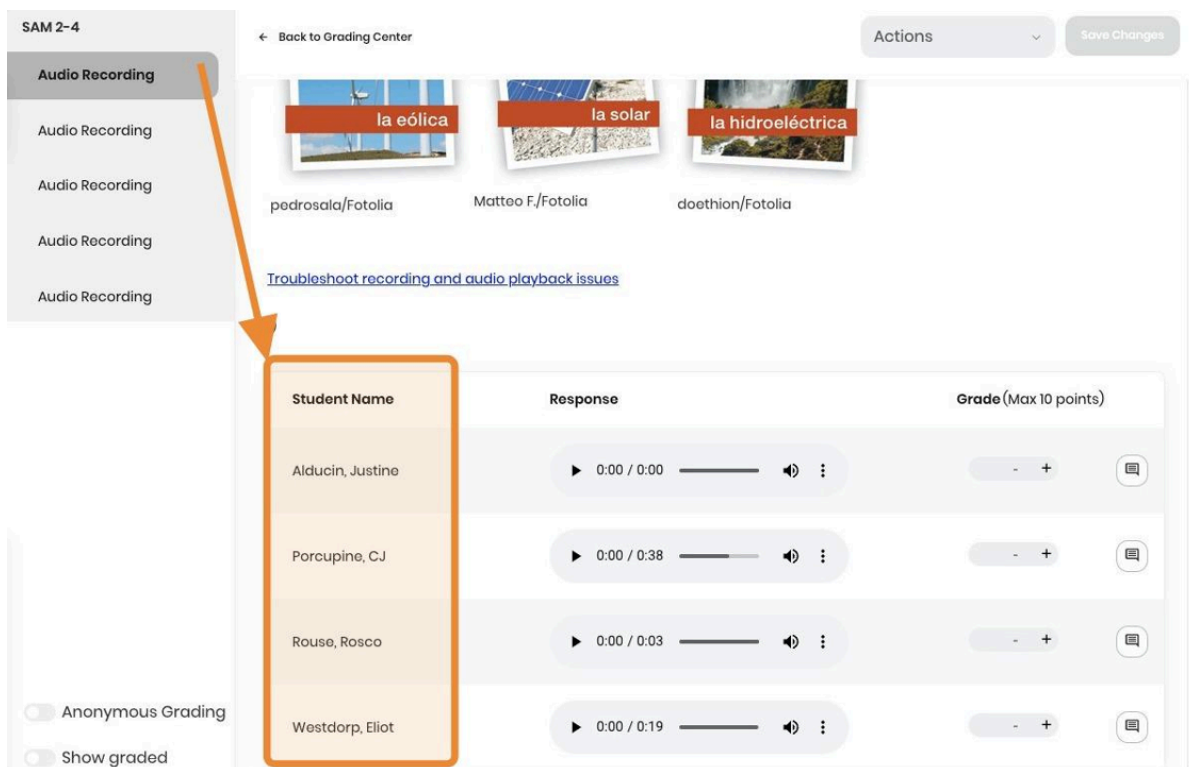


The screenshot shows the Grading Center interface. The 'Filter' button is no longer highlighted. The table from the previous screenshot is visible. The 'Grade' button for the first assignment, 'Capítulo 2: Por un mundo más verde:SAM 2-4', is highlighted with an orange box.

4. You have the option to **Grade by Question** or **Grade by Student**. **You may check the box "Remember my choice and don't show this window again" if you want this grading preference to remain for all your grading.



7. **Grade by Question** allows you to see all student responses for each question at time.



8. **Grade by Student** allows you to grade all the responses from each student, one student at a time.

