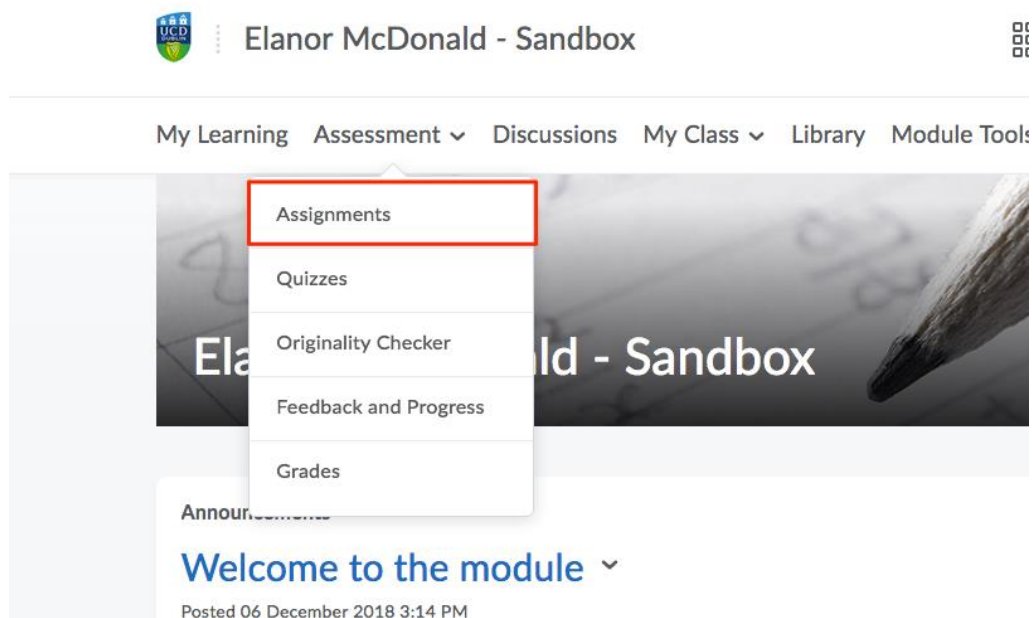
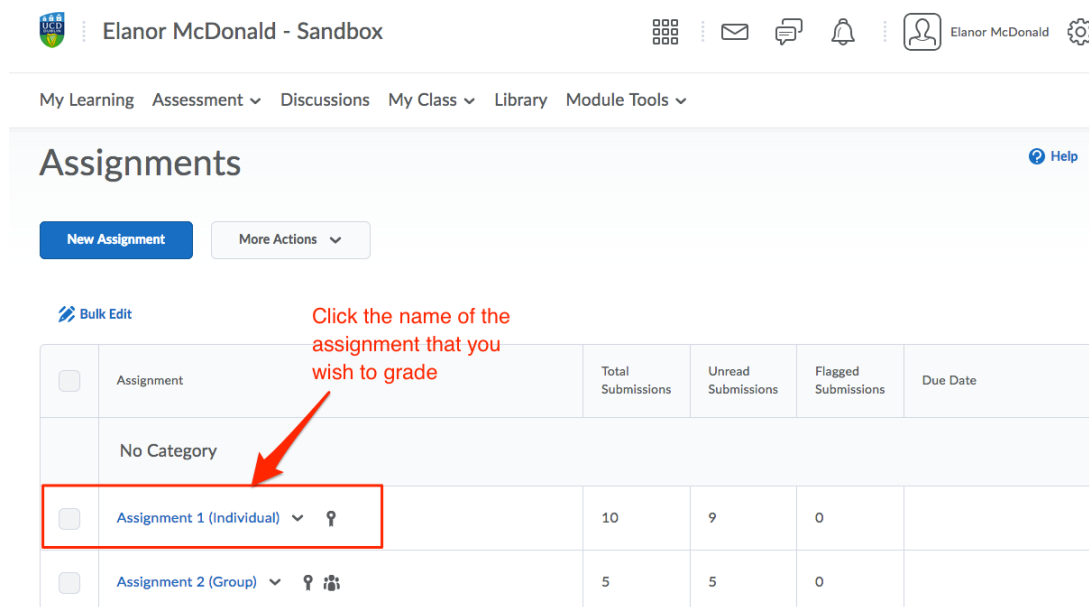


