Grades

Updated online at https://support.vhlcentral.com/hc/en-us/articles/115002032887

Gradebook

Updated online at https://support.vhlcentral.com/hc/en-us/articles/115002032987

Roster Work Area

Add or Drop a Student
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015412508

Email Students
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015332087

Scores Work Area
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015436067

Preview an Assignment
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015410948

Grade a Single Assignment
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015411908

Record External Work
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015331527

Adjust a Student's Cumulative Grade
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015331647

Adjust a Student's Earned Score on an Assignment
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015331647

Accept Late Work for a Single Assignment
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015331747

Reset a Student's Work on an Assignment
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015412288

Quick Grade an Assignment for Several Students
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015412388

View History of Grade Changes
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015412468

Accept Late Work Area

Accept Late Work En Masse
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115003149028

Single Student View
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015372907

View Unassigned Work
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015372907

Reports

The Grades Reports tool allows you to export views from the gradebook and generate reports for all of your course sections.

Export Scores from the Gradebook
Updated online at https://support.vhlcentral.com/hc/en-us/articles/115015387507

Create a Report
Updated online at https://support.vhlcentral.com/hc/en-us/articles/214135208

Grading

In the Grading area, you can review the grading needs for past, present, and future assignments, as well as unassigned items. The Grading tools are designed to make more efficient use of the time you have to grade student work.

If you have an especially busy schedule, you may find the Spotcheck feature useful. It allows you to select a portion of the students from the roster to grade per assignment. Remaining student assignment submissions may be quick graded.

If you are teaching an online course, you may devote more time to grading. The question-by-question or student-by-student grading options may be better options because they allow you to review and individually grade each student response.

Grade an Assignment

To select an assignment to grade:

1. On the Grading page, click on the name of a grading group in the menu on the left ("**Already graded**," "**Needs grading**," "**Upcoming grading**," or "**Unassigned activities**").
   ⚠ Be sure you are focused on the desired course or section (check the course/section drop-down menu).

2. In the right-hand menu, click on the name of the assignment you wish to grade.

3. After selecting an assignment to grade, select a method ("**Student by student**," "**Question by question**," or "**Spotcheck Student Work**") to use to grade the assignment.

4. To review auto-graded questions, be sure to click the "**Show auto-graded questions?**" checkbox.

⚠️ For auto-graded questions, you may overwrite the points earned by manually adjusting the awarded points or by selecting the 100% or 0% quick grade buttons.

5. Click "**start grading**." See "Student By Student Grading," "Question By Question Grading," or "Spotcheck Student Work" for instructions.


Grading Tools

a. **Grading set icons**: Roll your cursor over items in the grading set for more information, or click an icon to access the item.

b. **Editing tools**: Click the respective buttons on the toolbar to activate the editing tools (active in free-response questions only).

   1. **Comment Mode**: Type your comment within student's response.
   2. **Inline Correction Mode**: Type your corrections within student's response.
   3. **Recording Mode**: Record your feedback within student's response.
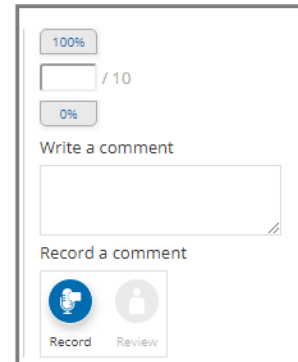
c. **Accent bar**: Use the accent bar to enter diacritical characters and special punctuation within comments or while editing a student response.

d. **Show/Hide comment fields**: This setting activates the comments text field and recording tools (see "j").

e. **Show/Hide student name**: Activate this setting to obscure student names in the grading set; items in the grading set will be numbered consecutively beginning at 1.

f. **Show/Hide question**: Available in Question by Question grading, this tool allows you to view the question and sample answer while grading.
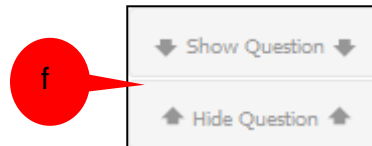
g. **Attachment**: To access a student's attached file, click the attachment's title link (active in composition activities only).

⚠️ Steps for saving/opening will vary by browser and operating system.

h. **Quick grade buttons**: Set grades to 0% or 100% with one click.

i. **View original response**: This link allows you to view the student's submission in its original state (active in composition activities only).

j. **Comment boxes**: Compose feedback for a student by typing a comment or by recording a voice comment.

k. **Upload file**: Share your response by uploading and attaching a file created by other software programs (active in composition activities only).

l. **Replace file**: Allows you to replace an attachment (active in composition activities only).

  1. **Attachment title link**: allows you to preview the attached file.
  2. **Delete file**: Allows you to remove attachment.

Grading Student by Student

Need help? Chat with an agent. 🗨

Leçon 3A | Structures 3A.1 | Féminin ou ~~mas~~ ~~cu~~lin? | SEC.1 SALLAMY ▾   **a**

f

Féminin ou masculin?

