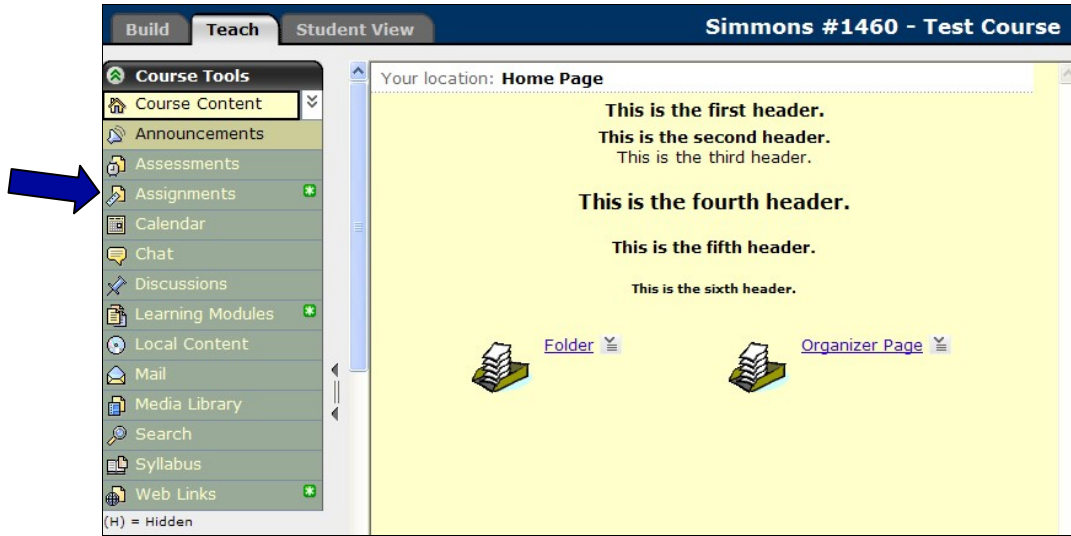
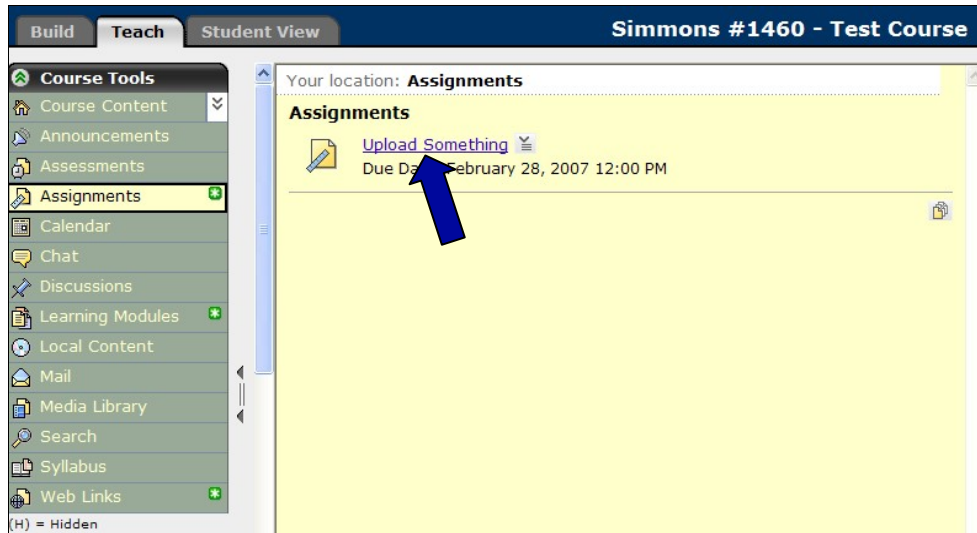


