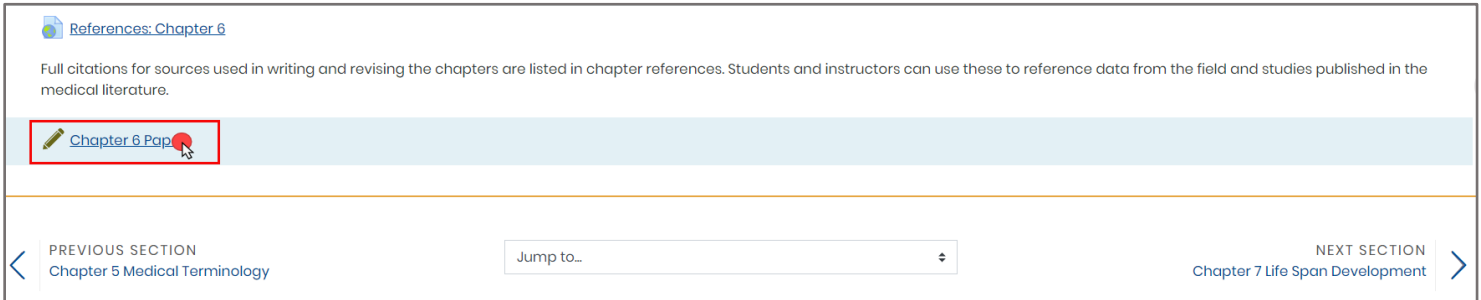# How to Grade an Assignment

This document contains instructions on how to view and grade student assignment submissions in a couple of different ways.

1. Begin by navigating to and clicking on the assignment you wish to grade.

📄 References: Chapter 6

Full citations for sources used in writing and revising the chapters are listed in chapter references. Students and instructors can use these to reference data from the field and studies published in the medical literature.
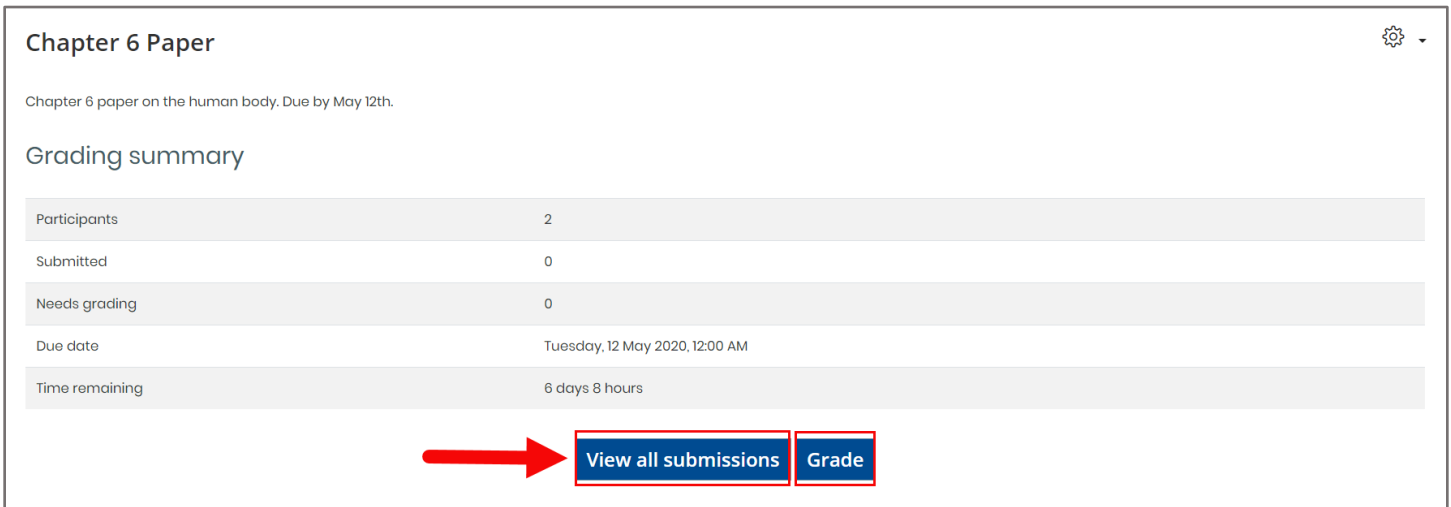
✏️ Chapter 6 Paper

PREVIOUS SECTION Chapter 5 Medical Terminology	Jump to... ⇕	NEXT SECTION Chapter 7 Life Span Development

2. On the Assignment page, you may select one of two options: **View all submissions** or **Grade.**

Chapter 6 Paper

Chapter 6 paper on the human body. Due by May 12th.

