

Faculty Tutorial:
Grade an Assignment

Purpose: To show faculty members the three available options for grading a MyHills assignment.

From within your Grade Center, click the drop-down arrow that appears next to the title of the assignment you would like to grade.

Grade Center : Full Grade Center 

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column  Manage  Reports  Filter Discover Content Work Offline 

Move To Top  Email 

Sort Columns By: Layout Position  Order: ▲ Ascending 

Grade Information Bar Last Saved: October 8, 2013 7:37 AM

<input type="checkbox"/>	Last Name 	First Name 	Introduce Yours 	LU01: Essay 	LU04: Essay 	LU06: Essay 	LU10: Essay 
<input type="checkbox"/>	Dent	Stuart	20.00		--	--	--
<input type="checkbox"/>	Learner	Janet	20.00		--	--	--

Selected Rows: 0

Move To Top  Email 



In the menu that opens, select **“Grade Attempts.”**

<input type="checkbox"/>	Last Name 	First Name 	Introduce Yours 	LU01: Essay 	LU04: Essay 	LU06: Essay 	LU10: Essay 
<input type="checkbox"/>	Dent	Stuart	20.00		--	--	--
<input type="checkbox"/>	Learner	Janet	20.00		--	--	--

Selected Rows: 0

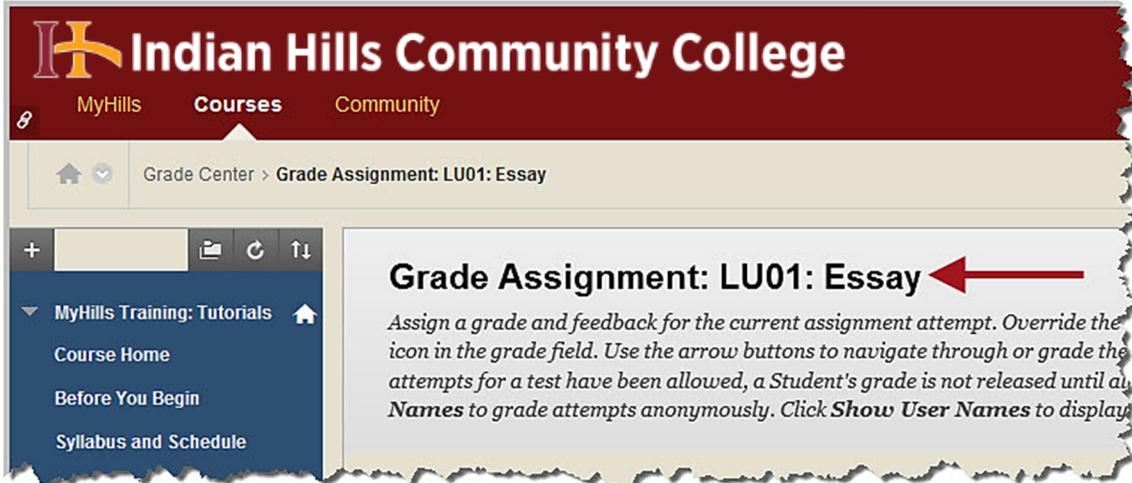
Move To Top  Email 

- Quick Column Information
- Grade Attempts** 
- Grade Anonymously
- Assignment File Download
- Assignment File Cleanup
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Show/Hide to Users
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide Column

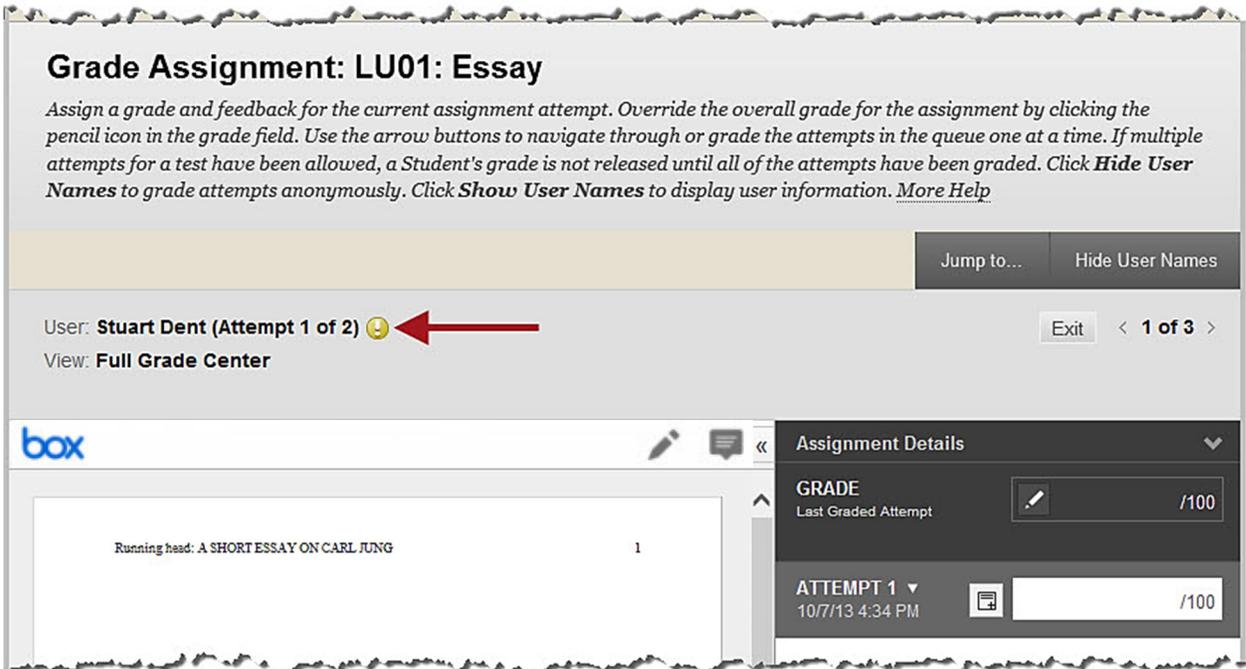
The "Grade Assignment" page will open.

Note: You may also grade assignments from the "Needs Grading" page. Please see the tutorial "Grade Center: Needs Grading" for more information.



At the top of the page, the name of the student whose assignment you are grading will be listed next to "User." You can also see which assignment attempt, out of the total number of attempts, you are viewing for that student.

Note: Students will be in alphabetical order by last name. If you would like to grade assignments anonymously, click "Hide User Name" on the right side of the page.



By default, the first submitted file or typed submission will be visible in the box on the left side of the page.

User: **Stuart Dent (Attempt 1 of 2)** Exit < 1 of 3 >

View: **Full Grade Center**

box **Assignment Details**

GRADE /100
Last Graded Attempt

ATTEMPT 1 /100
10/7/13 4:34 PM

SUBMISSION

dent_lu01_essay_graded.docx

COMMENTS

Grader Feedback

Character count: 0

Save as Draft **Submit**

Click “Assignment Details” to expand the “Assignment Details” section.

User: **Stuart Dent (Attempt 1 of 2)** Exit < 1 of 3 >

View: **Full Grade Center**

box **Assignment Details**

GRADE /100
Last Graded Attempt

ATTEMPT 1 /100
10/7/13 4:34 PM

SUBMISSION

dent_lu01_essay_graded.docx

COMMENTS

Grader Feedback

Character count: 0

Save as Draft **Submit**

The "Assignment Details" section includes the assignment "Name," the "Due Date" (if one has been assigned), the "Assignment Instructions," links to "Assignment Files" (if applicable), and "Class Statistics."

Note: Once expanded, click "Assignment Details" again to collapse this section.

