The Assessment Manager: Assigning and Managing Grades

With the Assessment Manager, you can:

- Grade assessments by student - showing you the entire assessment by student, similar to traditional paper-based marking
- Grade assessments by question - allows you to see each student's answer to the same question in succession. You can also hide student names if you want answers to be anonymous
- Regrade questions - you can changed a grade to a question if a student successfully defends the answer
- Modify quiz grades - you can change the grade of an entire quiz, rather than just individual questions
- Run reports

The Assessment Manager (visible to you from the Teach tab in your Instructor Tools) is organized into 4 tabs:

- **Graded**
- **Not Graded**
- **Not Submitted**
- **All**

**Graded** - shows you all the assessments that have been graded. Grades have been recorded in your Grade Book.

**Not Graded** - shows you all the assessments that have a mix of graded and not graded submissions.

**Not Submitted** - shows you all assessments that have outstanding submissions and lists the students who have not yet made a submission.

**All** - All submissions, organized by assessment.

Grading Assessments

When a student submits an assessment, responses are automatically graded, except for questions requiring a paragraph answer. Grades for assessments are automatically recorded in your Grade Book. You can grade by student, or grade by question.

**To Grade by Student**

- In the Teach tab, click on the Assessment Manager (in your Instructor Tools)
- Click the Not Graded tab. All ungraded or partially graded quizzes will be displayed.
- For each submission you would like to grade, click the attempt number in the Attempt column for that student.
- For each question, enter or override the score and add optional comments.
- You can also adjust the total quiz score at the bottom or the attempt display if you would like
- Click Update Grade.

**To Grade by Question**
From the Assessment Manager screen, click the Not Graded tab.
Choose any instance of the linked assessment title that contains the question you would like to grade.
From the ActionLinks menu of the question you would like to grade, click Grade all attempts of this question. A list of students' names appears.
Click Hide Names if you so desire.
For the first student, click Attempt 1 (or whatever attempt you would like to grade for that student).
In the Score text box, enter the grade. Enter optional comments.
Click Save and View next Attempt to move onto the next student's submission for that particular question.
When all attempts are graded, remember to click the Done button.