

WHERE IS IT?



Assignments > Assignments




How to grade an assignment

1. When the assignment is created, Teachers can enter grades directly from the grade grid
2. Open Assignments, and select a course and term with active assignments.
3. Enter the grade directly into the grid, the students are in rows, and the assignments are in the column.
4. Achievement scales have a drop down with the options inside the grid
5. Click on the student name to see the full explanation of the learning outcome
6. Enter a comment in the assessment tab of the assignments for the student/guardian portal view
7. Apply a special status in the assessment tab if the grade is not to be included in the averages.
8. Averages are calculated on the assessment period

GOOD TO KNOW

- Make sure you use the right scale. The grid will not accept anything outside of the assignment setup. The max points are noted at the top of the column
- Click on the learning objective short code for a pop up explanation in full.
- When in grid view, select the bottom right hand corner and drag vertically or horizontally to copy the given grade across students.
- Keep your assignments grouped under topics.
- Guardians/Students can interact with their results, and follow progress over the assessment period.

Links to Assignment knowledge base guides

-  [Creating Assignments](#)
-  [Building assessments](#)
-  [Grading Assignments](#)

