![UCD Dublin – Business eLearning, UCD College of Business logo]
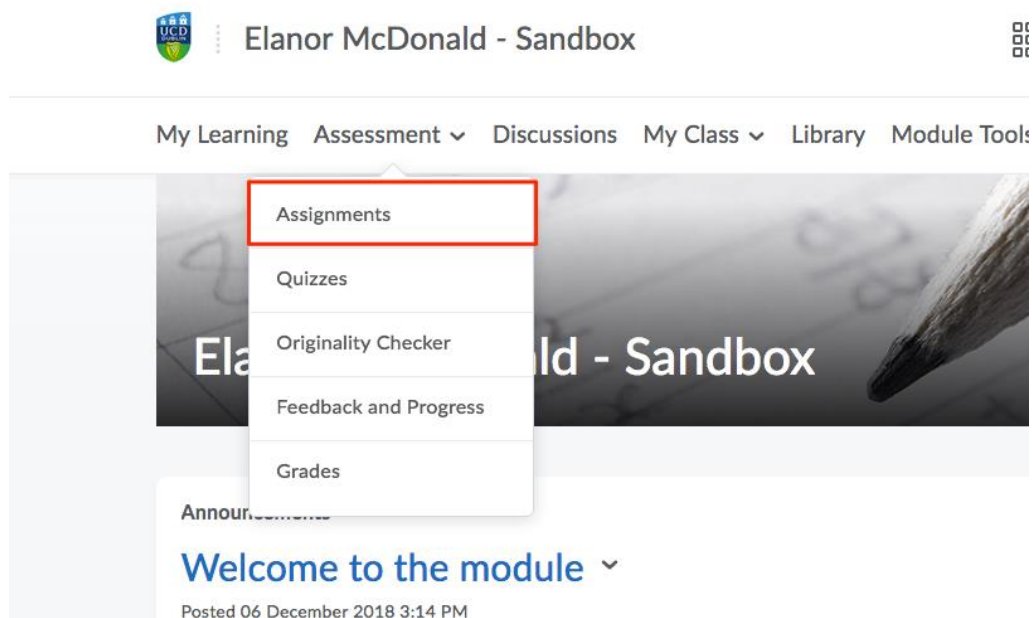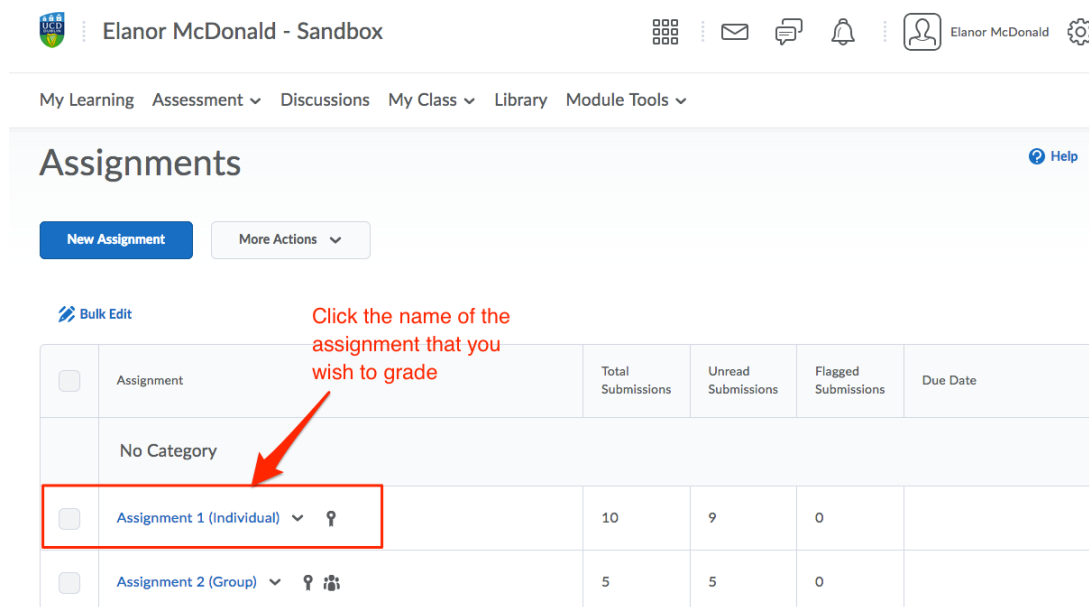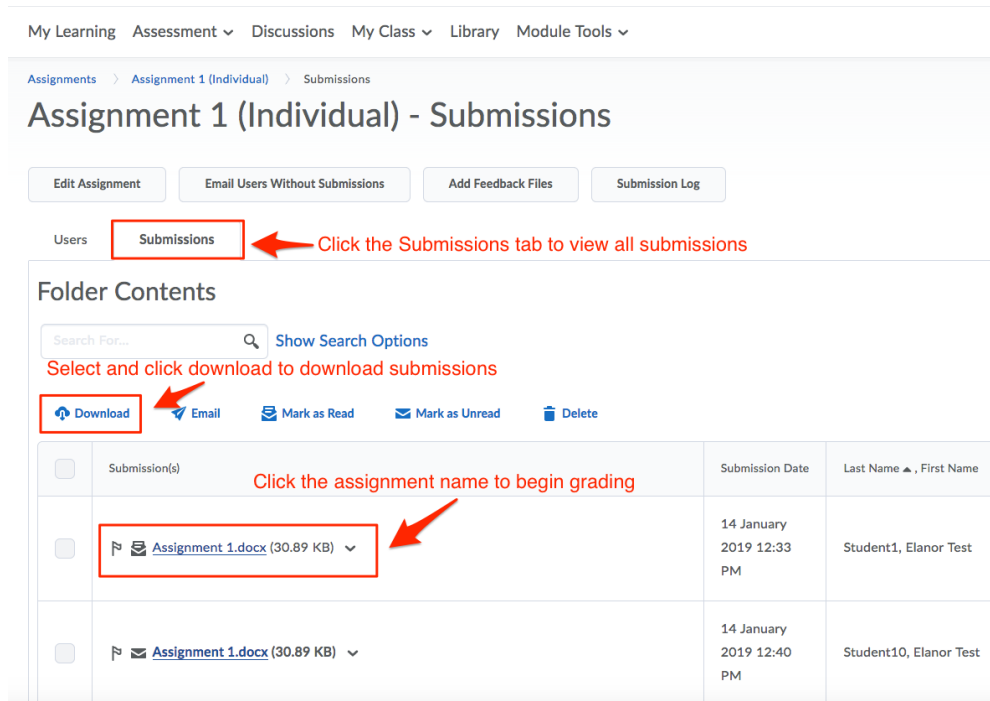
Grading Submissions in Brightspace – Inline grader

