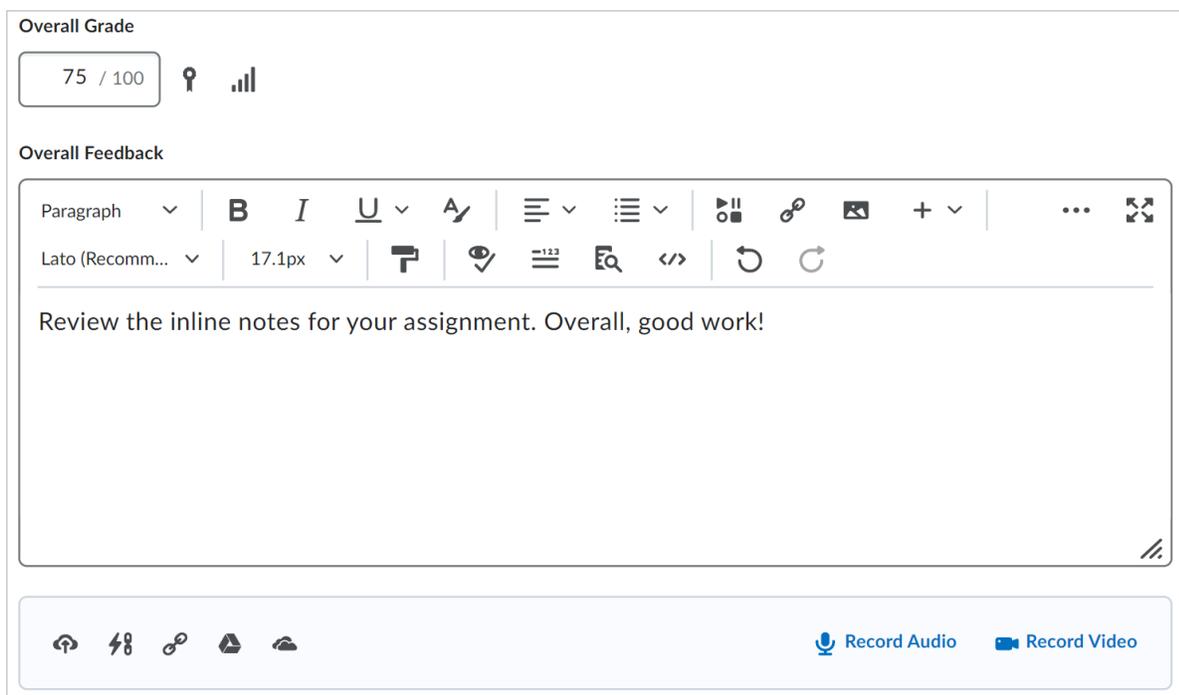


Grade an assignment

Evaluate assignments by providing feedback and selecting a rubric associated with specific learning objectives.

To evaluate assignment activities

1. Navigate to **Assignments**.
2. On the **Assignments** page, click the assignment that you want to view.
3. Click the name of the student that you want to evaluate.
4. On the **Evaluation** page, enter the **Overall Grade** and **Overall Feedback**. You can also enter inline feedback if desired. **Note:** You cannot publish or save your draft if the **Overall Feedback** field exceeds 300,000 characters.



The screenshot displays the evaluation interface. At the top, the 'Overall Grade' field contains the value '75 / 100' and includes a lock icon and a signal strength indicator. Below this is the 'Overall Feedback' field, which features a rich text editor. The editor's toolbar includes options for paragraph style (Paragraph), bold (B), italic (I), underline (U), text color (A), list creation (≡), link (🔗), unlink (🔗), insert (✉), and a plus sign for more options. The font is set to 'Lato (Recomm...)' and the size is '17.1px'. The text area contains the feedback: 'Review the inline notes for your assignment. Overall, good work!'. At the bottom of the interface, there are icons for undo, redo, and other actions, along with 'Record Audio' and 'Record Video' buttons.

Figure: Enter a value in the **Overall Grade** field and add feedback in the **Overall Feedback** field.

5. Click **Update** to add your evaluation to the student's assignment.

Note: When evaluating an assignment submission from the **Evaluation** page, you can click and drag the boundary between the **Submission** pane and the **Overall Feedback**

pane to change the size of each. If you reduce the size of the **Overall Feedback** pane past a break point, the icons change in appearance. The **File Upload, Attach Link to Existing Activity, Attach Weblink, Attach from One Drive, Record Audio, and Record Video** icons change to only show **Attach, Record Audio, and Record Video** icons as part of the adaptive experience. You can click **Attach** in this case to access the same options.

Discard incomplete evaluations

The Rubric evaluation workflow provides an auto-save feature to streamline the evaluation process; however, if an instructor exited the partial evaluation, the automatically saved parts of the assessment were committed to the rubric and visible to the student. To provide a better experience in Consistent Evaluation (inline and pop-out views), the instructor has the option to **Publish** the current evaluation, or to **Save Draft**. If the instructor chooses to **Save Draft**, the current evaluation is saved for later completion and publication. During the evaluation process, any changes to the evaluation are automatically saved to a temporary file so that partial evaluations are not mistakenly released to students. Those temporary file changes are permanently saved when the instructor clicks **Publish** or **Save Draft**. When the instructor clicks Publish, the assessment feedback is released to students.

Writing Rubric

Total Score 7 / 16

Criteria

Logic & Organization

◀ [] [✓] [] [] ▶

Target 3 / 4

Develops unified and coherent ideas within paragraphs with generally adequate transitions; clear overall organization relating most ideas together, good introduction and conclusion.

[Add Feedback](#)

Language

◀ [✓] [] [] [] ▶

Exemplary 4 / 4

Employs words with fluency, develops concise standard English sentences, balances a variety of sentence structures effectively

Publish **Save Draft** ▶

Figure: The **Publish** and **Save Draft** buttons on an in-process evaluation.

If an instructor clicks **Return to user submissions** or **Return to submissions**, a verification dialog appears to ensure you want to discard the incomplete evaluation. From that dialog, the instructor can save the draft, discard the draft, or close the dialog box and return to the partial evaluation. If an instructor edits a previously published evaluation and then decides to cancel before updating, all the changes in the evaluation, including the rubric evaluation changes, are discarded.

Note: Portfolio and Grade book pop out windows and the Rubric Create and Edit windows currently only support the auto-save functionality.