The screenshot shows the Blackboard interface with a document viewer on the left and an 'Assignment Details' sidebar on the right. The document viewer displays a document titled 'Running head: A SHORT ESSAY ON CARL JUNG' with page number '1'. The document content includes: 'A Short Essay on Carl Jung', 'Stuart Dent', 'In partial fulfillment of course requirements for: College Writing', 'Professor: Jordan Mentor', and 'October 2013'. The 'Assignment Details' sidebar is highlighted with a red border and contains the following information:

- NAME**: LU01: Essay
- DUE DATE**: October 8, 2013 11:59 PM
- ASSIGNMENT INSTRUCTIONS**: Please be sure to *attach* your essay using "Attach File." Do not copy and paste your essay into the text box. Open the attached document for additional essay instructions.
- ASSIGNMENT FILES**: Learning Unit 1 Essay Instructions.pdf
- CLASS STATISTICS**:

Average	Median
0	0

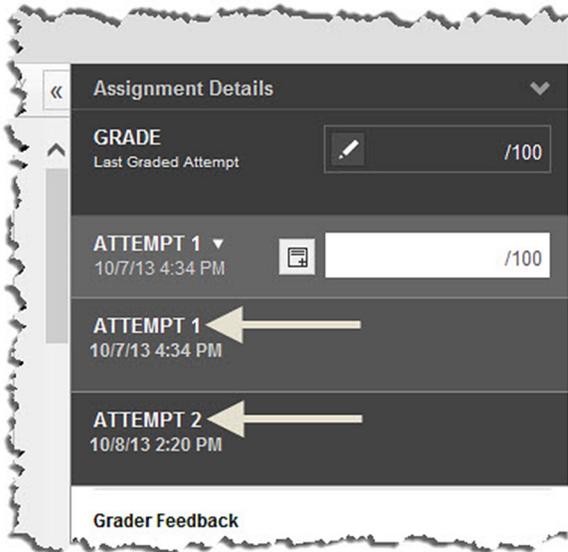
At the bottom of the sidebar, the **GRADE** section shows 'Last Graded Attempt' with a score of '/100'.

If multiple attempts for the assignment were submitted, a drop-down arrow will appear next to "ATTEMPT 1." Click "ATTEMPT 1" to expand the list that includes attempts.

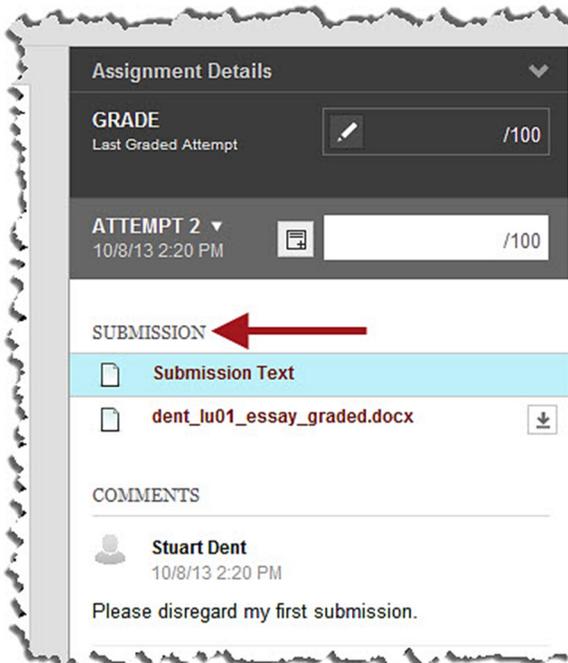
This screenshot shows a close-up of the submission area in the Blackboard interface. It features a 'SUBMISSION' section with a document icon and the filename 'dent_lu01_essay_graded.docx'. Above this, there is a 'GRADE' section showing 'Last Graded Attempt' with a score of '/100'. Below the grade, there is a dropdown menu currently set to 'ATTEMPT 1' with a downward arrow, and a score of '/100' next to it. The submission date and time '10/7/13 4:34 PM' are also visible.

Then, in the list that appears, select the attempt you would like to view.

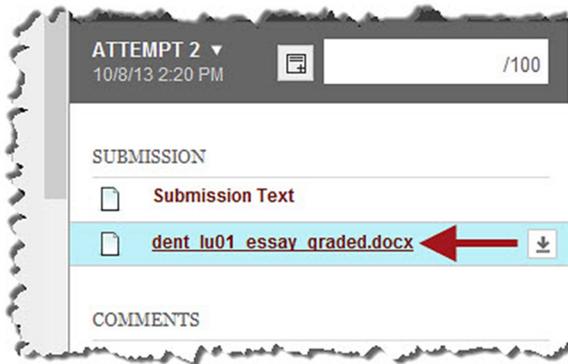
Note: "ATTEMPT 1" will be selected by default.



The submitted file(s) and/or "Submission Text" for the attempt you chose should now be listed under "SUBMISSION."



If multiple items are listed, select the item you would like to view (which will highlight it in blue).



The selected file will now be visible in the box on the left side of the page.

A screenshot of a 'Full Grade Center' view in a learning management system. The top header shows 'User: Stuart Dent (Attempt 2 of 2)' and 'View: Full Grade Center'. On the right, there are 'Exit' and '< 1 of 3 >' buttons. The main content area is split into two panes. The left pane shows a document preview with a red border. The document text includes: 'Running head: A SHORT ESSAY ON CARL JUNG', '1', 'A Short Essay on Carl Jung', 'Stuart Dent', 'In partial fulfillment of course requirements for:', 'College Writing', 'Professor: Jordan Mentor', and 'October 2013'. The right pane shows 'Assignment Details' with a 'GRADE' section (Last Graded Attempt, /100) and a submission list. The submission list includes 'Submission Text' and 'dent_lu01_essay_graded.docx', which is highlighted in blue. Below the submissions is a 'COMMENTS' section with a comment from 'Stuart Dent' dated '10/8/13 2:20 PM' that says 'Please disregard my first submission.'. There is also a 'Grader Feedback' section with a dropdown menu showing 'ABC' and a 'Character count: 0' indicator. At the bottom right, there are 'Save as Draft' and 'Submit' buttons.

Option One: Grade the File in MyHills

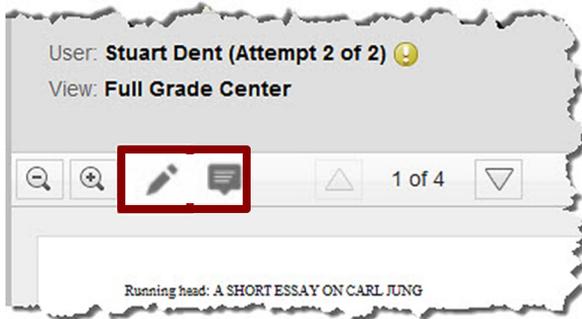
Use the arrow buttons or the scroll bar to navigate through the pages of the assignment.

The screenshot displays the MyHills grading interface. At the top, it shows the user 'Stuart Dent (Attempt 2 of 2)' and the view 'Full Grade Center'. The main area is a document viewer for a file named 'dent_lu01_essay_graded.docx'. The document content includes a running head 'A SHORT ESSAY ON CARL JUNG' and the following text: 'A Short Essay on Carl Jung', 'Stuart Dent', 'In partial fulfillment of course requirements for:', 'College Writing', 'Professor: Jordan Mentor', and 'October 2013'. A navigation bar at the bottom of the document viewer shows '1/2' and zoom controls. On the right, the 'Assignment Details' sidebar shows the 'GRADE' section with a score of '/100' and the 'SUBMISSION' section with the file name 'dent_lu01_essay_graded.docx'. Below this, the 'COMMENTS' section shows a comment from 'Stuart Dent' dated '10/8/13 2:20 PM' stating 'Please disregard my first submission.' The 'Grader Feedback' section has a dropdown menu set to 'ABC' and a character count of 0. At the bottom right, there are 'Save as Draft' and 'Submit' buttons.

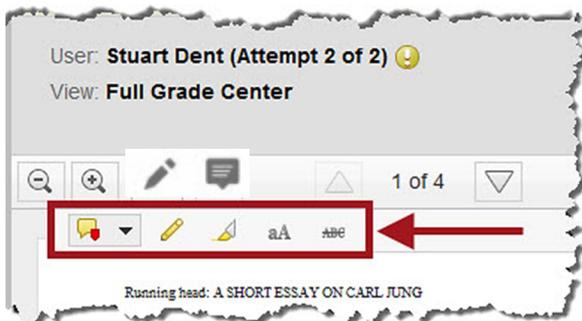
Use the “+” and “-” buttons to enlarge or reduce the text of the assignment, as needed.

