ProgressBook®

VirtualClassroom

Grading Activities

Training Guide

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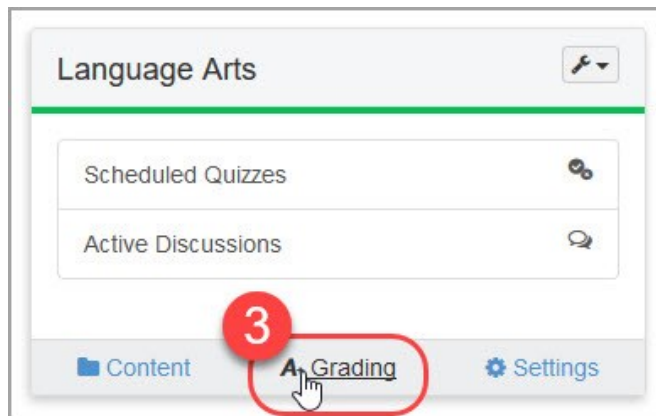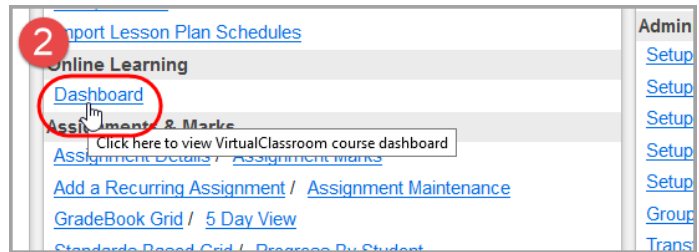
- Grade quiz activities
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Access & Navigation

1. Log in to GradeBook.

2. On the **Teacher Home Page,** under **Online Learning,** click **Dashboard**.

3. Click **Grading** on the course containing the activity you want to grade.

   The Grading screen displays.

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Grading Activities

In VirtualClassroom, you can begin grading activities once one student has finished a quiz or once a discussion has reached its end date.

🎓 **Grading Quizzes**

🎓 **Grading Discussions**

Grading Quizzes

After a student submits a quiz, you can begin grading it. As more students finish their quizzes, more quizzes display in the queue.

> *Note: If you did not select **Preview before post?** on the **Assignment Details** screen while scheduling a quiz that contains **only** true/false, multiple choice, matching, and fill in the blank questions, student submissions from that activity will not display in the list of activities to grade, as they have already been auto-scored and posted to GradeBook.*

1. On the quiz grading screen, in the **Assignment** column, click the name of the assignment associated with the quiz you want to grade.

After you have selected a quiz to grade, a queue of student quizzes display for that assignment.

1. Review the following information.

   - **Status** – Displays one of the following:

     - **New** – Student has not yet viewed the quiz

     - **Viewed** – Student has viewed the **Activity Details** screen in ParentAccess

     - **Started** – Student has clicked **Begin** but has not yet answered any questions

     - **Submitted** – Student has submitted quiz and can no longer edit responses

     - **Partial** – Student has answered at least one question on the quiz

     - **Graded** – Student's quiz marks have been posted

     - **Joined** – Student was added to the quiz after it was published

   - **Attempt #** – Number of times the student has attempted the quiz

   - **Start Date** – Date and time the student began the quiz

   - **Submit Date** – Date and time the student submitted the quiz for grading

   - **Seat Time** – Amount of time between when the student started the activity until the student submitted the activity

   - **Mark** – Displays the student mark if you selected **Preview before post?** and if all questions in the quiz can be auto-scored (otherwise, scores display in this column after you grade quizzes)

2. To begin grading, click the name of the student whose quiz you want to grade. Or, on the top right of the screen, click [Start Grading 2] to begin grading the quiz that belongs to the first student in the list.

Interjections II

Student Name	Status	Attempt #	Start Date	Submit Date	Seat Time	Mark
Castillo, Oakes	Submitted	1	12/11 12:00 AM	12/16 12:00 AM	120:00	
Gutierrez, Patrick	Submitted	1	12/11 12:00 AM	12/16 12:00 AM	120:00	
Austin, Siri	New	1				
Carr, Catherine	Partial	1				
Chapman, Travis	Started	1				
Franklin, Albion	Partial	1				
Kelley, Izzy	New	1				
Oliver, Wanda	Viewed	1				
Peters, Diederik	New	1				
Ryan, Mary-Margaret	New	1				
Schmidt, Bradley	Started	1				
Smith, Fallon	Partial	1				
Vasquez, Jayma	Viewed	1				
Wheeler, Lillian	New	1				
Lawson, Gabriel	Graded	1	12/11 12:00 AM	12/16 12:00 AM	120:00	19