# How to Use Grading Forms to Assign Grades

1. Select the **Assignments** link.

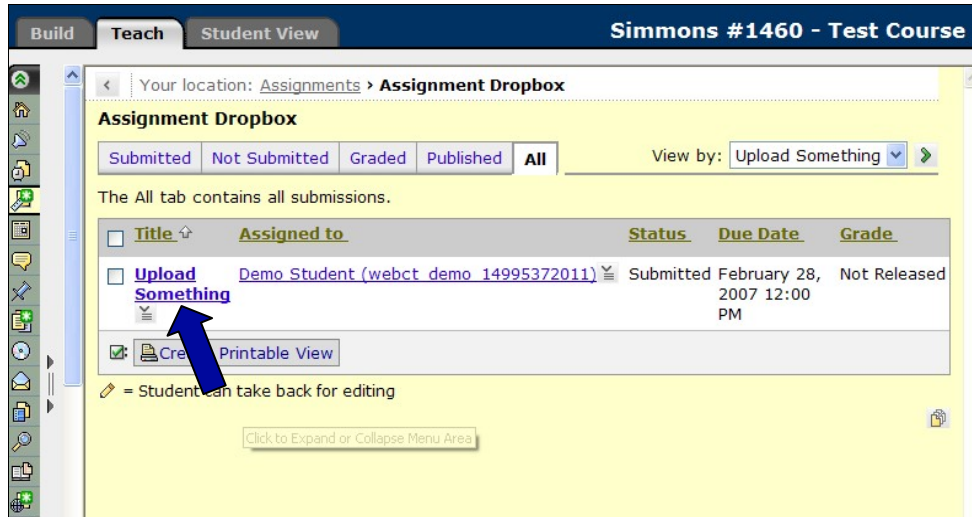


2. Select the assignment you wish to grade.

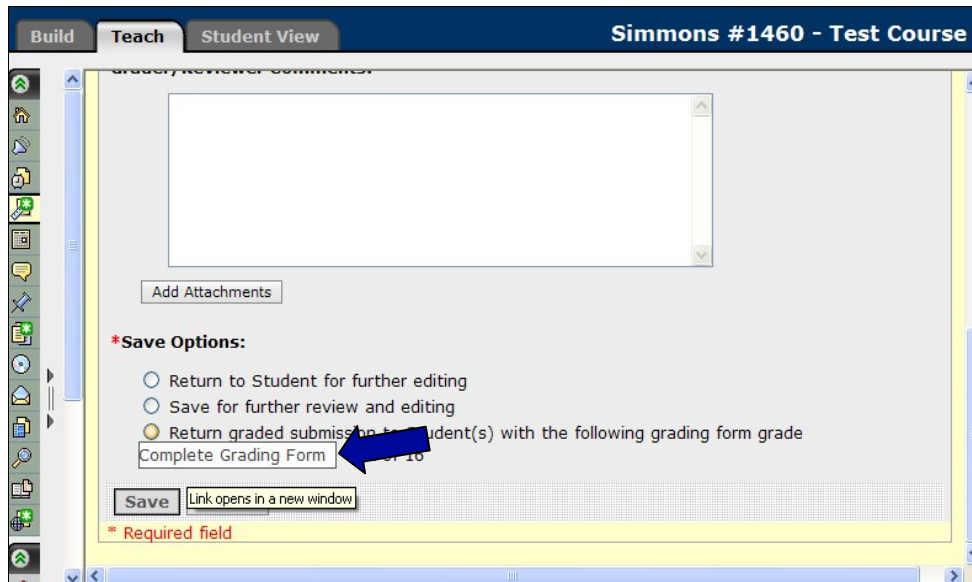


# How to Use Grading Forms to Assign Grades

3. Select the **Upload Something** link.

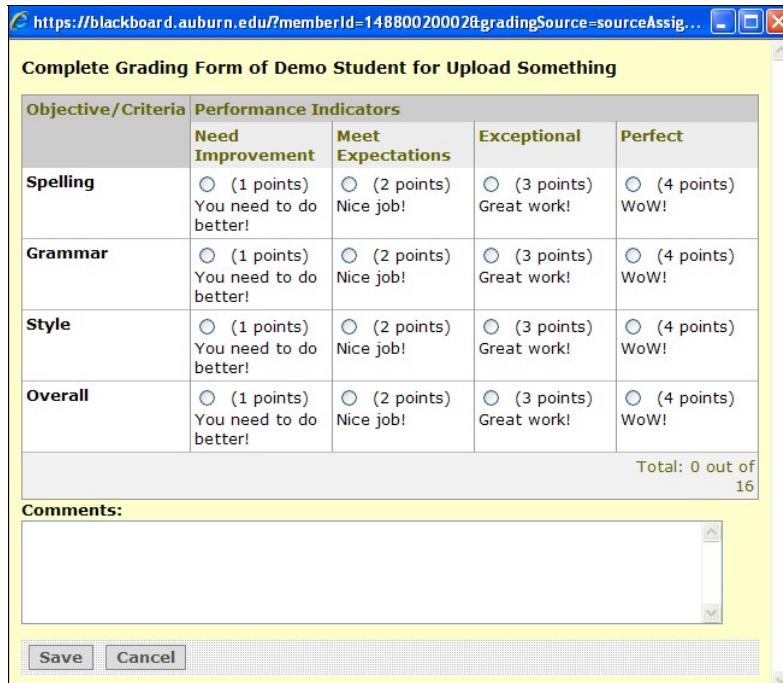


4. Select the **Complete Grading Form** link.



# How to Use Grading Forms to Assign Grades

- Select the radio buttons in each column/row to determine a score. Then enter any comments at the bottom.