This close-up screenshot focuses on the navigation bar at the bottom of the document viewer. It features a search icon, a zoom in (+) button, a zoom out (-) button, a page indicator showing '1/2', and a full screen icon.

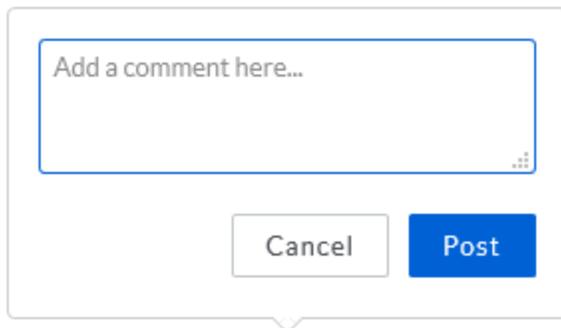
Click the “**Add Comment**” button, if you would like to add feedback to the assignment without having to download the file.



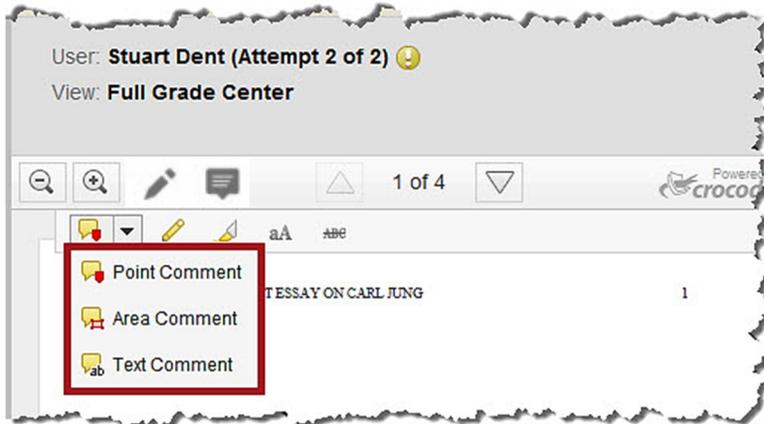
An additional menu will open. This menu includes several tools that can be used to insert feedback into the student’s assignment.



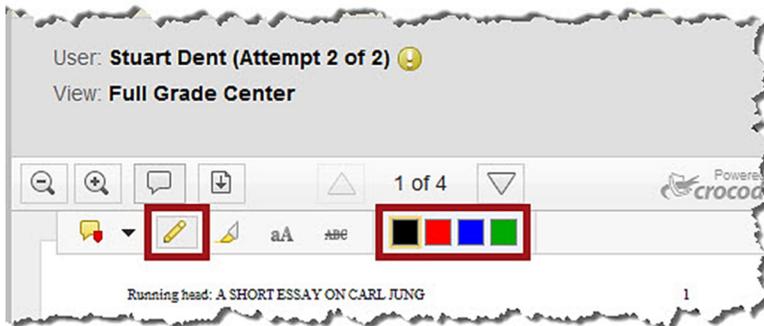
Click the “**Comment**” button to view the “Comment” options.



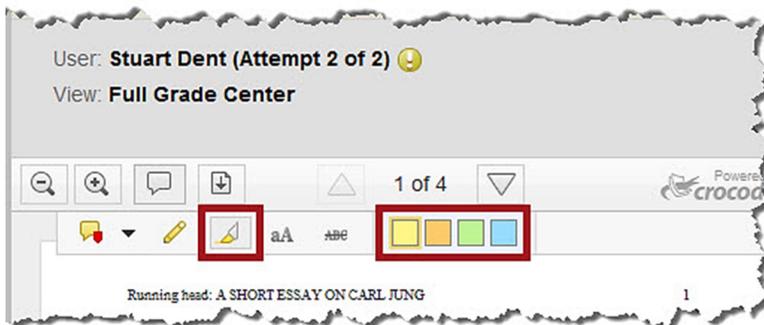
In the sub-menu that opens, you can choose to make a “Point Comment,” an “Area Comment,” or a “Text Comment.” A “Point Comment” allows you to add feedback at a single point you select within the assignment. An “Area Comment” allows you to add feedback on an area you select within the assignment. A “Text Comment” allows to add feedback regarding text that you choose to highlight within the assignment.



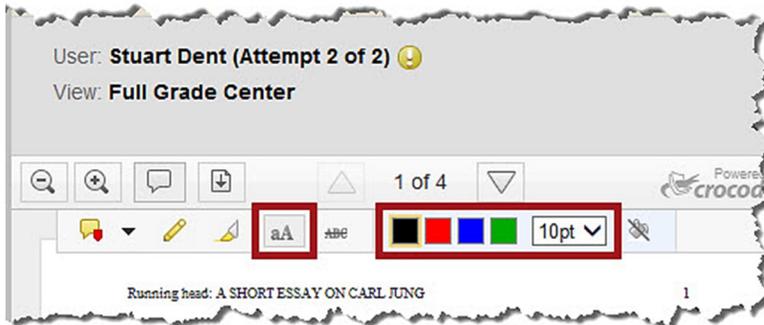
Select the “Draw” icon to draw/write on the assignment using your cursor. You can write in black, red, blue, or green.



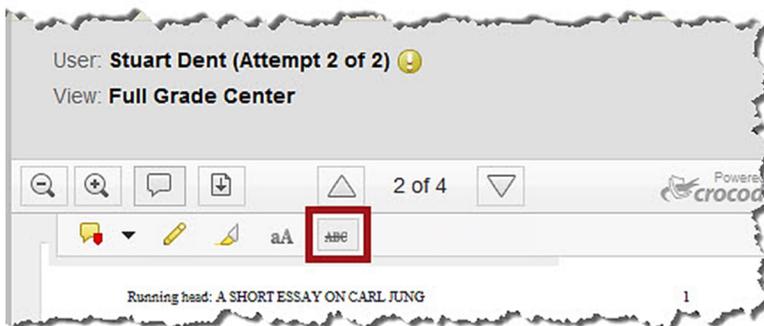
Click the “Highlight” icon to highlight text. You can highlight in yellow, orange, green, or blue.



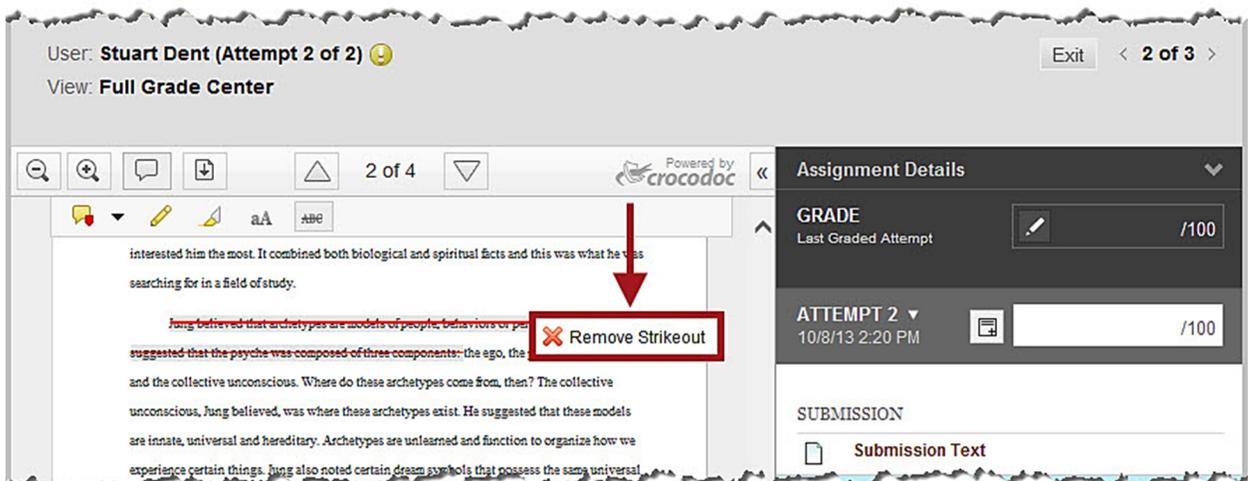
Choose the “Text” icon to type text within the assignment. You can type in black, red, blue, or green. There are also several sizes of font from which you can choose.