Step 1 - To begin grading assignments in Brightspace using the inline grader, go to *Assessment* on the module navigation and select *Assignments* to access student assignment submissions.

Step 2 - Click the name of the assignment that you wish to grade. In this example, go to *Assignment 1 (Individual).*

Step 3 - Click the *Submissions* tab to see all the submissions for this assignment. If necessary, you can download some or all assignment submissions by clicking the selectbox beside the assignment and selecting *Download*. To begin grading using the inline grader, click on a student submission.

Step 4 - Using the inline grader, enter the points achieved for the assignment *(1)* and the feedback to the student *(2).* Click *Publish (3)* to commit the grade. If you wish to review the grades before committing, click *Save Draft*. This will record the score and feedback but the student will not see any grading details.

Annotation functions such as the *Highlighter tool* (1), *Comment tool* (2) and *Text editor* (3) are available to allow you to add notes to specific sections of a student assignment.
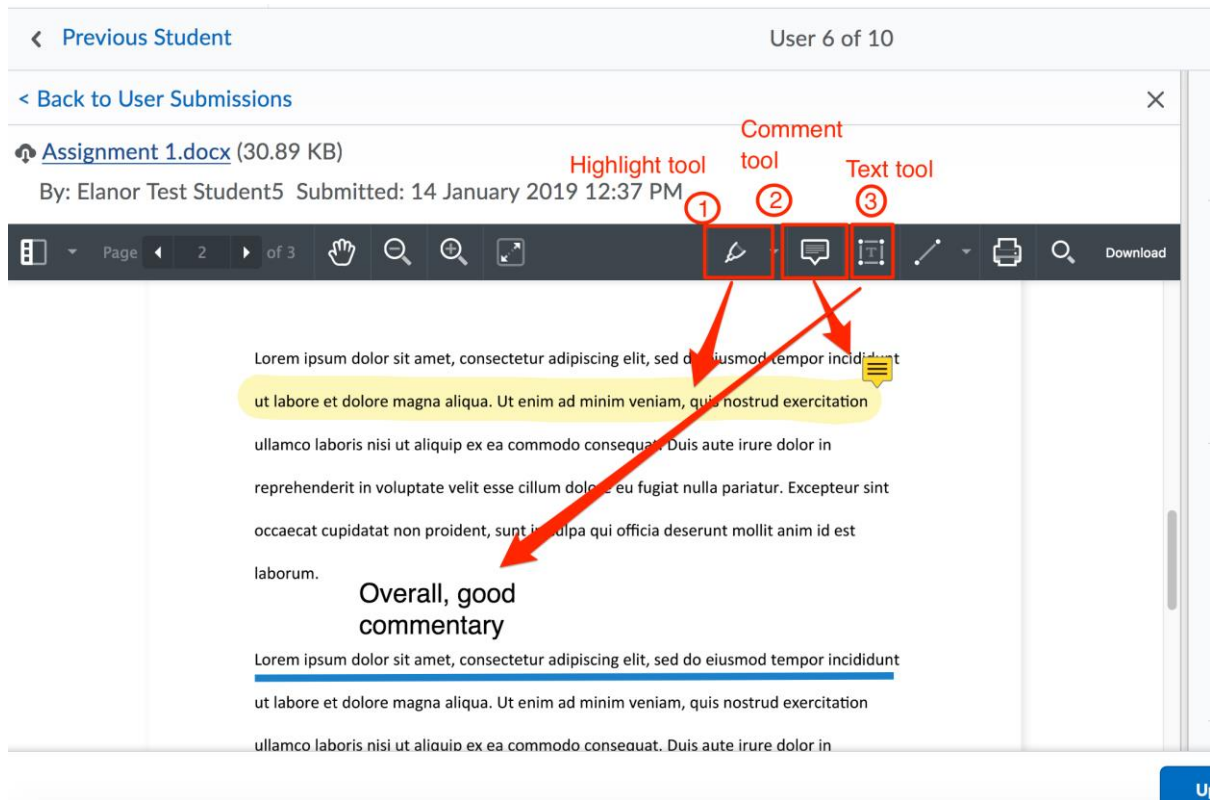
If a *Grade Item* has been created for the assignment, the published mark will appear in the *Grades Area*. To access the grades area go to *Assessment* and then *Grades.*
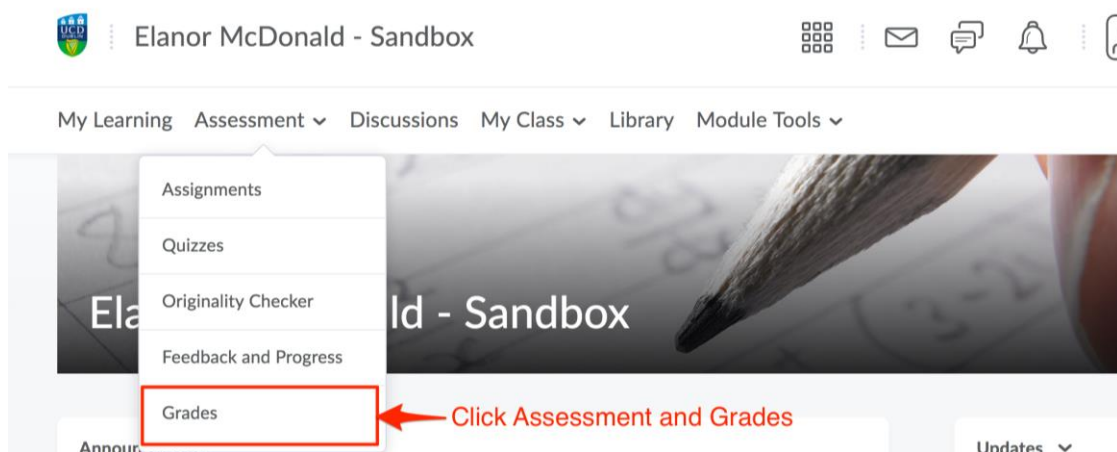
The grade will appear beside the student name.

