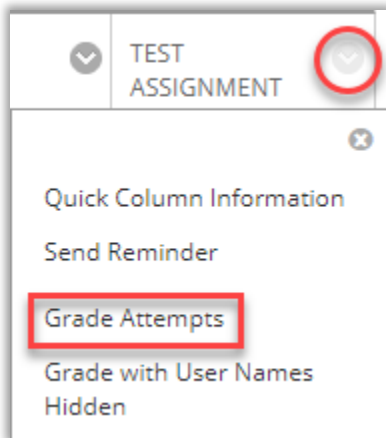
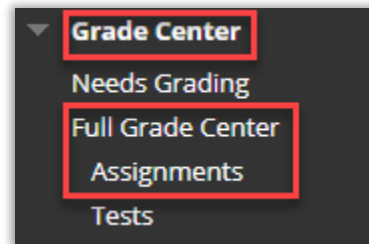


HuskyCT User Guide: Grading Submitted Assignments

Submitted assignments must be accessed from the Grade Center, either by going to the column associated with the assignment or by using the "Needs Grading" tool.

Option 1: Accessing the Assignment Submissions from the Grade Center column

Click on Grade Center under the Control Panel, then "Full Grade Center" or "Assignments"

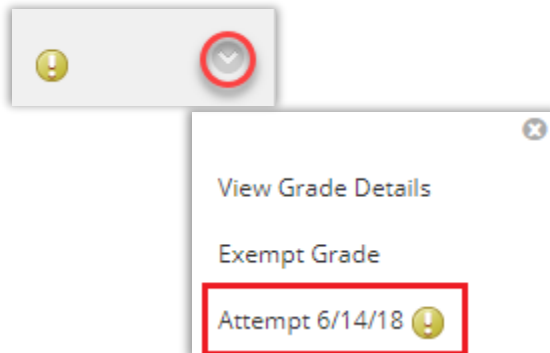


Approach 1: Using the column option menu

- Click on the gray down arrow for the option menu
- Choose "Grade Attempts"

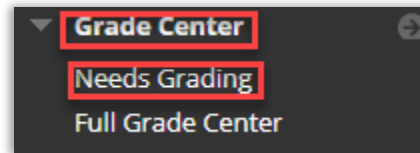
Approach 2: Use the option menu for a student's attempt

- Click on the gray down arrow to the right of the gold circle with the exclamation point
- Click on the "Attempt date" link in the option menu.



Option 2: Accessing the Assignment Submissions from "Needs Grading"

Click on Grade Center under the Control Panel, then "Needs Grading"