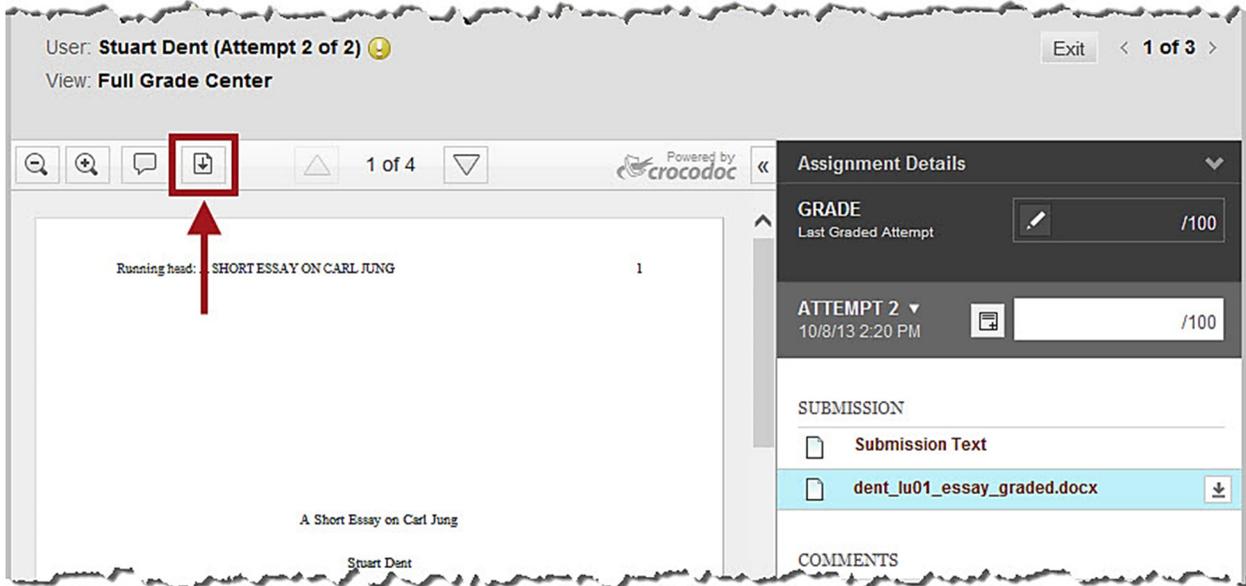
Select the “Strikeout” icon to select text within the assignment that you would like to draw a red line through.



Right-click on feedback, then select “Remove” to delete any type of feedback.

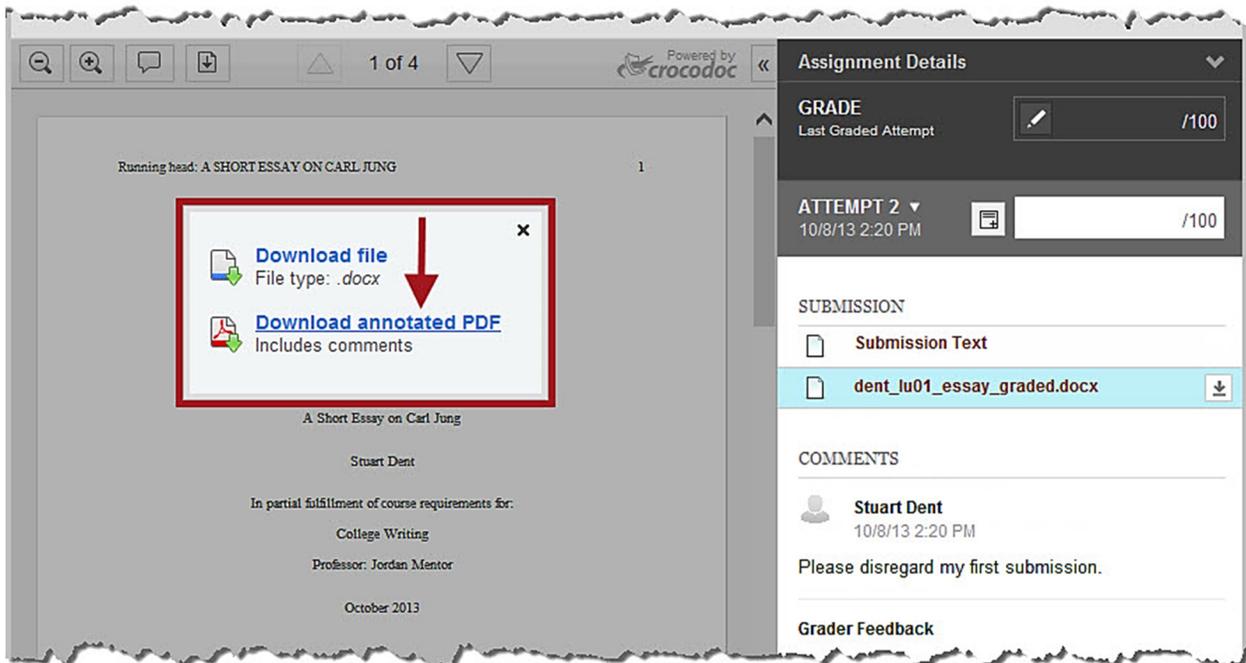


If you would like to download the document to which you added feedback, click the **“Download”** button located next to the **“Add Comment”** button.

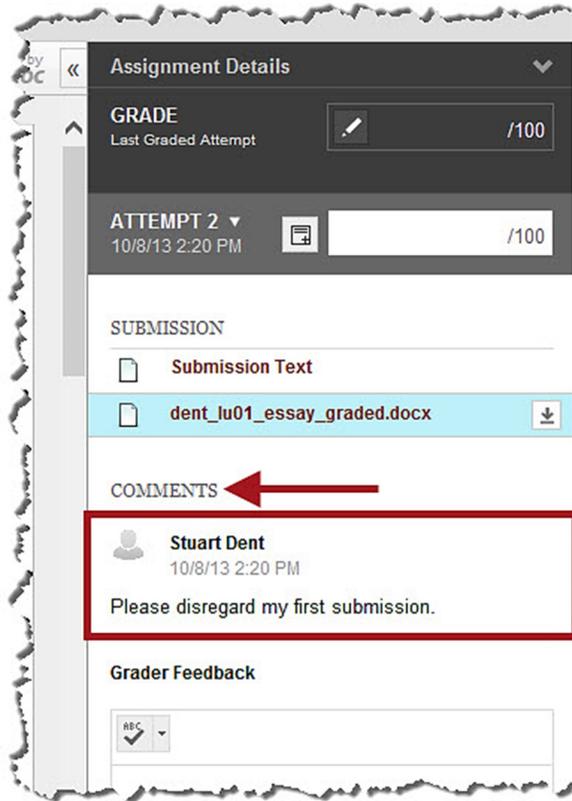


A pop-up window will appear. Select **“Download annotated PDF”** to download the file to which you added feedback.

Note: Only feedback added using the “Add Comment” button will be included in the downloaded file.

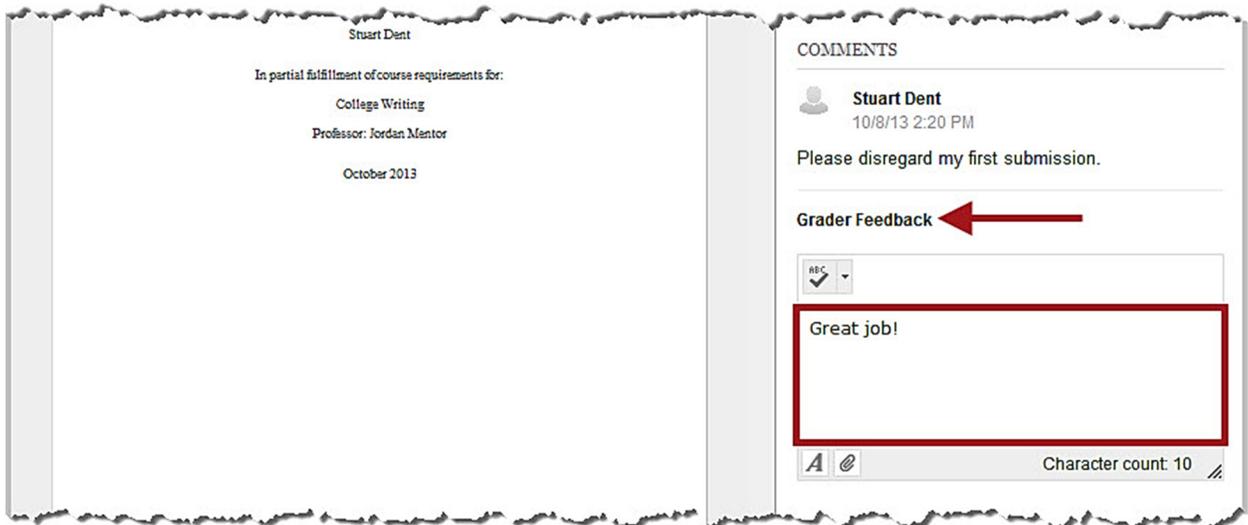


If the student added comments to the submission, they will appear under “Comments.”