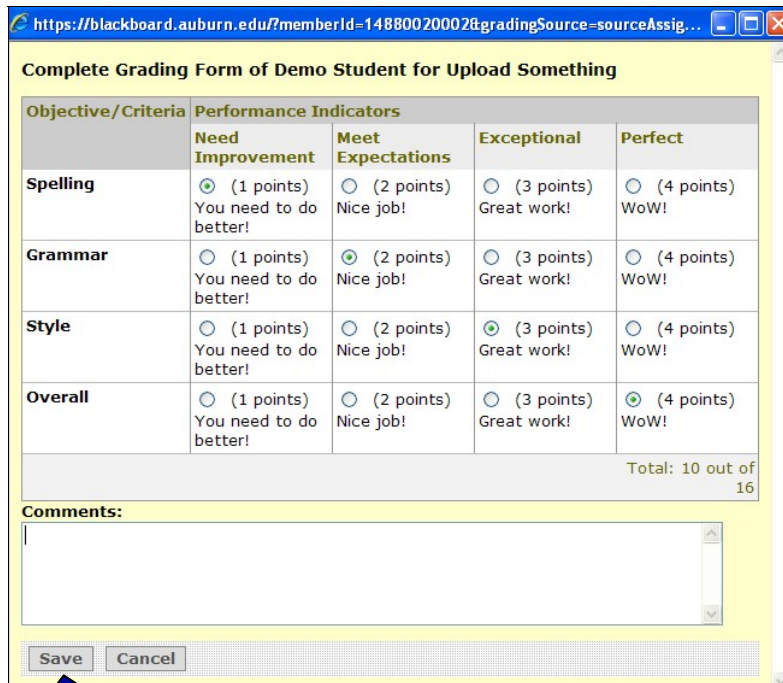
Complete Grading Form of Demo Student for Upload Something

Objective/Criteria	Performance Indicators			
	Need Improvement	Meet Expectations	Exceptional	Perfect
Spelling	<input type="radio"/> (1 points) You need to do better!	<input type="radio"/> (2 points) Nice job!	<input type="radio"/> (3 points) Great work!	<input type="radio"/> (4 points) WoW!
Grammar	<input type="radio"/> (1 points) You need to do better!	<input type="radio"/> (2 points) Nice job!	<input type="radio"/> (3 points) Great work!	<input type="radio"/> (4 points) WoW!
Style	<input type="radio"/> (1 points) You need to do better!	<input type="radio"/> (2 points) Nice job!	<input type="radio"/> (3 points) Great work!	<input type="radio"/> (4 points) WoW!
Overall	<input type="radio"/> (1 points) You need to do better!	<input type="radio"/> (2 points) Nice job!	<input type="radio"/> (3 points) Great work!	<input type="radio"/> (4 points) WoW!
				Total: 0 out of 16

Comments:

Save Cancel

- Click the **Save** button.