## Grading Submissions in Brightspace – Inline grader

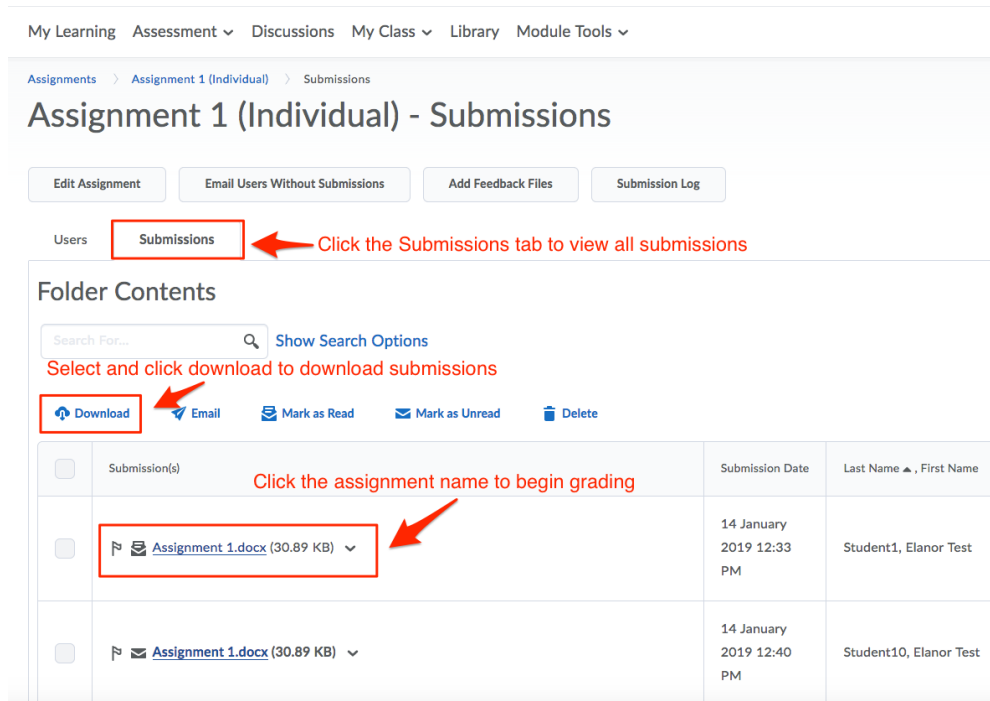
**Step 1** - To begin grading assignments in Brightspace using the inline grader, go to *Assessment* on the module navigation and select *Assignments* to access student assignment submissions.



**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.



My Learning Assessment ▾ Discussions My Class ▾ Library Module Tools ▾

Assignments > Assignment 1 (Individual) > Submissions

## Assignment 1 (Individual) - Submissions

Edit Assignment Email Users Without Submissions Add Feedback Files Submission Log

Users **Submissions** ← Click the Submissions tab to view all submissions

### Folder Contents

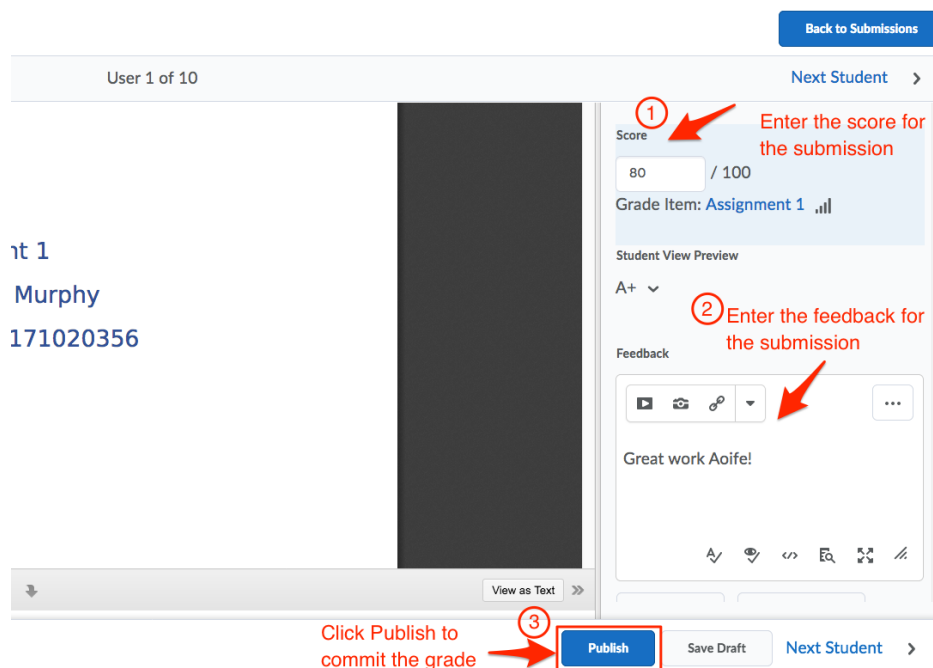
Search For... Show Search Options

Select and click download to download submissions

Download Email Mark as Read Mark as Unread Delete

Submission(s)	Submission Date	Last Name ▲, First Name
<input type="checkbox"/> <span>Click the assignment name to begin grading</span> <input type="checkbox"/> <span>Assignment 1.docx (30.89 KB) ▾</span> ← Click the assignment name to begin grading	14 January 2019 12:33 PM	Student1, Elanor Test
<input type="checkbox"/> <span>Assignment 1.docx (30.89 KB) ▾</span>	14 January 2019 12:40 PM	Student10, Elanor Test

