## Grade Center: Entering Grades and New Inline Grading

When a student submits a paper through the **ASSIGNMENT** Tool, the paper is automatically downloaded into the **GRADE CENTER**. You will see an exclamation point next to the **ASSIGNMENT** indicating that it needs to be graded.

To grade the paper:

## Step 1: Open the FULL GRADE CENTER

Notice the exclamation point for Submit Course:

Last Name	First Name 💿	Username 💿	Student ID	Last Access	Availability 💿	Submit Course 💿
Sacco_PreviewUser	Christine	christinesacco_prev		December 14, 2017	Available	•

Step 2: Click on the down arrow next to the assignment and click on ATTEMPT:

0
View Grade Details
Exempt Grade
Attempt 10/30/14

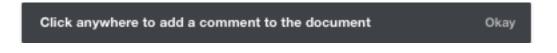
At this point, the document will open up in the **GRADE CENTER** and you can annotate and add the grade here.

**Step 3**: The new Box interface is below. You will see the new Logo and Icons for Adding Comments, Printing, and Downloading the Assignment.

Christine Sacco_Pre	Viewi viewUser (Attempt 1 of 1)	ng 1 of 1 gradable iter	ns	3	Pri	int
			Assignment Instructions ~			,
box					<b>Q</b> (	• ±
New box Logo		<u>PSY 280</u>	0 Course Outline, Schedule, and Rea	ding Assignments	Add Comme	
	Date	Fopics	Learning Objectives	Readings/Assignments		Downlo
	July 8 I	Introduction Research Methods	Describe the course structure and hybrid format     summarize the key principles of Social     Psychology     Explain research methods used in the field of     Social Psychology	Chapter 1 – Introducing Social Psychology		
	July 15	Social Thinking The Self Narcissism	Explain how we perceive, judge, and explain our social worlds     Recognize errors and biases in human thinking and decision-making     Describe how our expectations of our social worlds matter     Define the nature of the "self"     Explain self-serving biases     Describe self-presentation	Chapter 2 – The Self in a Social World Chapter 3 – Social Beliefs and Judgements Chapter 14 – pp. 521-528 Chapter 16 – pp. 597-610 Discussion Board Practice Quiz 1		
	July 22	Attitudes Attitude Change and Persuasion	<ul> <li>Describe the nature and formation of attitudes</li> <li>Explain how attitudes affect behavior</li> <li>Show how the theories and methods of attitude change and persuasion</li> </ul>	QUIZ I Assignment 1 Chapter 4 – Behavior & Attitudes Chapter 7 – Persuasion		

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**Step 4**: To add a Comment, click on the Comment Icon and you will see a message:



**Step 5**: Click **Okay** and click in the Document. You will see a box open up to add your comment. This example says "Explain more." Then, click **Post**.

Chapter 1 – Introducing Soci
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re
Cancel Post

You will then see the Comment Icon within the document (instead of opening up a panel on the right hand side of your screen which is how annotations displayed in the previous version).



Students will need to click on that icon to see your comment.

**Step 6**: To highlight, begin by highlighting the text you would like to comment on and you will see a comment box appear:

Chapter 2 - The Self in a Social World
Chapter 3 – Social Beliefs and Ju
Chapter 14 - pp. 521-528

Click on the Comment icon and add your comment. This says "Nice job" Then, click **Post**.

**Note**: To Delete a comment, click on the Trash Can in the upper right hand corner of the comment box.

Chapter 2 - The Se	elf in a Social World	
Chapter 3 - Socia		
Chapter 14 - pp.	CS Christine Sacco 12/14/2017, 3:05 PM	U
Chapter 16 - pp.	Nice job	Delete
Discussion Board	Nice job	
Practice Quiz 1	Post a reply	
QUIZ I		
Assignment 1	Cancel	Post
Chapter 4 – Beha		

Step 7: After you have added your comments you can add overall feedback by clicking on the down arrow:

Assignment Details ~			> кл
GRADE LAST GRADED ATTEMPT		/ •	<b>0</b> /100
<b>ATTEMPT</b> 5/11/17 8:47 AM	_		/100
SUBMISSION	Ľ		¥

Then the final step is to enter the grades in the attempt box

Assignment Details ~		> 🕅		
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FEEDBACK TO LEARNER				
@ 🐨 · A			h.	
Add Notes				
С	Cancel	Save Draft	Submit	

When the student goes to MyGrades, they will see your annotations, feedback, and grade.