

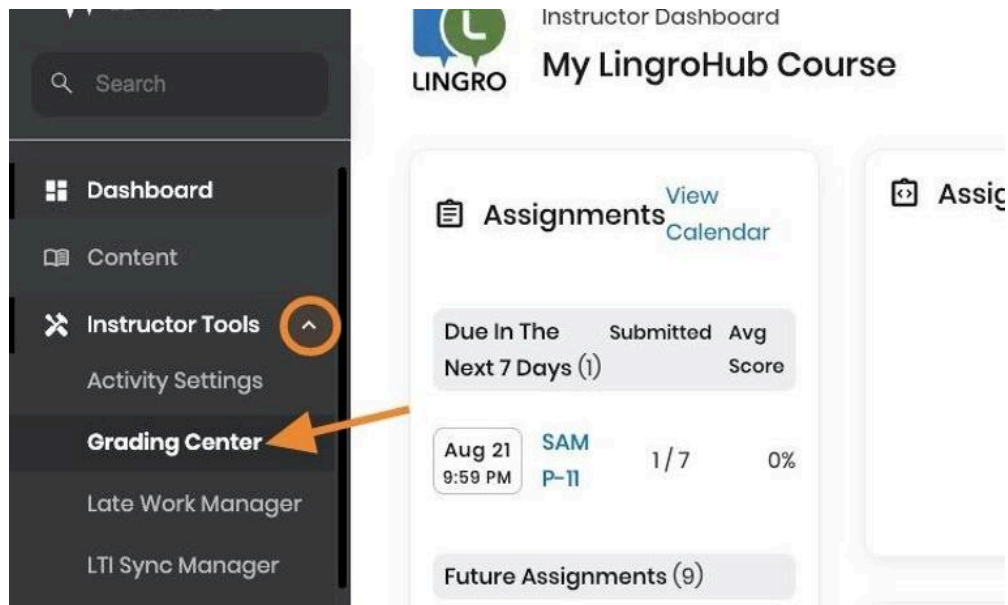
INSTRUCTOR TRAINING & SUPPORT RESOURCES

GRANTING MAX POINTS (GRADING FOR COMPLETION)

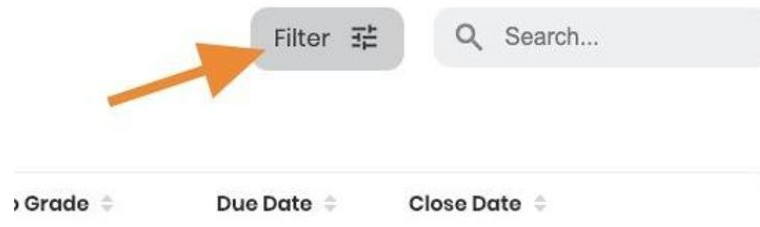


You can grant maximum (Max) points to all students for any graded item in the **Grading Center**. This feature is useful for grading items for completion rather than accuracy.

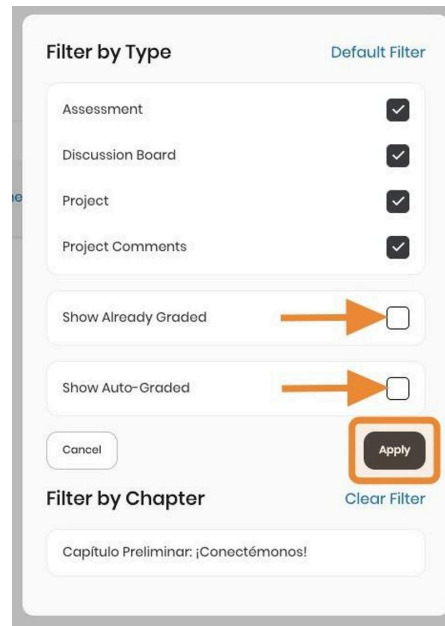
First, navigate to the Grading Center by expanding **Instructor Tools** in the left menu and clicking **Grading Center**.



In the **Grading Center**, You can use the **Filter** option to view already graded items or auto-graded items.