**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.



Back to Submissions

User 1 of 10 Next Student >

Score **1** Enter the score for the submission

80 / 100

Grade Item: Assignment 1

Student View Preview

A+ ▾

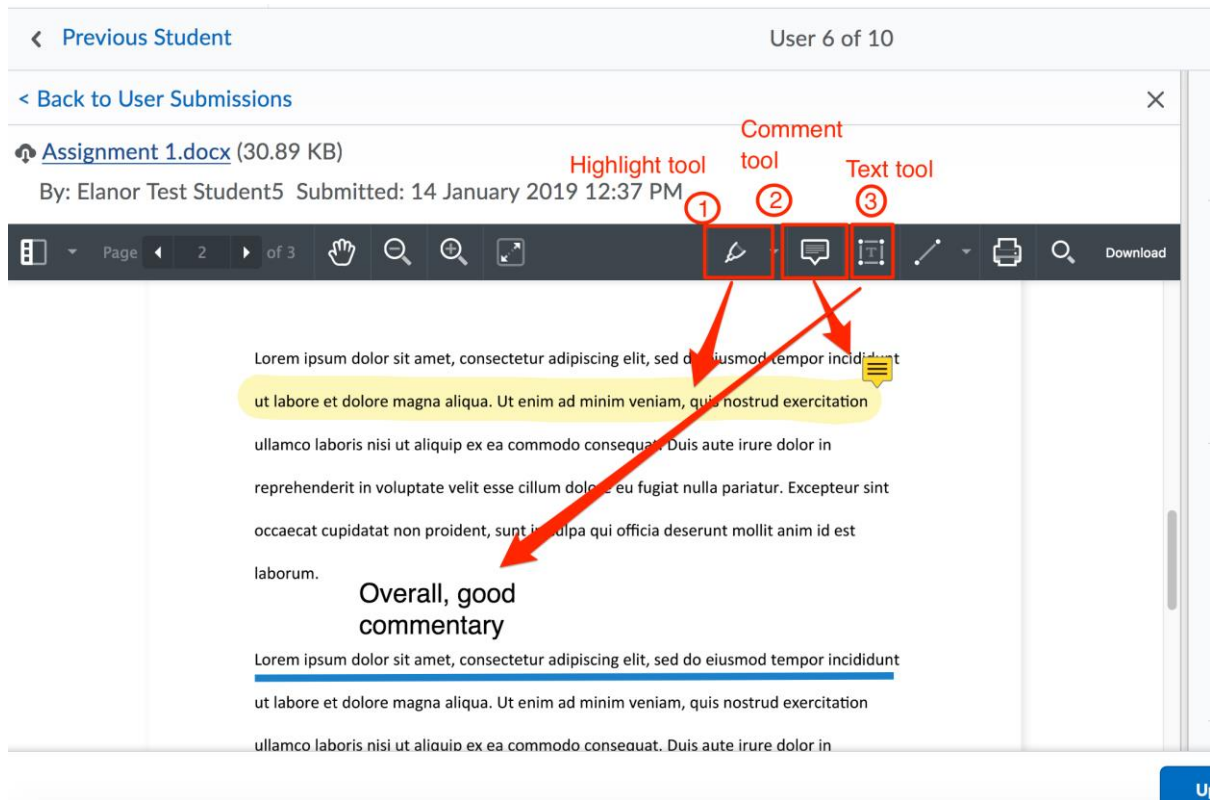
Feedback **2** Enter the feedback for the submission

Great work Aoife!