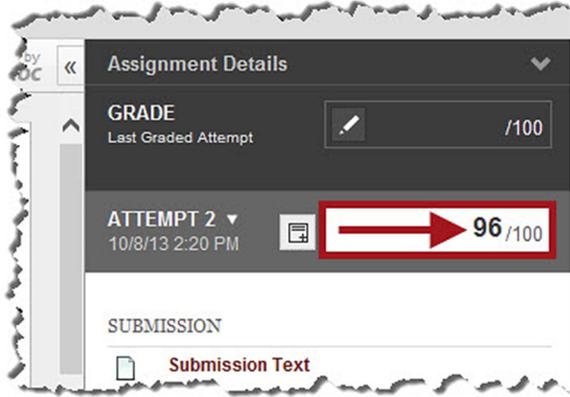
You may add additional feedback in the “Grader Feedback” box.

Note: Feedback added in the “Grader Feedback” box will not be included if you choose to “Download annotated PDF.”

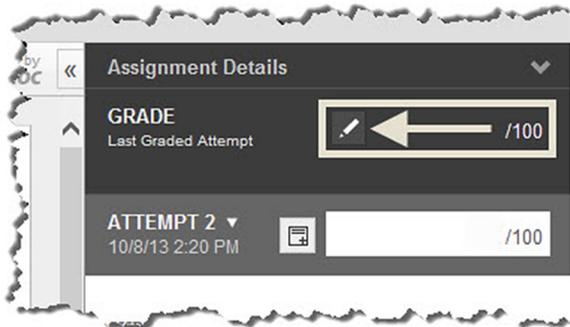


When you are ready to grade the assignment, type the score in the “ATTEMPT” box. The “GRADE” box will be automatically populated once you click “Submit.”

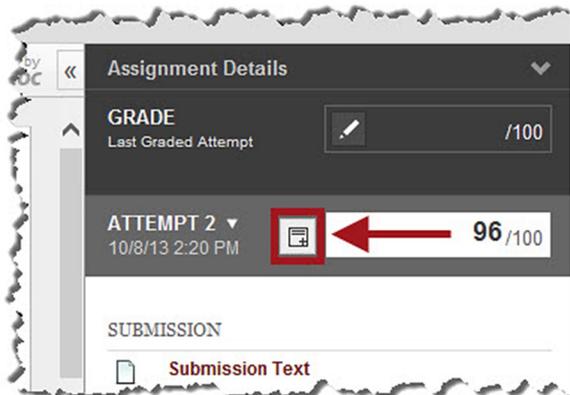
Note: This is the recommended way to grade an assignment.



You may also type a grade in the “GRADE” box and leave the “ATTEMPT” box blank. However, the grade will appear as an “override” in the Grade Center. Click the “Override/revert” (pencil) icon to type a grade in the “GRADE” box. This is a useful option anytime the final “GRADE” is different from the “ATTEMPT” grade.

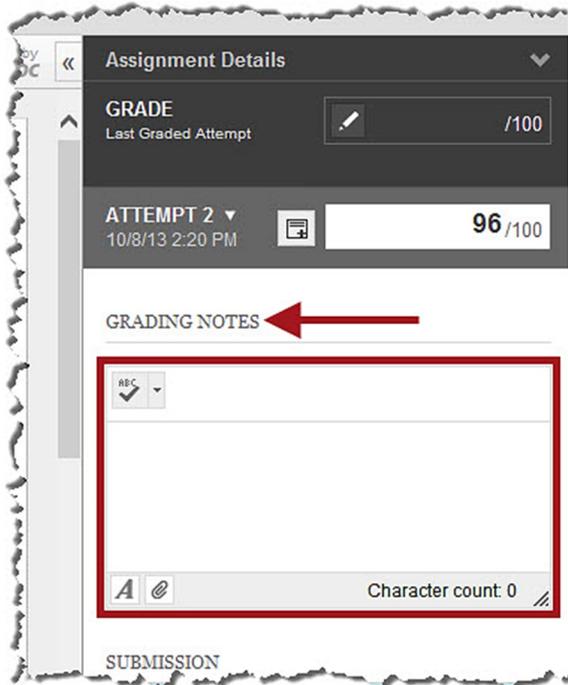


Select the “Show Grading Notes” icon, to the left of the “ATTEMPT” grade box, to show the “Grading Notes” text box.

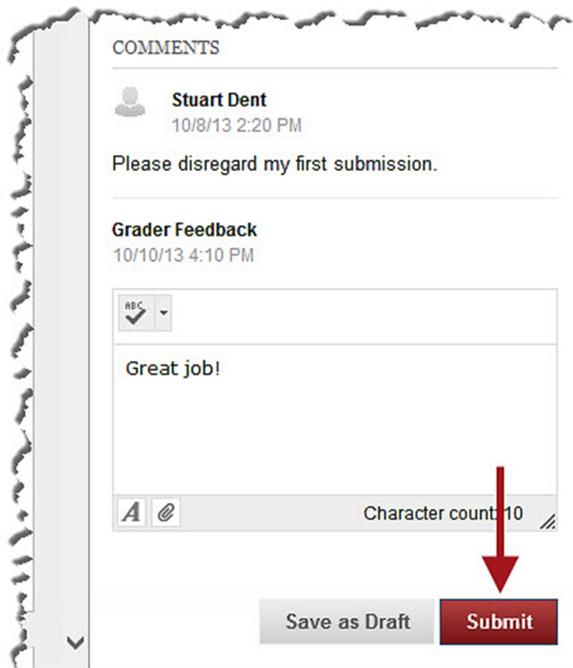


You have the option to type comments and/or attach files using the “Grading Notes” text box. Students do **not** have access to notes/files in this area.

Note: For example, you could make a note that a lower grade was given because the assignment was turned in late.

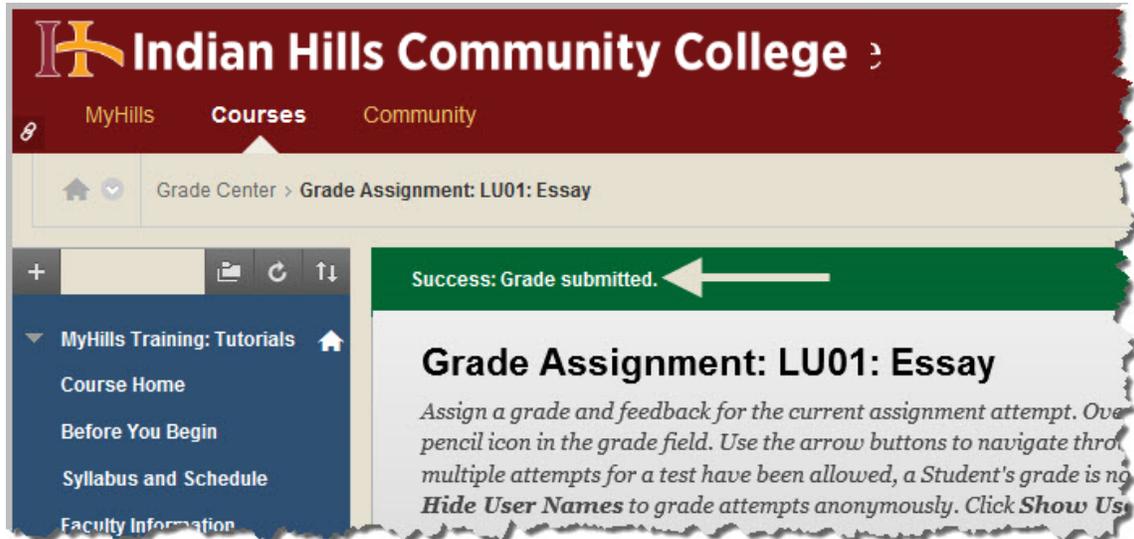


Once you have entered the grade, feedback, notes, etc., click “**Submit.**”