Grading summary

Participants	2
Submitted	0
Needs grading	0
Due date	Tuesday, 12 May 2020, 12:00 AM
Time remaining	6 days 8 hours

View all submissions **Grade**

3. Clicking **View all submissions** will display a list of students enrolled in your course, their submission status, and their submissions, which may be clicked on to download and review in the event student submitted their own files.

Chapter 6 Paper

Grading action Choose… ⬍

Select ☐	Identifier ⊖	Status ⊖	Grade ⊖	Edit ⊖	Last modified (submission) ⊖	File submissions ⊖	Submission comments ⊖	Last modified (grade) ⊖	Feedback comments ⊖	Final grade ⊖
☐	Participant 1960	No submission	**Grade**	Edit ▾	–		➕ Comments (0)	–		–
			–							
☐	Participant 1963	No submission	**Grade**	Edit ▾	–		➕ Comments (0)	–		–
			–							
☐	Participant 1961	Submitted for grading Graded	**Grade**	Edit ▾	Wednesday, 17 June 2020, 3:06 PM	📄 paper.docx	➕ Comments (0)	Wednesday, 17 June 2020, 3:20 PM	Nice Job!	–
			80.00 / 100.00							
☐	Participant 1962	No submission	**Grade**	Edit ▾	–		➕ Comments (0)	–		–
			–							

With selected… Lock submissions ⬍ **Go**

4. You may click on one student's submission at a time to review, or you may use the **Grading action** dropdown menu to download all submissions at once.

5. Alternatively, you may select any number of students by checking the pick boxes under the **Select** column and using the **With selected…** dropdown menu to choose "Download selected submissions." Then click **Go** to only download submissions from the selected students.

6. Upon reviewing their work, you may then click the corresponding **Grade** button to enter or select a score for one student's submission at a time.

Chapter 6 Paper

Grading action Choose... ⬍

Select	Identifier	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Final grade
☑	Participant 1949	Submitted for grading	**Grade** —	Edit ▾	Tuesday, 5 May 2020, 5:38 PM	🗎 John Smith- Ch 6 Paper.docx	➕ Comments (0)	–		–
☐	Participant 1950	No submission	**Grade** —	Edit ▾	–			–		–

With selected...   Lock submissions ⬍   **Go**

JONES & BARTLETT LEARNING An Ascend Learning Company

PUBLIC SAFETY GROUP A DIVISION OF JONES & BARTLETT LEARNING

CDX Learning Systems

7. You may enter a grade for each student on this page by clicking on the **Quick grading** box under the **Options** section. After waiting for the page to refresh, enter in each student's score achieved before clicking the **Save all quick grading changes** button.

8. Depending on your selections within the **Submission settings** for the Assignment, you may select students and use the **With selected…** dropdown to perform various actions, such as granting extensions or preventing subsequent submissions.

Chapter 6 Paper

Grading action Choose… ⬍

Select ☑	Identifier ⊖	Status ⊖	Grade ⊖	Edit ⊖	Last modified (submission) ⊖	File submissions ⊖	Submission comments ⊖	Last modified (grade) ⊖	Feedback comments ⊖	Final grade ⊖
☑	Participant 1949	Submitted for grading	**Grade**	Edit ▾	Tuesday, 5 May 2020, 5:38 PM	📄 John Smith- Ch 6 Paper.docx	➕ Comments (0)	–		–
			–							
☑	Participant 1950	No submission	Grad					–		–
			–							

Lock submissions
Unlock submissions
Download selected submissions
Grant extension
Allow another attempt

With selected… Grant extension ⬍ **Go** ⬅

JONES & BARTLETT LEARNING An Ascend Learning Company

PUBLIC SAFETY GROUP A DIVISION OF JONES & BARTLETT LEARNING

CDX Learning Systems

9. Alternatively, clicking the **Grade** button on the assignment page will display a submission and grading page for one individual student at a time. On this page, you can download their file submission, then input their achieved score and any qualitative feedback needed before clicking **Save and show next** to move on to the next submission.

Chapter 6 Paper

Chapter 6 Paper on the Human Body. Due by July 12th.

Grading summary

Participants	4
Submitted	1
Needs grading	0
Due date	Sunday, 12 July 2020, 12:00 AM
Time remaining	23 days 6 hours

View all submissions   **Grade** ⟵

Submission

Submitted for grading
Not graded
5 days 7 hours remaining
Student can edit this submission

🇼 John Smith- Ch 6 Paper.docx

➕ Comments (0)

Grade

Grade out of 100

Current grade in gradebook
-

Feedback comments

Notify students ☑   **Save changes**   **Save and show next**   **Reset**