

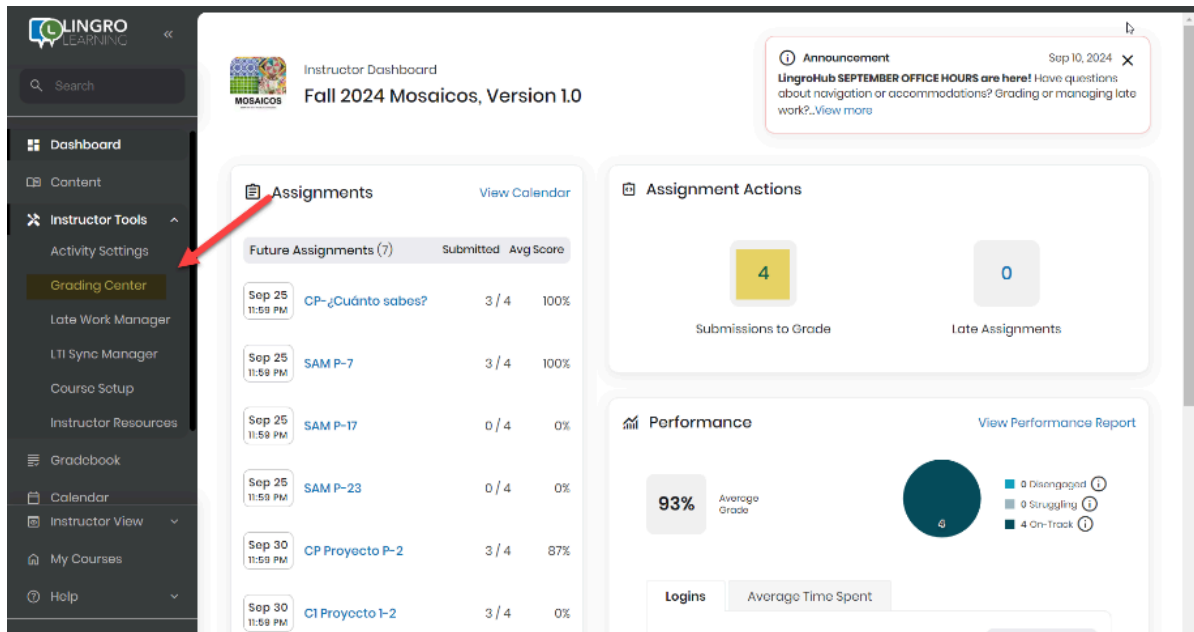
INSTRUCTOR TRAINING & SUPPORT RESOURCES

PROJECTS - GRADING PUBLICAR



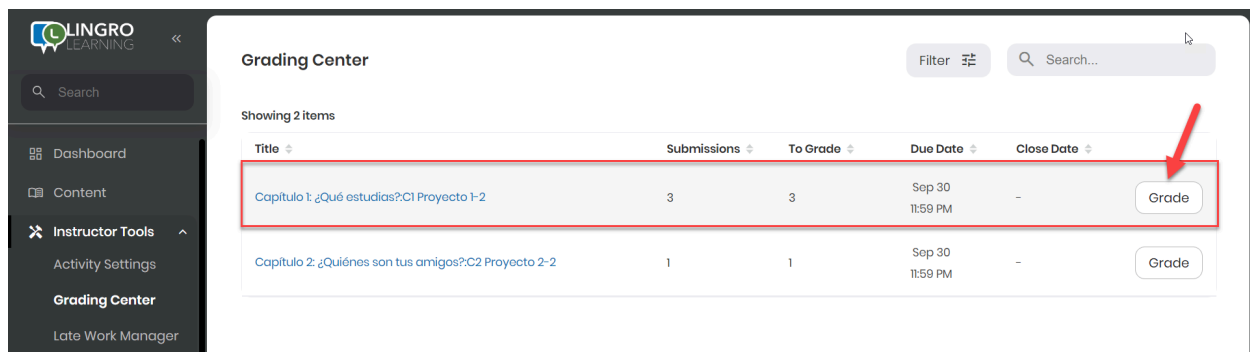
After students submit their projects on the **Publicar** tab in their courses, they are available for you to view and grade in the LingroHub **Grading Center**.

1. Access the Grading Center.



- Click on the number in the **Submissions to Grade** on your Dashboard. This includes the total list of activities that need grading. This will open the **Grading Center**.
- Click on **Grading Center** on the left menu under *Instructor Tools*.