Complete Grading Form of Demo Student for Upload Something

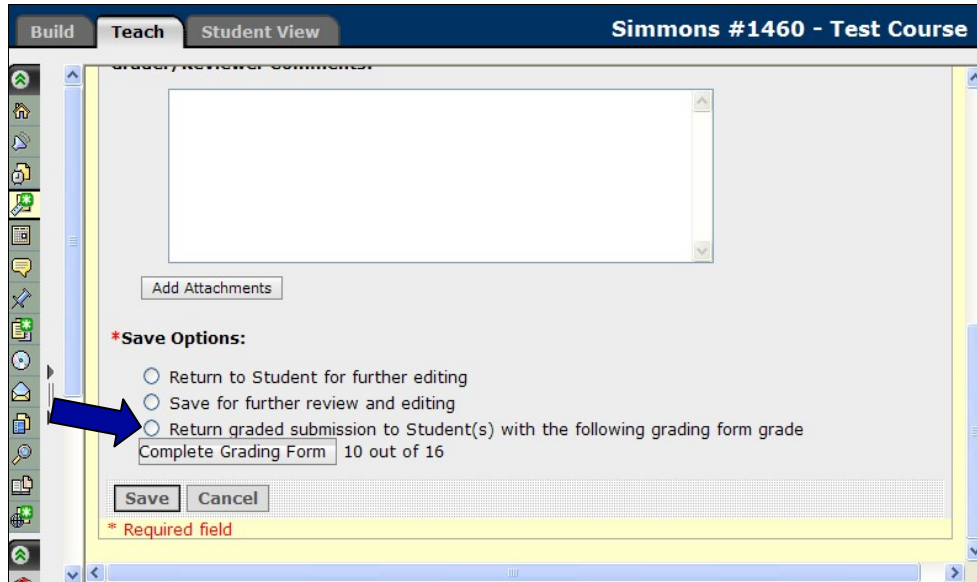
Objective/Criteria	Performance Indicators			
	Need Improvement	Meet Expectations	Exceptional	Perfect
Spelling	<input checked="" type="radio"/> (1 points) You need to do better!	<input type="radio"/> (2 points) Nice job!	<input type="radio"/> (3 points) Great work!	<input type="radio"/> (4 points) WoW!
Grammar	<input type="radio"/> (1 points) You need to do better!	<input checked="" type="radio"/> (2 points) Nice job!	<input type="radio"/> (3 points) Great work!	<input type="radio"/> (4 points) WoW!
Style	<input type="radio"/> (1 points) You need to do better!	<input type="radio"/> (2 points) Nice job!	<input checked="" type="radio"/> (3 points) Great work!	<input type="radio"/> (4 points) WoW!
Overall	<input type="radio"/> (1 points) You need to do better!	<input type="radio"/> (2 points) Nice job!	<input type="radio"/> (3 points) Great work!	<input checked="" type="radio"/> (4 points) WoW!
				Total: 10 out of 16

Comments:

Save Cancel

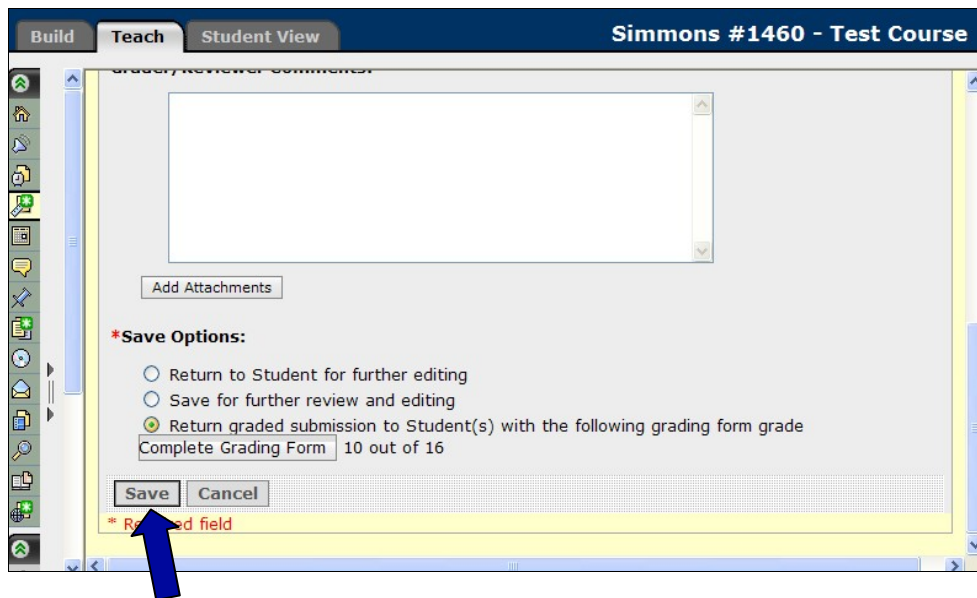
# How to Use Grading Forms to Assign Grades

7. Select the **Return graded submission to Student(s)** radio button.



The screenshot shows the 'Student View' tab for 'Simmons #1460 - Test Course'. The 'Save Options' section contains three radio buttons: 'Return to Student for further editing', 'Save for further review and editing', and 'Return graded submission to Student(s) with the following grading form grade'. The third option is selected, and a blue arrow points to its radio button. Below the options is a text input field containing 'Complete Grading Form' and '10 out of 16'. There are 'Save' and 'Cancel' buttons at the bottom of the section. A red asterisk and the text '\* Required field' are visible at the bottom of the form area.

8. Click the **Save** button.



This screenshot is identical to the previous one, but the 'Save' button is now highlighted with a blue arrow, indicating the next step in the process.