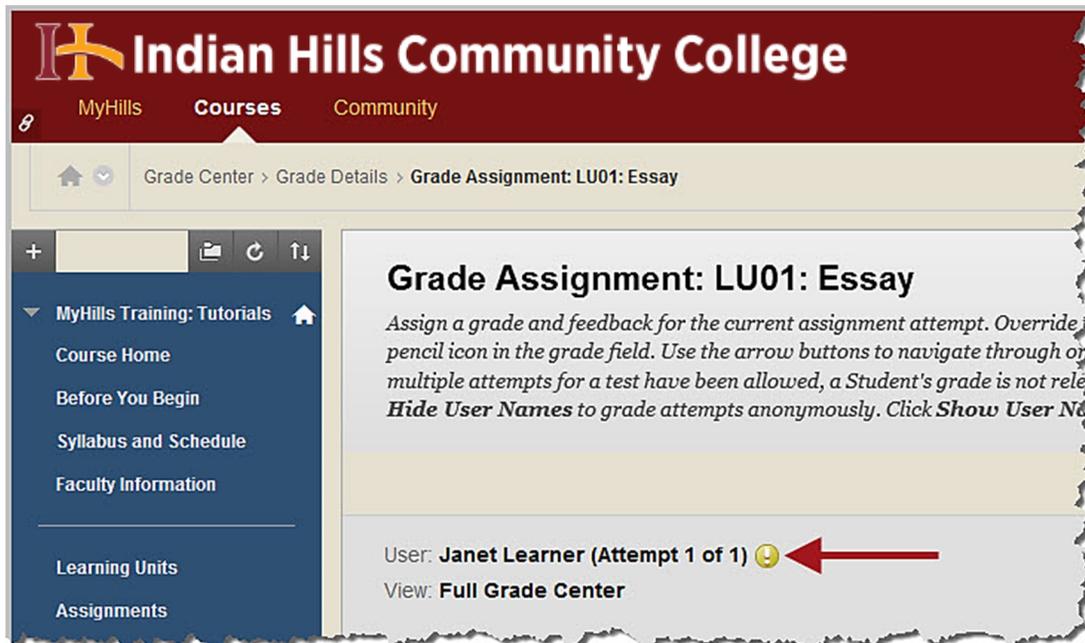


A green "Success" message will appear at the top of the "Grade Assignment" page.

Notes: Once the grade has been "submitted," the student can view his/her grade(s), feedback, and any uploaded files. Access to these items will depend on the assignment's settings. Please see the tutorial "Create an Assignment" for more information on assignment settings.

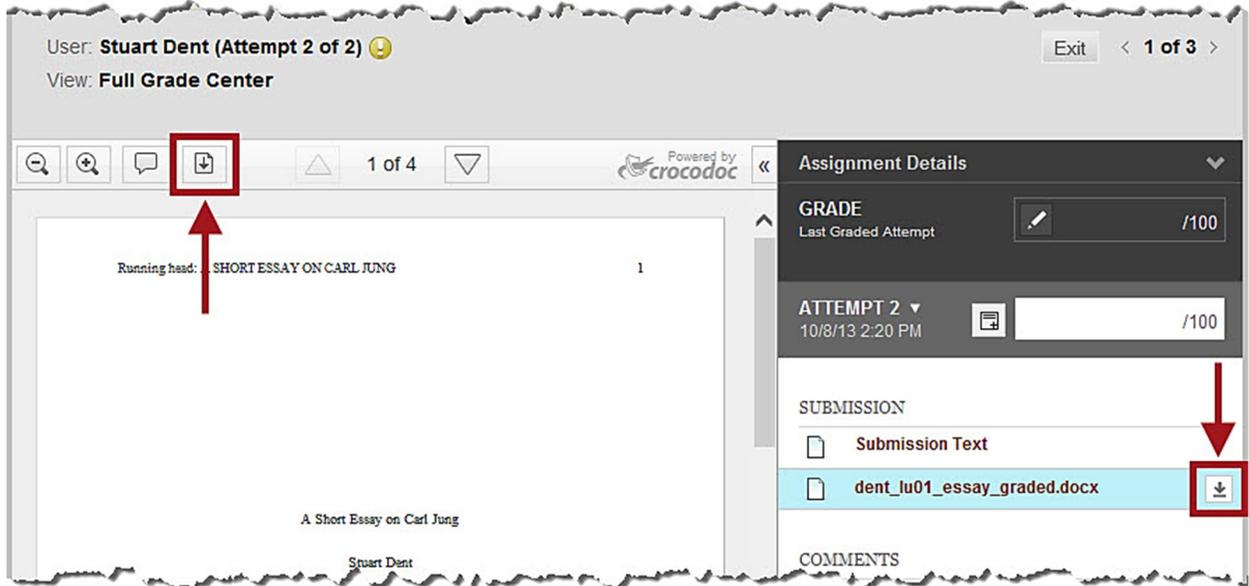


The next assignment that needs to be graded will open.

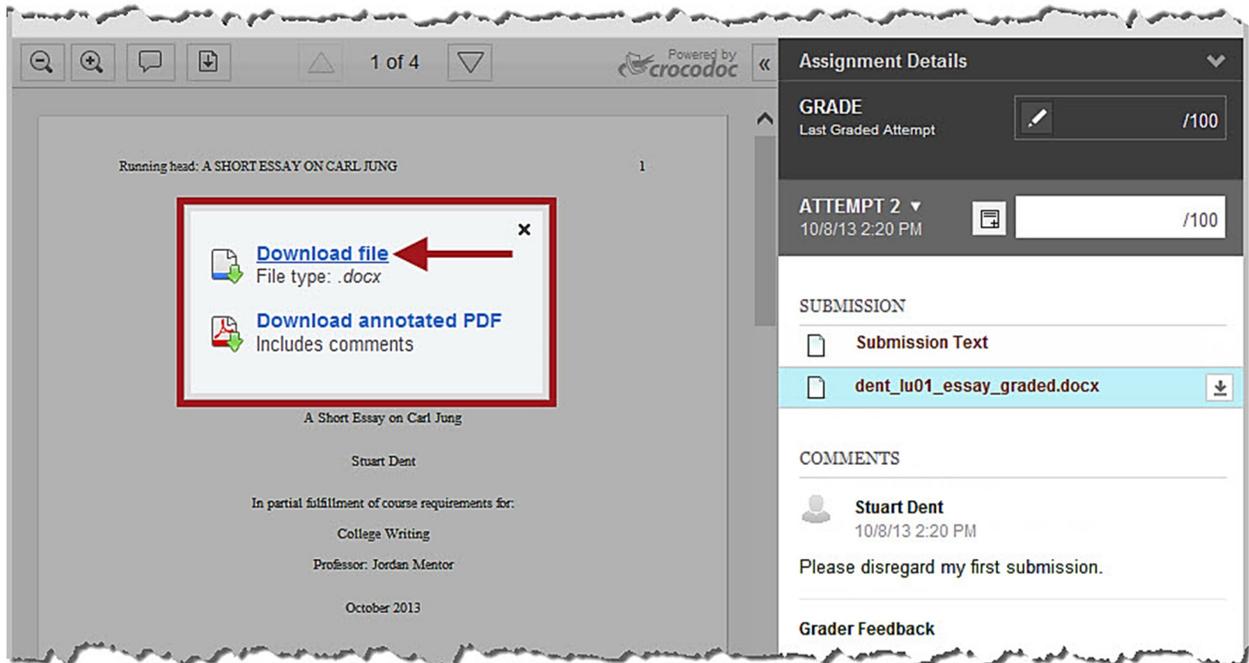


Option 2: Download the File

From the “Grade Assignment” page, click one of the two “**Download**” buttons to download the student’s submitted assignment to your computer.