2. Find the Project you wish to grade.



The Grading Center lists all activities pending grading, including the following information:

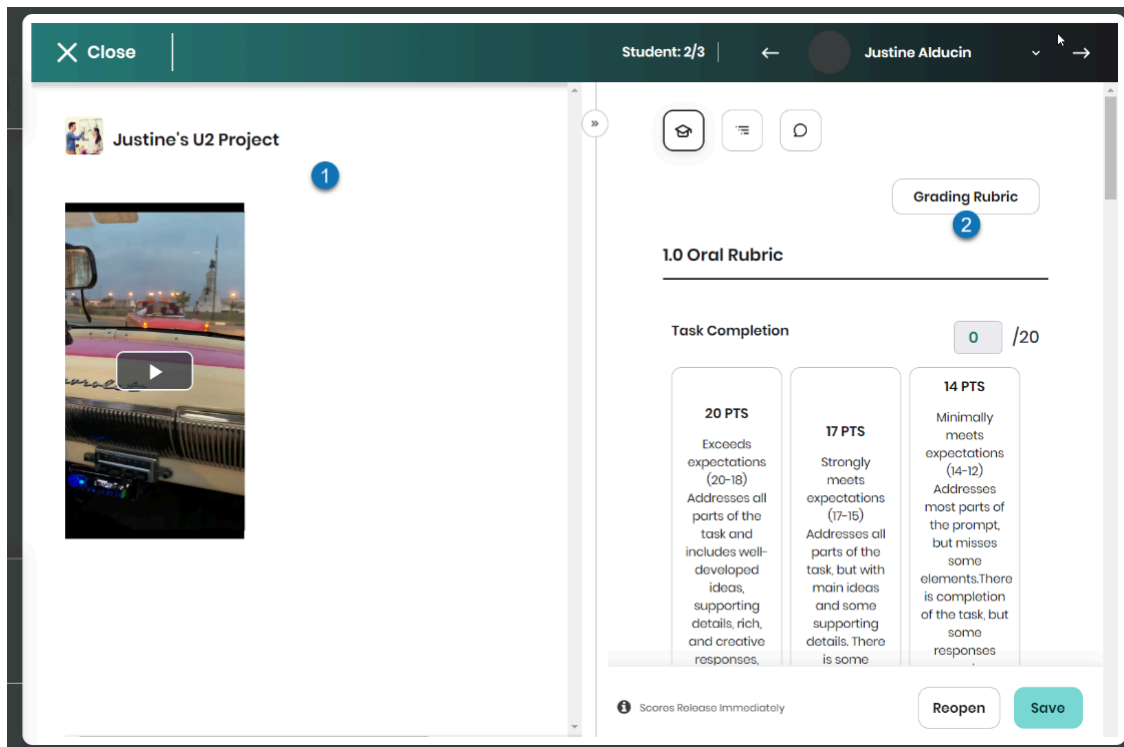
Submissions: How many students have submitted.

To Grade: How many remain to grade.

Due Date: Project Due date.

Click **Grade** next to the project you want to grade.

3. View the projects, use the interactive rubric to grade, and enter feedback.



1 View the project on the left. If students submitted audio or video, click on to play the files.

***See below for additional functionality for text-based projects.**

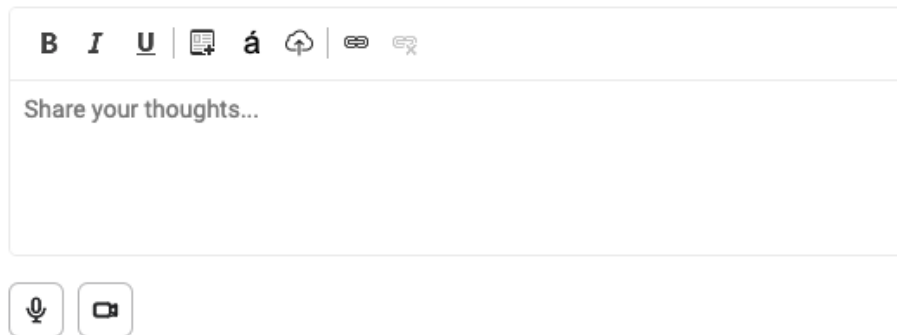
2 Use the interactive rubric on the right to enter points for each criterion on the rubric. You can select a preset value or you can type in the number of points.

NOTE: You can use the middle line to change the view size of the left and right sides of the screen. This will help you either enlarge or decrease the view of the student projects and rubrics.

3 After points for all criteria are entered, LingroHub will calculate the total number of points.

- 4 In the Feedback fields, you can type written feedback or record oral/video feedback. Students can review this feedback in their projects.

