

# Grading HuskyCT 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**

**Grade Center**

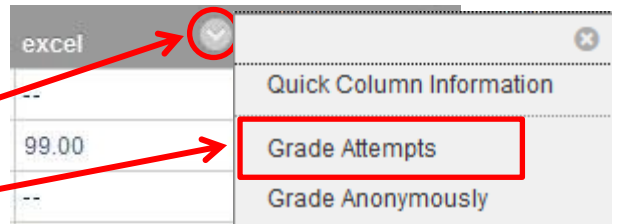
Then **“Full Grade Center”** or **“Assignments”**

**Full Grade Center**  
**Assignments**

**Approach 1: Using the column option menu**

Click on **gray down arrow** for option menu

Choose **“Grade Attempts”** option



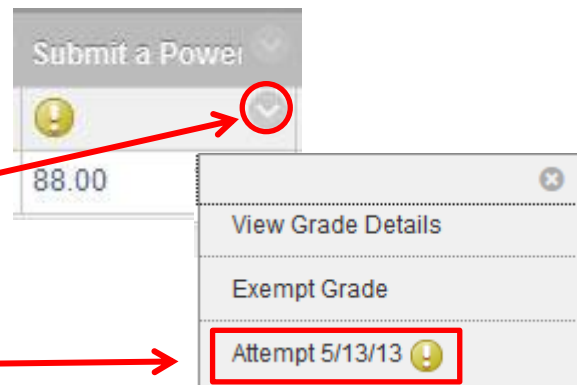
**Approach 2: Use the option menu for a student’s attempt.**

Click on **gray down arrow** to right of the gold circle with the exclamation point



indicates attempt that needs grading

Click on **“Attempt date”** link in the option menu.



## Option 2: Accessing the Assignment Submissions from “Needs Grading”

Click on **Grade Center** in the **Control Panel**

**Grade Center**

Then **“Needs Grading”**

**Needs Grading**

**Full Grade Center**

Look for Assignment name

**\*\*\* Click on the student’s name** to access their submission.

Assignment

Submit a PowerPoint

**HuskyCT Student**

**NOTE:** If there is a long list of different activities needing grading, use the search tool at the top of the screen to limit the number of items listed.

# Viewing the Submitted Assignment

User: Demo User (Attempt 1 of 1) !  
View: Assignments

1 of 1

Assignment Details

**GRADE**  
Last Graded Attempt /100

**ATTEMPT**  
5/14/13 4:40 PM /100

Another student's submission. This is from Demo Student.

Area on the left of the assignment screen displays the submission.

**NOTE:** What appears here will depend on the type of submission (file or text box) and type of file submitted. Please see below for more detail.

Area on the right is for grading

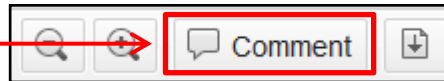
COMMENTS

Grader Feedback

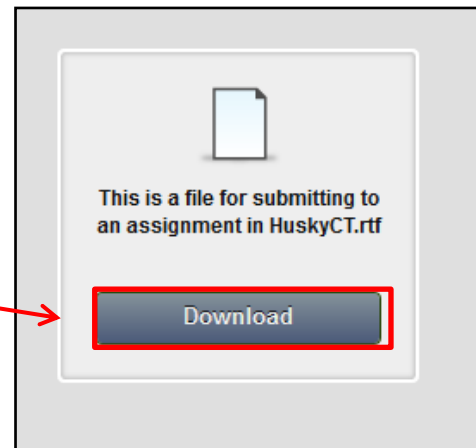
Character count: 0

Save as Draft Submit

If the submission is a **Word, PowerPoint, Excel, or PDF file** you will see the **Comment button** 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**

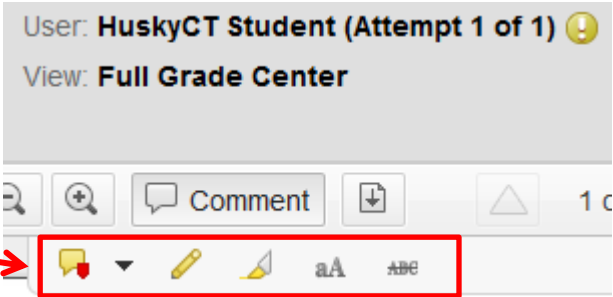


If the **student typed directly in the text box** and did not submit a file, you will see the **display of the text**, but **no Comment button**

i am writing in the box instead of submitting a file

**Annotation Options available for Word, PPT, PDF, and Excel file submissions**

Click on "Comment" button to access annotation tools



Comments (3 types)

- Point Comment
- Area Comment
- Text Comment

Draw

Highlight text

Add text

Cross out text

Color choices are available for drawing, highlighting, and adding text

This is the document that I am submitting for this assignment

I can add more text

**NOTE:** To close the commenting tools, click on "Comment" button

**Downloading the Annotated File**

Once a file has been annotated, there will be an option for downloading a PDF version of the submitted file that includes the annotations