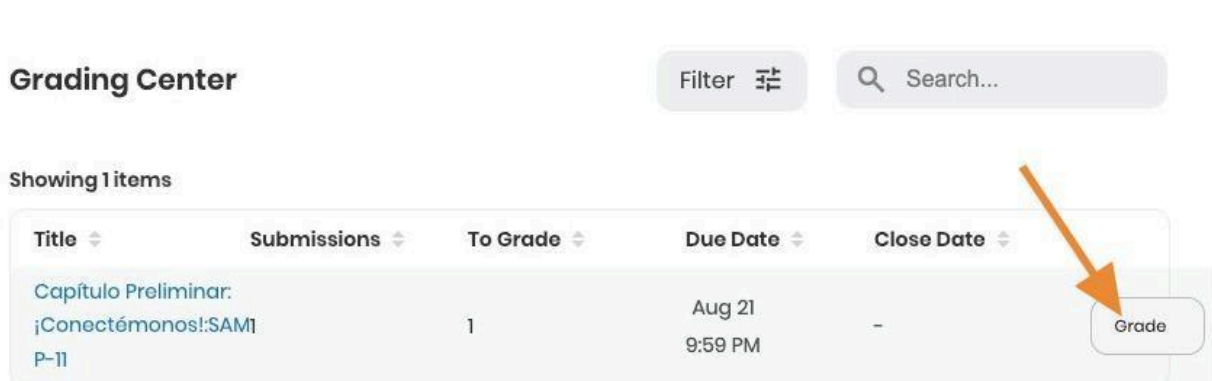


Just select the items you wish to view and click **Apply**.



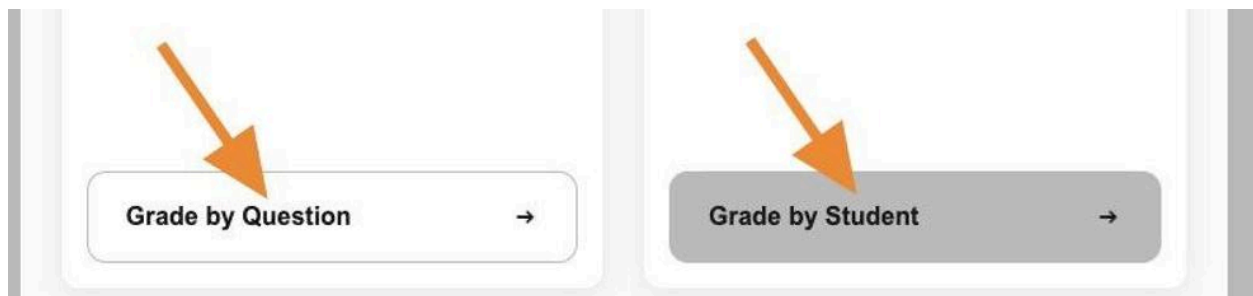
The image shows a 'Filter by Type' dialog box. It has a title 'Filter by Type' and a 'Default Filter' link. Below the title are four items with checkboxes: 'Assessment' (checked), 'Discussion Board' (checked), 'Project' (checked), and 'Project Comments' (checked). Below these are two checkboxes: 'Show Already Graded' and 'Show Auto-Graded', both of which are unchecked and have orange arrows pointing to them. At the bottom left is a 'Cancel' button, and at the bottom right is an 'Apply' button, which is highlighted with an orange border. Below the 'Filter by Type' section is a 'Filter by Chapter' section with a 'Clear Filter' link and a text input field containing 'Capítulo Preliminar: ¡Conectémonos!'.

Once you have filtered for items you wish to view, choose the graded item for which you wish to grant Max points and click **Grade**.