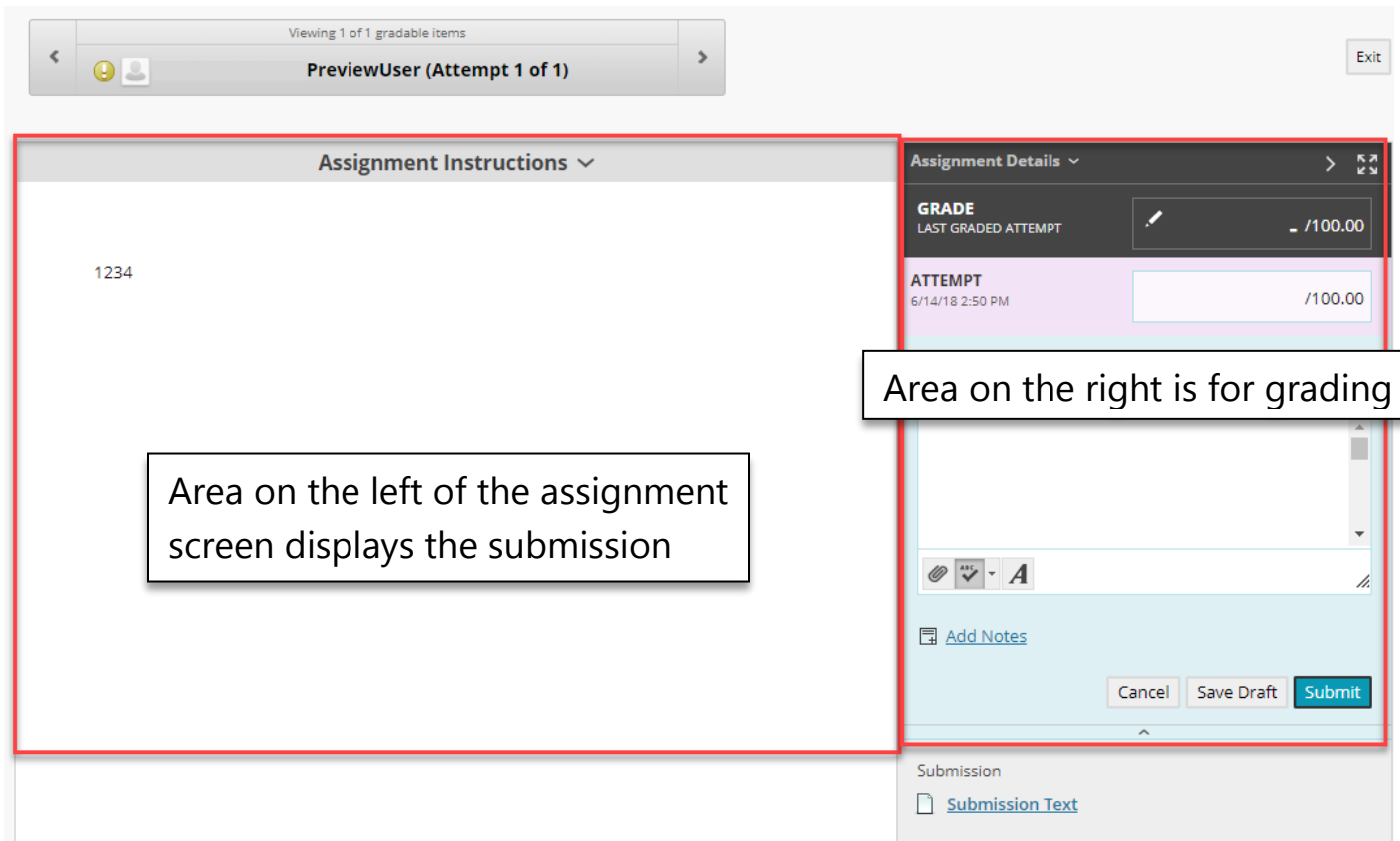
Assignment

Test Assignment

PreviewUser

Look for the Assignment's name, then click on the student's name to access their submission

Viewing the Submitted Assignment



Viewing 1 of 1 gradable items

PreviewUser (Attempt 1 of 1)

Exit

Assignment Instructions

1234

Area on the left of the assignment screen displays the submission

Assignment Details

GRADE
LAST GRADED ATTEMPT /100.00

ATTEMPT
6/14/18 2:50 PM /100.00

Area on the right is for grading

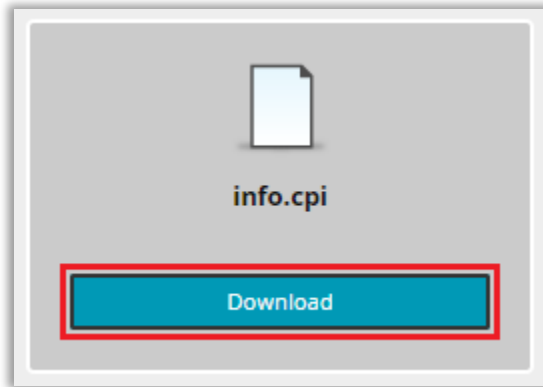
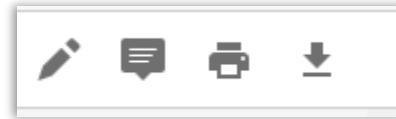
Add Notes

Cancel Save Draft Submit

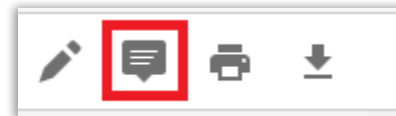
Submission

Submission Text

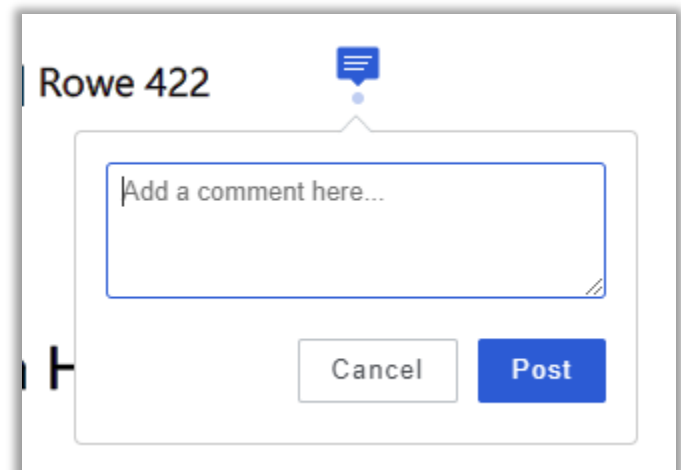
If the submission is a Word, PowerPoint, Excel, or PDF file you will see this menu at the top of the submission display