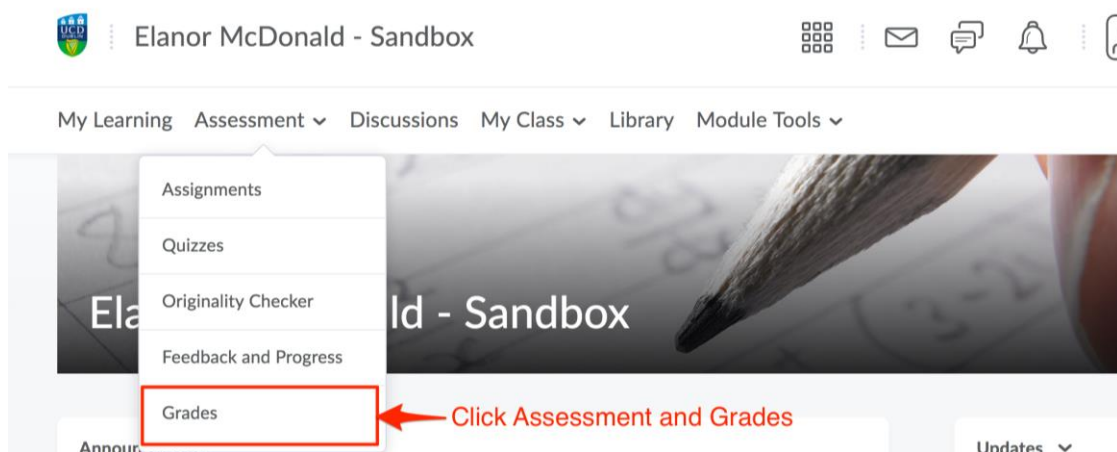
View as Text >>

**3** Click Publish to commit the grade → Publish Save Draft Next Student >

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.

Enter Grades | Manage Grades | Schemes | Setup Wizard

Import | Export | Switch to Spreadsheet View | More Actions

View By: User | Apply

Search For... | Show Search Options

Email

	Last Name ▲, First Name, Username	Final Grades	Final Calculated Grade ▼
<input type="checkbox"/>			A1 ▼
<input type="checkbox"/>	Student1, Elanor Test, stu_emcdonal1 ▼	D-	A+

The new mark is reflected in the Grades area

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.

### Assignments

View History

The student will see the score and feedback if made available to them

Assignment	Completion Status	Score	Evaluation Status	Due Date
No Category				
Assignment 1 (Individual)	Submitted	50 / 100 - C-	Feedback: Read	
Assignment 2	Not Submitted		Not yet evaluated	

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*

Assignments > View History

### Submission History

Assignment: Assignment 1 (Individual) | Apply

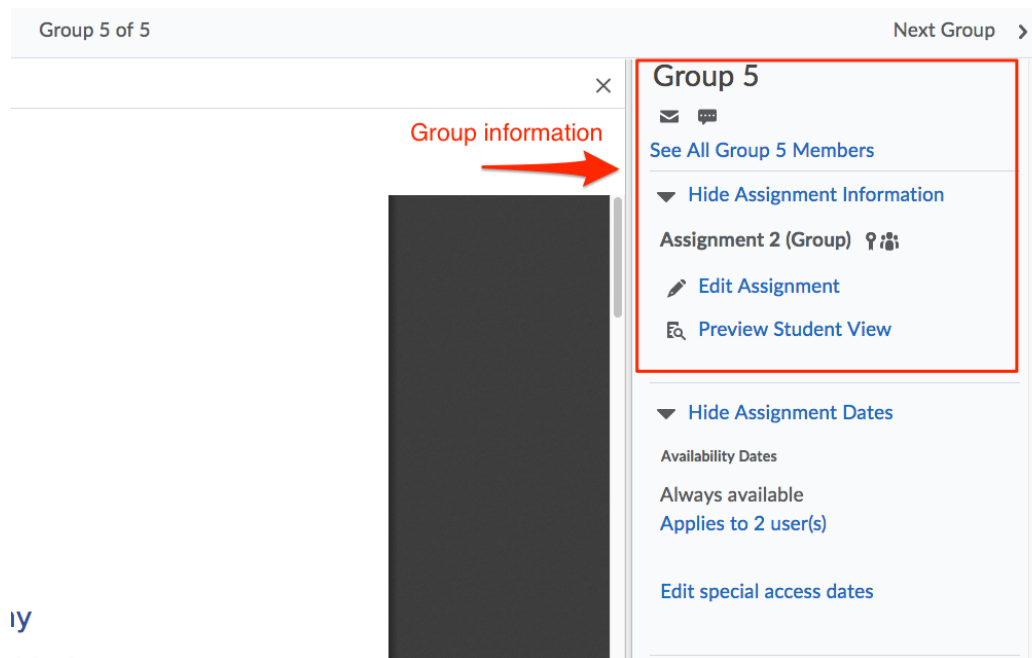
Assignment Type: Individual assignment

Students can view annotations to their submission

Submission(s)	Inline Feedback	Date Submitted ▼
Assignment 1.docx (30.89 KB)	View Inline Feedback	14 January 2019 12:37 PM

## 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.