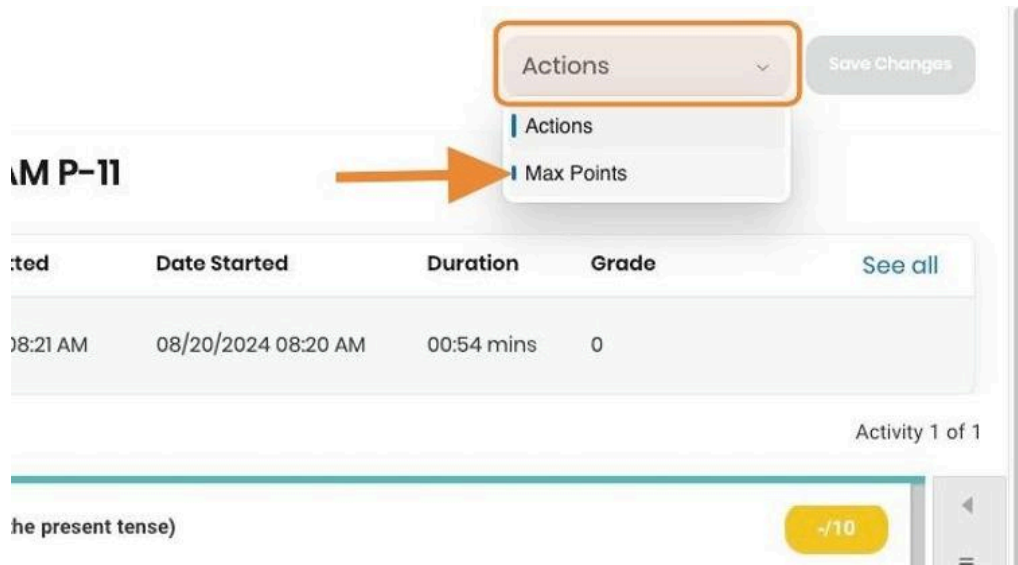
The image shows the 'Grading Center' interface. At the top left is the title 'Grading Center'. To its right are a 'Filter' button with a list icon and a search bar with a magnifying glass icon and the text 'Search...'. Below the title is the text 'Showing 1 items'. Below that is a table with the following columns: 'Title', 'Submissions', 'To Grade', 'Due Date', and 'Close Date'. The table contains one row with the following data: 'Capítulo Preliminar: ¡Conectémonos!:SAM1 P-11', '1', 'Aug 21 9:59 PM', and '-'. To the right of the table is a 'Grade' button, which is highlighted with an orange arrow.

You can choose your view preference, either **by Question** or **by Student**.

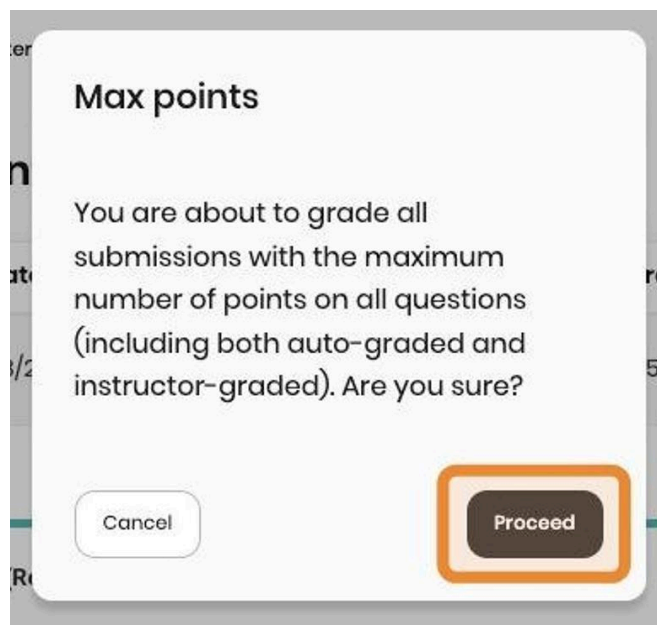


The image shows two buttons for view preferences. The first button is 'Grade by Question' and the second button is 'Grade by Student'. Both buttons have a right-pointing arrow. The 'Grade by Student' button is highlighted with a grey background and an orange arrow pointing to it.

In the top right corner, click on the **Actions** menu and choose **Max Points**.



A new window will appear informing you that you are about to grade ALL SUBMISSIONS with the maximum number of points allowed for all questions. Click **Proceed** to grant Max points for all questions for all students on this graded item.



You can follow these same steps in the Grading Center for all graded items for which you wish to grant Max points.