CJ Porcupine

← Back to Grading Center

Actions Save Changes

CJ Porcupine - SAM 2-4

Attempt	Date Submitted	Date Started	Duration	Grade
1	07/19/2024 02:22 PM	07/19/2024 02:19 PM	3 mins	0

Activity 1 of 1

SAM 02-04 La conservación de nuestros recursos. (El medioambiente) Voice Recording. [Instructor Graded] -10

Mira las imágenes y contesta las preguntas que oyes con oraciones completas. Graba tus respuestas.

la eólica

pedrosala/Fotolia

la solar

Matteo F./Fotolia

la hidroeléctrica

doethion/Fotolia

Anonymous Grading Show graded

In the following example, the instructor is **grading by student**. To see each question response, simply scroll down, view the response, and type their score for this question in the "**Adjust Score**" box.

CJ Porcupine

← Back to Grading Center

Actions Save Changes

CJ Porcupine - SAM 2-4

Attempt	Date Submitted	Date Started	Duration	Grade
1	07/19/2024 02:22 PM	07/19/2024 02:19 PM	3 mins	0

Activity 1 of 1

[Troubleshoot recording and audio playback issues](#)

1)

Audio Player

00:00 / 0:38

Adjust Score

Instructor feedback:

B *I* U | ☰ ☰ á

Anonymous Grading Show graded

You can also give written or oral **Instructor Feedback** for each question's response.

The screenshot shows the grading interface for 'CJ Porcupine - SAM 2-4'. On the left, a sidebar lists users: Eliot Westdorp, Justine Alducin, Marife Garcia, and Rosco Rouse. The main area features a table with the following data:

Attempt	Date Submitted	Date Started	Duration	Grade
1	07/19/2024 02:22 PM	07/19/2024 02:19 PM	3 mins	0

Below the table, there is an 'Adjust Score' field and an 'Instructor feedback' section with a rich text editor (0 / 500 Word Limit) and an 'Audio Recorder' (00:00 / 10:00). Two orange arrows point to the text editor and the audio recorder. In the top right, there are 'Actions' and 'Save Changes' buttons. At the bottom right, a yellow badge shows '-/10'.

IMPORTANT: Always remember to periodically click **Save Changes** in the upper right corner to save your grading progress.

This close-up screenshot focuses on the 'Save Changes' button in the upper right corner of the grading interface. The button is highlighted with an orange border and an orange arrow points to it. Below the button, a table shows attempt details:

Date Submitted	Date Started	Duration	Grade
02:22 PM	07/19/2024 02:19 PM	3 mins	0

The interface also shows 'Activity 1 of 1' and a yellow badge with '-/10'.

Other useful features in the Grading area include:

- **Anonymous Grading** hides students' names.
- **Show graded** allows you to view student submissions you have already graded (in case you do not grade all submissions in one sitting).
- **Actions** allows you to grant Max points for this item.
- The **Activity navigation bar** on the right hand side is available for you to navigate through a multi-activity graded item.

The screenshot displays the Grading Center interface for a student named CJ Porcupine. The interface includes a sidebar with student names (Eliot Westdorp, Justine Alducin, Rosco Rouse), a table of attempts, and a voice recording activity. The table shows one attempt with a grade of 0. The activity is titled 'SAM 02-04 La conservación de nuestros recursos. (El medioambiente) Voice Recording.' and includes three images: 'la eólica', 'la solar', and 'la hidroeléctrica'. The 'Actions' button is highlighted with an orange box and an arrow. The 'Anonymous Grading' and 'Show graded' toggle switches are also highlighted with an orange box and an arrow. The activity navigation bar on the right is also highlighted with an orange box.

Attempt	Date Submitted	Date Started	Duration	Grade
1	07/19/2024 02:22 PM	07/19/2024 02:19 PM	3 mins	0

Activity 1 of 1

SAM 02-04 La conservación de nuestros recursos. (El medioambiente) Voice Recording.
[Instructor Graded] -10
Mira las imágenes y contesta las preguntas que oyes con oraciones completas. Graba tus respuestas.

la eólica
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Matteo F./Fotolia

la hidroeléctrica
doethion/Fotolia

Anonymous Grading
Show graded

[Made with Scribe](#)