If the grade has been published and made available to students, they will see it in their own account in the *Grades* or *Assignments* area.

They will also see any annotations added to their submission by clicking on the *Completion Status* of the assignment and then clicking on *View Inline Feedback*

Grading Group Assignments

Grading group assignments using the inline grader follows the same process. Group information will be presented on screen when grading.
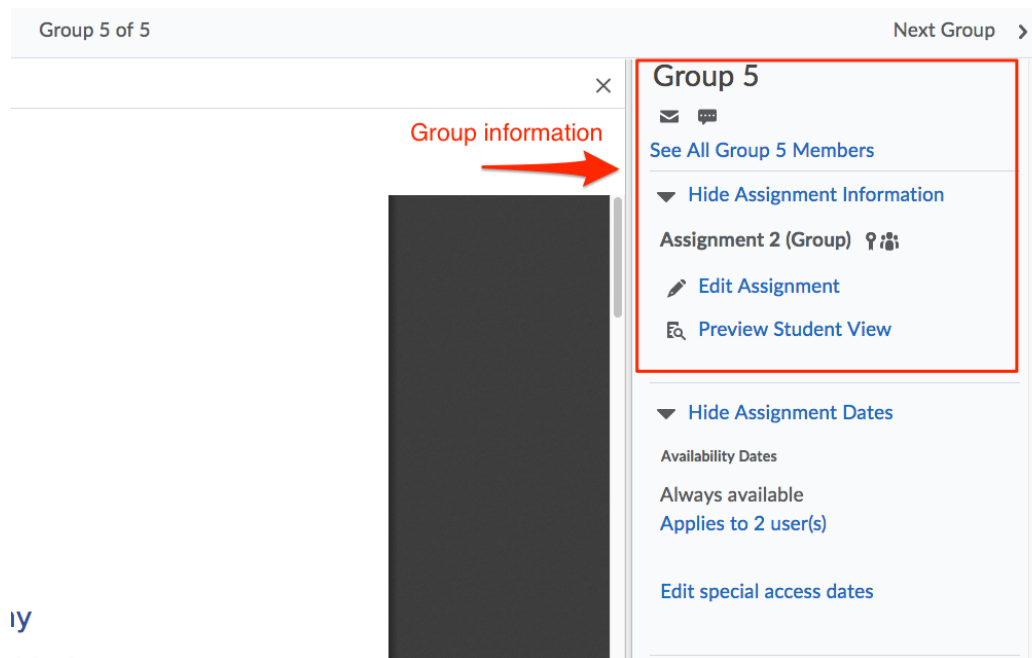
Any grade will be applied to all members of the student group.