Feedback

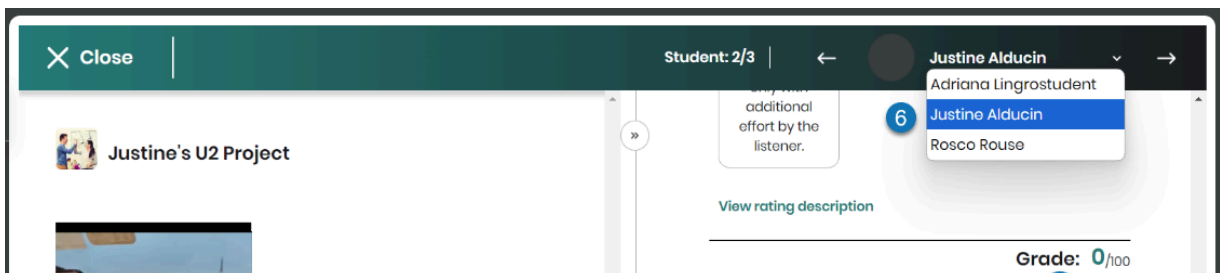


- 5 Click **SAVE** when you are done. The grades will automatically be tracked in your gradebook and available to students.

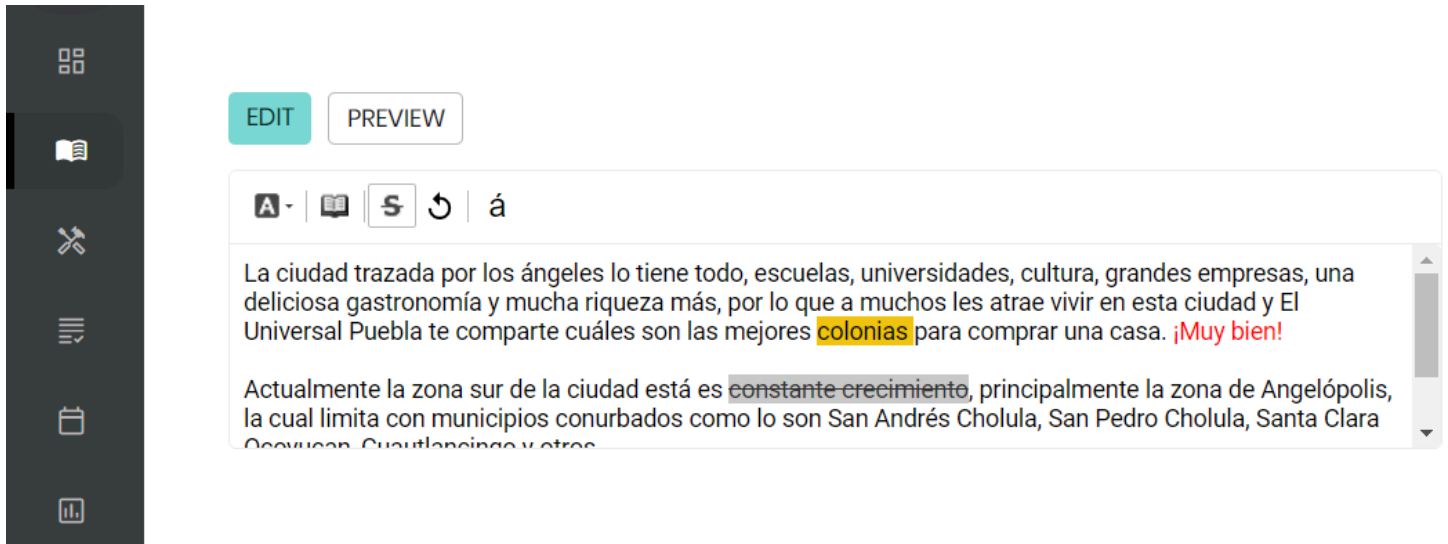
NOTE: IF a student has already submitted a project but you want to reopen it for them so that they can continue to make edits, click **Reopen Project**. Students cannot edit projects they have already submitted.



- 6 Use the arrows to navigate to the next student's submitted project. Or, click on the Student Name area to select a specific student from the dropdown list.



* When students submit projects created using the **text** field, the following tools will also be available to you to inline edit/mark-up your students' submissions.



The screenshot shows a vertical toolbar on the left with icons for a grid, a book, a pencil, a list, a calendar, and a document. To the right, there are two buttons: 'EDIT' (highlighted in teal) and 'PREVIEW'. Below these is a text editor toolbar with icons for a color palette (A-), a book, a strikethrough (S), a revert (undo) arrow, and an accent (á) symbol. The text editor contains two paragraphs of Spanish text. The first paragraph has 'colonias' highlighted in yellow and '¡Muy bien!' in red. The second paragraph has 'constante crecimiento' highlighted in grey.



Highlight. Select a color to highlight text.



Strikethrough. Select text and use the strikethrough tool to cross out text.



Revert. Click to **undo** and erase **ALL** inline edits.



Accent Tool. Click to open a toolbar to enter accents.

Click **Preview** to preview the inline comments.