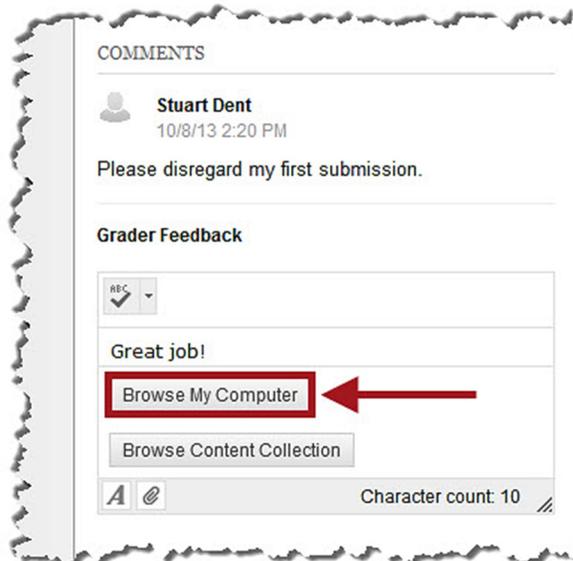
If you choose the “Download” button next to the “Add Comment” button *and* you added feedback using the method shown in “Option 1,” a pop-up window will appear. Select “**Download file**” to download the original file submitted by the student.



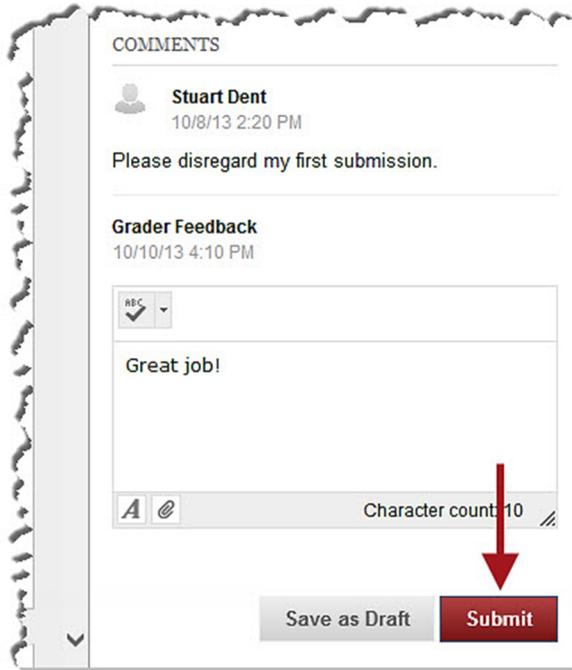
Once downloaded, you can add feedback for the student using a feedback tool such as “Track Changes.” If you need to upload an edited assignment that includes feedback, click the “**Attach Feedback Files**” (paperclip) icon, under the “Grader Feedback” box.



Then, in the “Grader Feedback” text box, click “**Browse My Computer.**” Locate, select, and upload the file that includes feedback for the student.

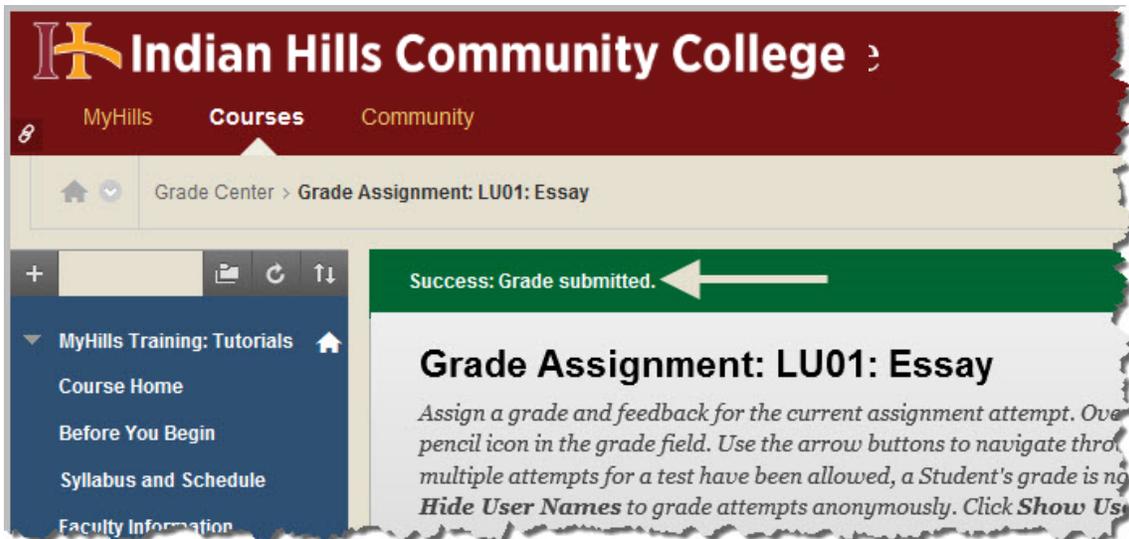


Once you have uploaded the file that includes feedback and you have entered a grade for the assignment in the “ATTEMPT” or “GRADE” box, click “Submit.”



A green “Success” message will appear at the top of the “Grade Assignment” page.

Notes: Once the grade has been “submitted,” the student can view his/her grade(s), feedback, and any uploaded files. Access to these items will depend on the assignment’s settings. Please see the tutorial “Create an Assignment” for more information on assignment settings.



The next assignment that needs to be graded will open.

The screenshot shows the Indian Hills Community College website interface. At the top, the college logo and name are displayed. Below the navigation bar, the breadcrumb trail reads "Grade Center > Grade Details > Grade Assignment: LU01: Essay". The main content area is titled "Grade Assignment: LU01: Essay" and contains instructions for grading. A red arrow points to the user information: "User: Janet Learner (Attempt 1 of 1)" with a yellow warning icon. Below this, it says "View: Full Grade Center". A left-hand navigation menu is visible, listing various course-related options.

Once you have finished grading all of the submissions, you be taken back to the "Full Grade Center" automatically. A green "Success..." message will appear at the top of the page.

The screenshot shows the Indian Hills Community College website interface after grading. The breadcrumb trail now reads "Grade Center". A green banner at the top of the main content area displays the message "Success: Grade submitted." with a white arrow pointing left. Below the banner, the page is titled "Grade Center : Full Grade Center" and contains instructions for using the grade center. At the bottom of the main content area, there are three buttons: "Create Column", "Create Calculated Column", and "Manage". A left-hand navigation menu is also visible.

The grades you assigned will be listed in the assignment's grade column.

Grade Center : Full Grade Center 

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column  Manage  Reports  Filter Discover Content Work Offline 

Move To Top  Email  Sort Columns By: Layout Position  Order: ▲Ascending 

Grade Information Bar Last Saved: October 14, 2013 11:17 AM

<input type="checkbox"/>	Last Name 	First Name 	Introduce Yours 	LU01: Essay 	LU04: Essay 	LU06: Essay 	LU10: Essay 
<input type="checkbox"/>	Dent	Stuart	20.00	96.00	--	--	--
<input type="checkbox"/>	Learner	Janet	20.00	92.00	--	--	--

Selected Rows: 0

Move To Top  Email  Icon Legend

[Edit Rows Displayed](#)



Option 3: Batch Download

You can also download all of the submitted assignments at once. From within a course's Grade Center, click the drop-down arrow that appears next to the title of the assignment you would like to grade.

Grade Center : Full Grade Center 

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column  Manage  Reports  Filter Discover Content Work Offline 

Move To Top  Email  Sort Columns By: Layout Position  Order: ▲Ascending 

Grade Information Bar Last Saved: October 8, 2013 7:37 AM

<input type="checkbox"/>	Last Name 	First Name 	Introduce Yours 	LU01: Essay 	LU04: Essay 	LU06: Essay 	LU10: Essay 
<input type="checkbox"/>	Dent	Stuart	20.00		--	--	--
<input type="checkbox"/>	Learner	Janet	20.00		--	--	--

Selected Rows: 0

Move To Top  Email  Icon Legend



In the menu that opens, select “Assignment File Download.”