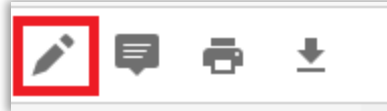
If the submitted file is of a different type, you will see a box like this with a Download button



Click on the "Point Comment" button to access point comments, click anywhere on the document to place a point comment



Use the Draw tool to draw anywhere on the document



1. **Navigate to**

Entering a Grade and Feedback

GRADE	1.	2.
LAST GRADED ATTEMPT		- /100.00
ATTEMPT	3.	
6/14/18 2:50 PM	<input type="text"/>	/100.00

1. Override a grade
2. Displays the grade of the last attempt
3. Enter the grade for the current attempt

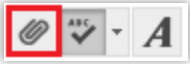
Enter the feedback for the student in the box, click "Add Notes" to open a "Grading Notes" area for instructor use only.

Feedback to Learner

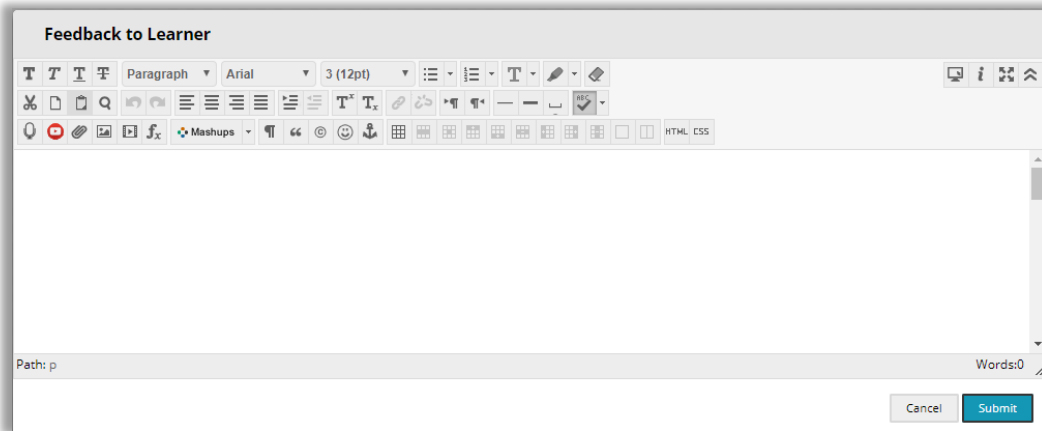
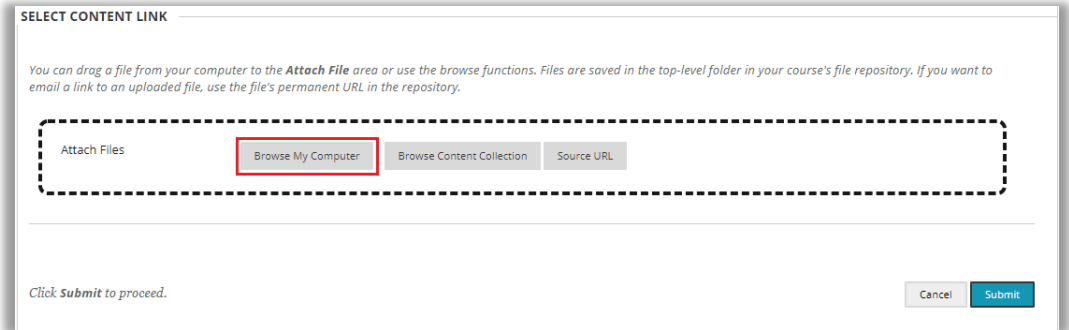
A

Add Notes

Cancel Save Draft **Submit**



Click on the paperclip icon to attach a file



Click the "A" icon to open a text editor with more options

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.