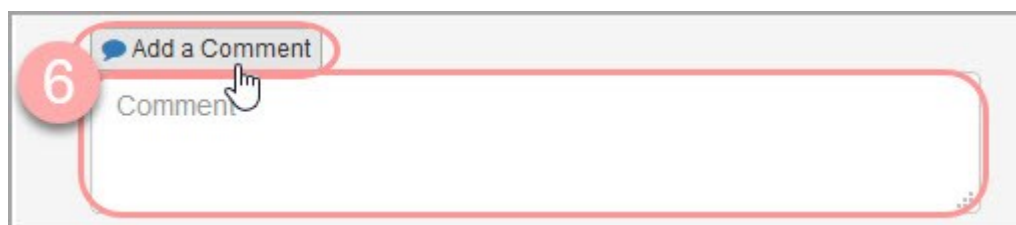The grading screen for the quiz of the student you selected displays.

3. Optional: If you want to review any questions that were auto-scored, toggle **Graded Questions** to **Visible** by clicking **Hidden**.

4. On the grading screen for the selected student, review the answers. Note the following symbols:

✔	Student gave correct answer
✖	Student gave incorrect answer
⚠	Question requires grading
🔍 View Answer Key	View correct answer or example response

5. Optional: If you want the student to take another attempt at answering any question:

    a. Select the **Allow student to Redo this question** check box.

    b. In the **Score** field, enter the number of points (if any) you want to award the student for this attempt at the answer.

6. Optional: To enter a comment about a specific answer, click **Add a Comment** for the related question and enter your remarks in the text box that displays.

7. If ungraded questions remain, mark each student response with the following:

★ 100%	Marks the question as correct and student receives full points.
☆ 50%	Marks the question as partially correct and student receives half credit.
☆ Zero	Marks the question as incorrect and student receives no points.
Score / 10	Allows you to enter any other number of points that the other options do not give you.

As you grade each question, for mark types of points and percent, the GRADEBOOK MARK field automatically populates with the student's mark. For other mark types, you must enter or select the mark.

8. Optional: In the **GradeBook Mark** area:

    a. In the **Mark** field, adjust the score if needed.

    b. The **Late** check box is automatically selected if a student submitted work past the assigned due date. However, if desired, you can de-select the check box before posting the marks to GradeBook.

    c. In the **Comments** field, enter an overall comment for the student.

    d. To send the entire activity back to the student for redo, select the **Mark quiz for redo** check box. Once that student attempts the quiz again, you can return to the grading screen for the activity to re-grade the assignment.

9. Click **Post**.

If you override and post the MARK to GradeBook and later return to the student's grading screen, the MARK field displays the auto-scored mark, while the GRADEBOOK MARK displays the mark you posted to GradeBook.

GradeBook Mark **8**

Calculated Score: 14 / 19 (73.68 %)

Mark: 14 / 19 GradeBook Mark:

Late: ☐

Comments:

Much improved from your last assignment!

☐ Mark quiz for redo

Post **9**

The **Mark** for this student's activity posts to GradeBook, and the screen advances to the next activity that is available for grading. Once you have graded all of the activities that are ready for grading, the grading screen for the activity displays again.
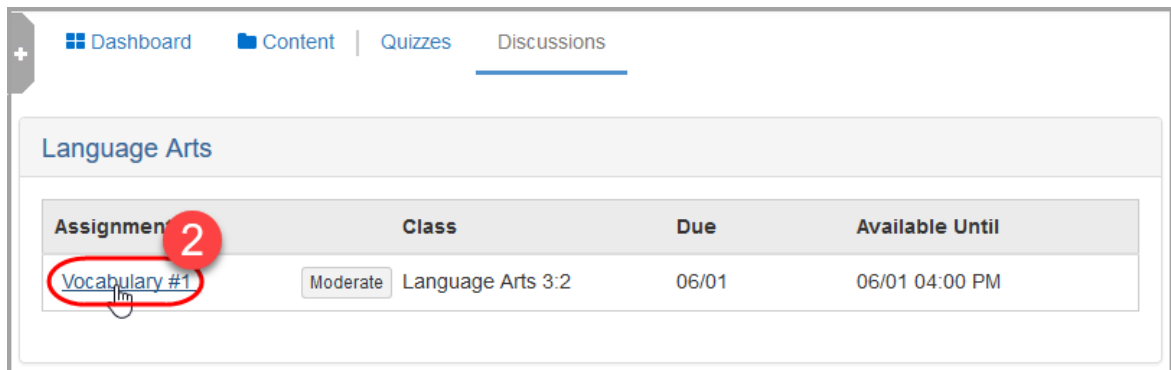
A+ *Grading* Discussions

After a discussion's scheduled end date, you can finalize and post marks to GradeBook.
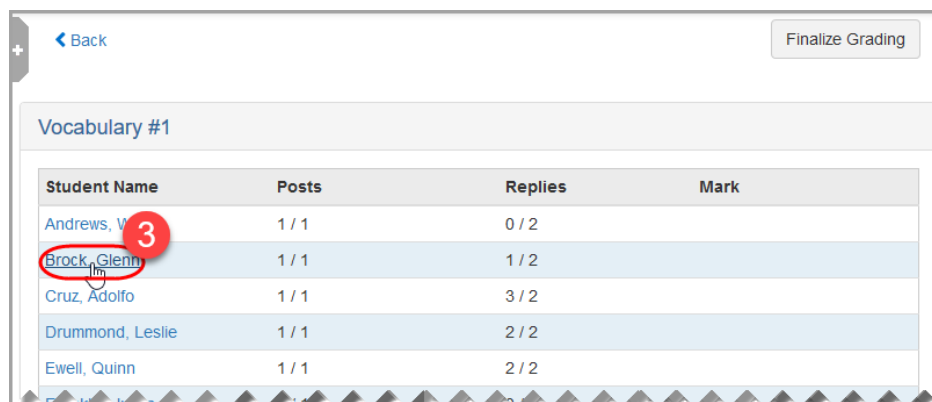
1. At the top of the quiz grading screen, click **Discussions**.

2. In the **Assignment** column, click the name of the discussion you want to grade.

3. Click on a student's name to go to the discussion grading screen for that student.

The grading screen for the student displays.

If the student whose posts you are viewing replied to another student, both the reply and original post display. If you wrote a direct message to the student whose posts you are viewing, it displays as well.

4. Optional: To override the auto-scored mark, in the section at the bottom of the screen, enter the desired score in the **Mark** field.

5. Optional: The **Late** check box is automatically selected if a student submitted work past the assigned due date. However, if desired, you can de-select the check box before posting the marks to GradeBook.

6. Optional: To enter a comment that will display on the **Assignment Marks** screen in GradeBook, enter a comment in the **Comments** field.

7. Click **Post**.

Grading Discussions (continued)

👤 Brock, Glenn

Vocabulary #1

Brock, Glenn
posted 6/1/2016 11:23:04 AM

Replies: 2
Hide Post

identical -- exactly the same. I have an identical twin, so sometimes people think he is me.

Drummond, Leslie
posted 6/1/2016 3:35:54 PM

Hide Reply

My right eye is identical to my left eye.

Ewell, Quinn
posted 6/1/2016 3:41:01 PM

Hide Reply

Factories use machines to create products that are all identical to each other, unlike when people create handmade items.

Reply to Brock, Glenn

↩ Reply

☐ Private Message

Ewell, Quinn
posted 6/1/2016 11:13:03 AM

Replies: 2
Hide Post

absurd -- ridiculous or unreasonable Since I am a straight A student, the claim that I cheated on the test was absurd.

Cruz, Adolfo
posted 6/1/2016 3:46:39 PM

Hide Reply

It is absurd that Donald Duck wants to be President.

Brock, Glenn
posted 6/1/2016 3:51:03 PM

Hide Reply

Nothing is more absurd than a fish with a bicycle.

Reply to Ewell, Quinn

↩ Reply

☐ Private Message

GradeBook Mark
Score: 8 out of 10

Percent: 80%

Mark 8   **GradeBook Mark:**   (4)

Late: ☐   (5)

Comments: (6)

⤷ Post   (7)

You are returned to the grading screen for the discussion where you can click another student's name to grade their discussion. As you post marks, the **Mark** column is populated on the discussion's grading screen.

8. Once you have posted marks for all students, click **Finalize Grading**.

All of the graded student activities are removed from the grading screen. The marks are now posted to GradeBook, and if you selected **Post the marks to the web?** on the **Assignment Details** screen, students and parents can view the marks in ParentAccess on the **Grades** screen. For students, the discussion is moved from the **Activities** screen **Assigned** tab to the **Graded** tab. Students can continue posting to the discussion until the designated end date.

If you return to a student's grading screen, the **GradeBook Mark** field is now populated.