The screenshot shows a web application interface with a table of student data. The table has columns for 'Last Name', 'First Name', 'Introduce Yours', and 'LU01: Essay'. The 'LU01: Essay' column contains scores of 20.00 and yellow smiley face icons. A context menu is open over the 'LU01: Essay' column, listing various actions. The 'Assignment File Download' option is highlighted in blue, and a red arrow points to it from the left. Other options in the menu include 'Quick Column Information', 'Grade Attempts', 'Grade Anonymously', 'Assignment File Cleanup', 'View Grade History', 'Edit Column Information', 'Column Statistics', 'Set as External Grade', 'Show/Hide to Users', 'Clear Attempts for All Users', 'Sort Ascending', 'Sort Descending', and 'Hide Column'. The interface also includes a top navigation bar with options like 'Create Column', 'Manage', and 'Reports', and a 'Grade Information Bar' at the top of the table area.

The “Download Assignment” page will open.

The screenshot shows the Indian Hills Community College website. The header features the college logo and the name 'Indian Hills Community College'. Below the header, there are navigation tabs for 'MyHills', 'Courses', and 'Community'. The main content area displays the page title 'Download Assignment: LU01: Essay' in a large, bold font. A red arrow points to this title. Below the title, there is a paragraph of text: 'Download and view student assignment submissions by selecting one or more user names. Assignments are packaged as a ZIP file. Click the link to save the file to your computer.' The left sidebar contains a navigation menu with items like 'MyHills Training: Tutorials', 'Course Home', and 'Before You Begin'.

Under “Select Users,” check the box to the left of “Name.”

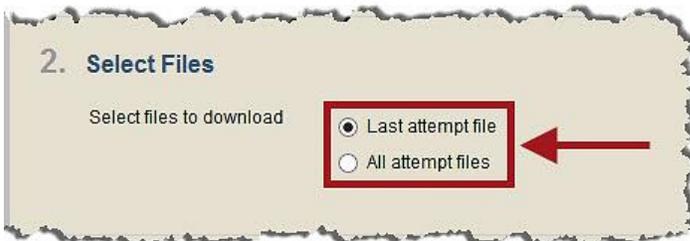


A checkmark should now appear in the box to the left of every student name in the course.

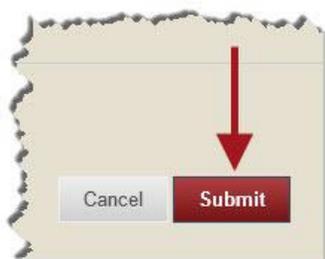


Under “Select Files” you may choose to only download the “Last attempt file” or you can download “All attempt files” for each student. If the assignment requires multiple files to be submitted by each individual student, be sure to select “All attempt files.”

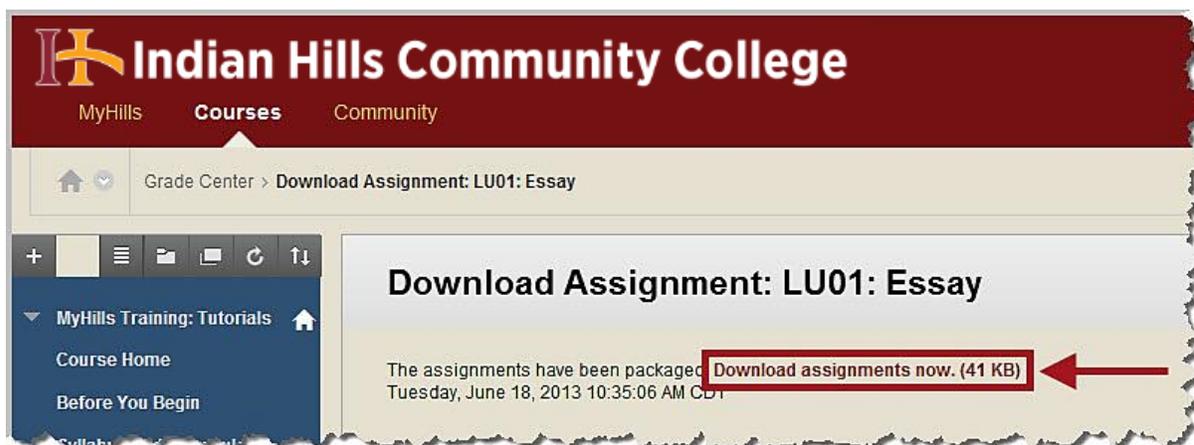
Note: “Last attempt file” will be selected by default.



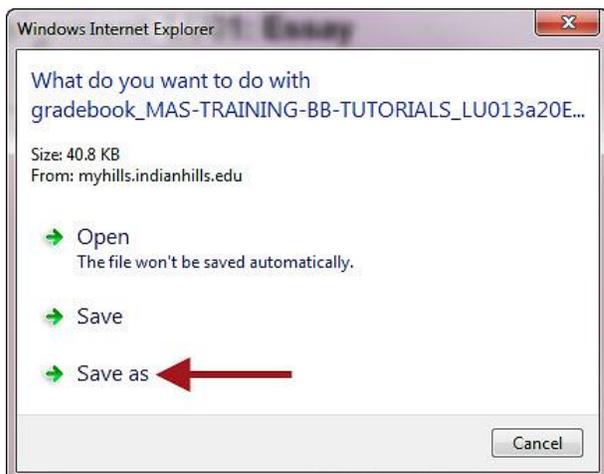
Then, click “Submit.”



Next, click “Download assignments now.”

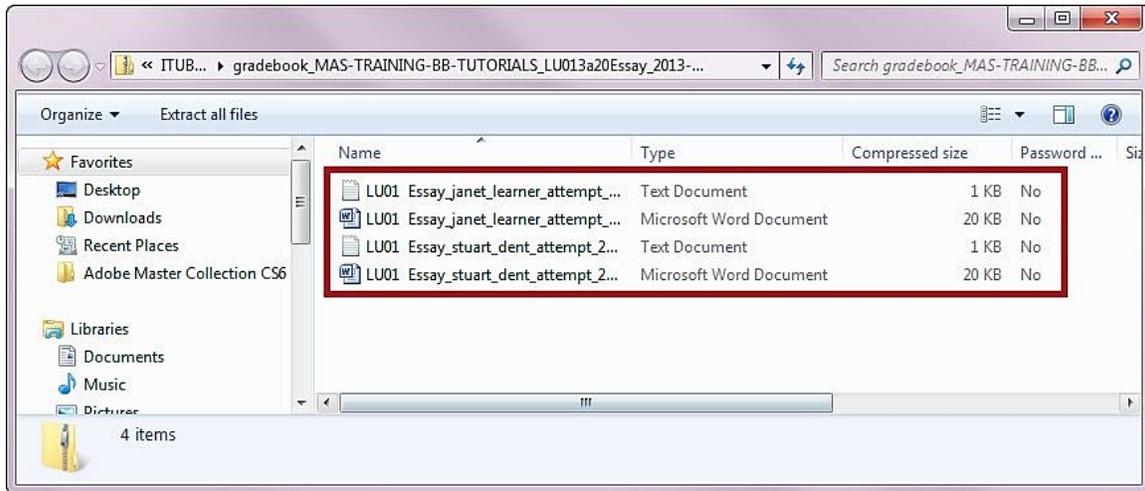


Save the downloaded files to the appropriate location.



The saved files can now be viewed and graded. Once the assignments have been graded, each one must be saved with edits/feedback and then uploaded to the “Grade Assignment” page one at a time, using the “Attach Feedback Files” (paperclip) icon, under the “Grader Feedback” box, as shown in “Option 2” of this tutorial. Grades can be entered on the “Grade Assignment” page or in the Grade Center Assignment Column.

Note: For each submission there will be at least two files. The “Text Document” (.txt) will give general information about the submission, as well as show submission text and/or comments the student submitted along with the file. The other file/files (e.g., Word, PowerPoint, Excel, etc.) will be the attached file or files that was/were submitted.



Congratulations! You now know how to grade an assignment in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk