Step 2: Grading Assignments: The Grade Assignment Screen

Click in the Assignment's column to bring up the Grade Assignment screen for that Assignment

The Spreadsheet Screen – Click in an Assignment to grade it

To Edit the Assignment, click on the underlined top line of the Assignment column header.

To Grade the Assignment, click anywhere in the Column – this brings up the Grade Assignment screen

The column header – the top line is a **link** to the assignment definition. Below that is the day of the week/cycle day the assignment is due, the date it is due and the # of points it is worth.

The push pin indicates there is a comment on the grade. The comment appears as a tool tip.

Grade an Assignment

"**All**" button

Column header buttons toggle all checkboxes in the column

Global, curving operations

Grade fields

Private Comment Fields

Save button

Special grades

Entering Grades for an Assignment
Once you bring up the Grade Assignment screen, you can enter a grade and a comment for each student. You can leave some students ungraded.

Graded vs. Ungraded
Students remain ungraded unless you grade them. "Ungraded" students are 'silently exempt' from the Assignment – Genesis does not grade a student unless you do. If a student has no grade for an Assignment, the Assignment does not count for that student.

Grading
For each student, you may:
- Enter a grade in the Grade column *OR* select one of the 4 special grades *OR* leave the student ungraded.
- Change a previous grade.
  - If the student was previously given one of the four special grades for this assignment, to re-grade them first *uncheck* the special grade.
- Enter a comment – enter a short, free text comment.

Saving Grades
You MUST click the "**Save**" button at the bottom of the Grade Assignment screen to save your grades: grades are NOT saved unless it has been clicked.   Scroll down if you do not see this button.

The Grade Column: You are asked for a grade that corresponds to the Grading Type of the Assignment. In the example, the Grading Type is Numeric and you asked for grades <= Maximum Possible Score of the Assignment

The "Grade" column is specific to the "Grading Type" of the Assignment:

- o **Numeric** Grading Type – you get a text field and you must type a number into the field
- o "**Checks**" – You get "**<<**" and "**>>**" buttons (shown above) and you use those to select the "check mark" that you want.
- o **Alphabetic** grades – You get a drop down box and you select an alpha grade (e.g. "B+")
- o **O-S-U** grading – You get a drop down box and you select one of the three grades: "O", "S", or "U"
- o **Pass/Fail** grading – Yes get a drop down box and select either "Pass" or "Fail"
- o **Pre-Set** Points grading – You get a drop down box and select either "NHI" (Not Handed In), "HI" (Handed in), or "EC" (Extra Credit)