

# Grade Assignment

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Group	Grade	
<input type="checkbox"/>	SS	Sandbox Student 1	—	sdstudent1@invalid.noemail	—	Submitted for grading Graded	group1	<span>Grade</span>	69.00 / 100.00

The example of Assignment grading page

## Overview:

This guide shows you how to grade submissions within the Assignment activity on the Learning Mall Core

## What to know:

The ability to grade submissions within the Assignment activity environment provide the user with greater flexibility and choice when grading student submissions, including giving assignment grades, feedback, feedback files, etc.

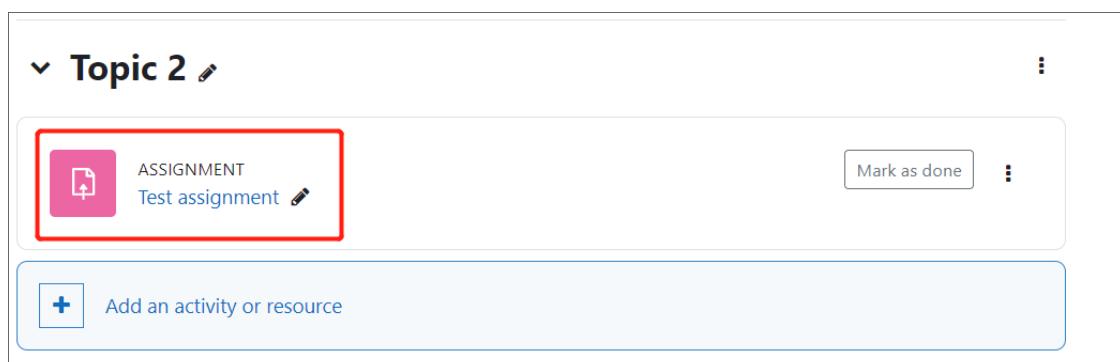
 Please be noted that by default, your grades and feedback in the assignment will be released to your students immediately after you save the information. If you don't want to release the grades and feedback immediately, please check the user guide about [How to hide grades](#) , [How to use the marking workflow](#) or [How to hide grader identity](#).

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### Step 1: Assignment activity

Go to your Assignment activity on your module page



The screenshot shows a Moodle module page with a header 'Topic 2'. Below the header, there is a box for 'Assignment' with a red border around it. Inside the box, there is a pink icon of a document with a plus sign, the text 'ASSIGNMENT', and 'Test assignment' with a pencil icon. To the right of the box are buttons for 'Mark as done' and a three-dot menu. Below this box is a blue button with a plus sign and the text 'Add an activity or resource'.

## Step 2: View submission

Click on the 'View all submissions' button

Hidden from students	No
Participants	6
Submitted	1
Needs grading	1
Time remaining	6 days 9 hours

## Step 3: The submission page

Here, you can see the list of students in the assignment and their submissions. Please find a assignment you want to see and grade. For example, you want to grade the assignment of example student Please click the 'Grade' button in the 'Grade' column.

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	Submission comments	File submissions
<input type="checkbox"/>	SO	Student One	student1@nonmail.com	Submitted for grading	Grade	Edit	Wednesday, 21 June 2023, 2:32 PM	Comments (0)	Sample Assignment File.pdf (21 June 2022)
<input type="checkbox"/>	ST	Student Two	student2@nonmail.com	No submission	Grade	Edit	-	-	-

## Step 4: Providing feedback

1. You can grade the specific submission by placing the mark in the 'grade out of 100'.
2. You can give feedback in the 'feedback comments'.
3. You can also upload a feedback file for the assignment.

Grade

Grade out of 100

Current grade in gradebook

Not graded

Feedback comments

Feedback files

Maximum size for new files: Unlimited

## Step 5: Saving changes

Final, please remember to click 'save changes' or 'Save and show next' to save your grade and feedbacks.

Otherwise, you will LOSE YOUR WORK when you come to other pages.

Notify student  [?](#) Save changes Save and show next Reset

## Step 6: Viewing grade and feedback information

After the grade, you can see your grade of the assignment in this page. Also, if you scroll right the page (as shown with a arrow), you can see all of the grade information of the assignments.

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Group	Grade	E
<input type="checkbox"/>	SS	Sandbox Student 1	—	sdsstudent1@invalid.noemail	—	Submitted for grading Graded	group1	<span style="border: 2px solid blue; padding: 2px 10px;">Grade</span> 69.00 / 100.00	E

If you scroll to the right of the screen you will find further information regarding the grade and feedback ex: feedback, feedback files and final grade.

Feedback comments	Annotate PDF	Feedback files	Final grade
This was good work, just needs some minor adjustments.		 feedback to student1.pdf 19 October 2023, 3:22 PM	69.00 / 100.00

## Next steps:

Now that you have finished learning how to you might want to review:

- [Marking PDF Submissions Online](#)



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Online URL: <https://knowledgebase.xjtu.edu.cn/article/grade-assignment-137.html>