Change eac~~h~~ ~~_____~~ from the masculine to the feminine or vice versa. After submitting ~~_____~~ ~~y~~our answers to the speaker's.

b

☑ Comment boxes
☑ Student names   **d**

📤 VIEW ACTIVITY   **e**

| à | â | ç | è | é | ê | ë | î | ï | ô | œ | ù | û | ü | ☐ ALL CAPS   **c**

Modèle   *You hear:* L'oncle de Marie est français.
          You say: **La tante de Marie est française.**

Question 1:

🎧 Listen   👤 Review   ✔ Answer

h   100%
         [   ] / 2
         0%

i   Write a comment
         [   ]

         Record a comment
         🎙 Record   👤 Review   **b**

Using the Inline Editing Tools

When reviewing student responses, the editing tools allow you to leave inline comments, corrections, and recorded feedback

To use the Comment Mode:

1. Click on the "**Comment**" button.   **1.**   📄 ✏ 🎤

2. Mouse-click on the area of the text from the student's response in which you wish to make a comment.

3. Begin typing. Comments display in white font with a red highlight.
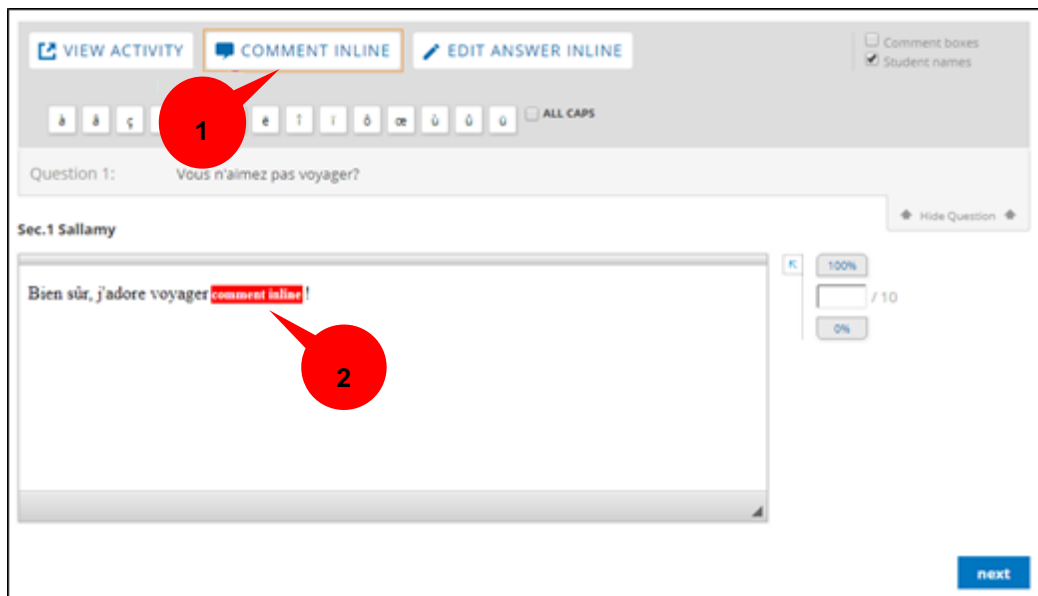
To use the Inline Correction Mode:

1. Click on the "**Comment Inline**" button.

2. Mouse-click on the area of the text from the students' response in which you wish to make a correction.

3. Begin typing. Inline corrections display in red underlined font.
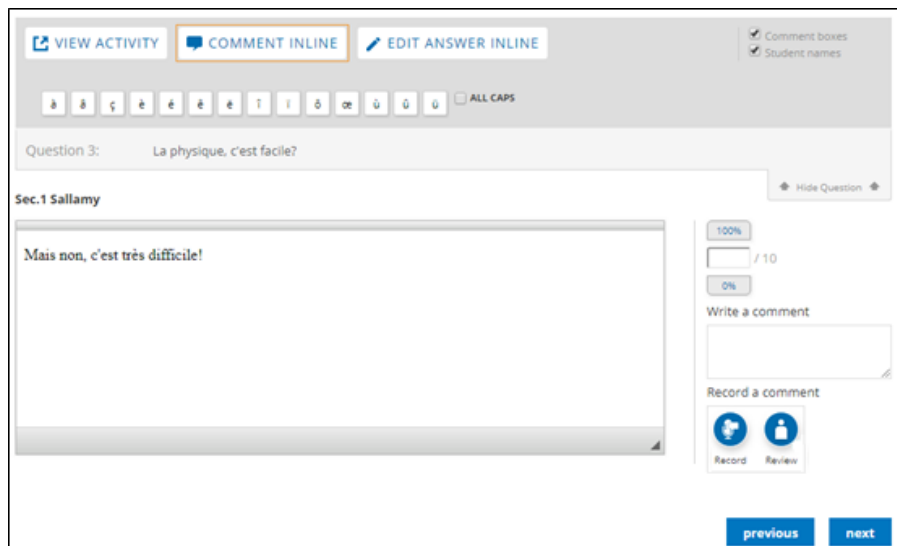
4. You may delete corrections by using the delete or backspace key on your keyboard. Deletions will display in red strike-through font and will be followed by an undo icon (pencil), which can be clicked to undo the correction.

To use the Recording Mode**:**

1. Click on the "**Microphone**" button.

2. Mouse-click on the area in which you wish to leave recorded comments. A "**play**" icon will be inserted in the selected area.

    ⚠️ You may receive a prompt to allow access to your system's microphone.

3. The recorder controls allow you to record, review, and delete your comments.
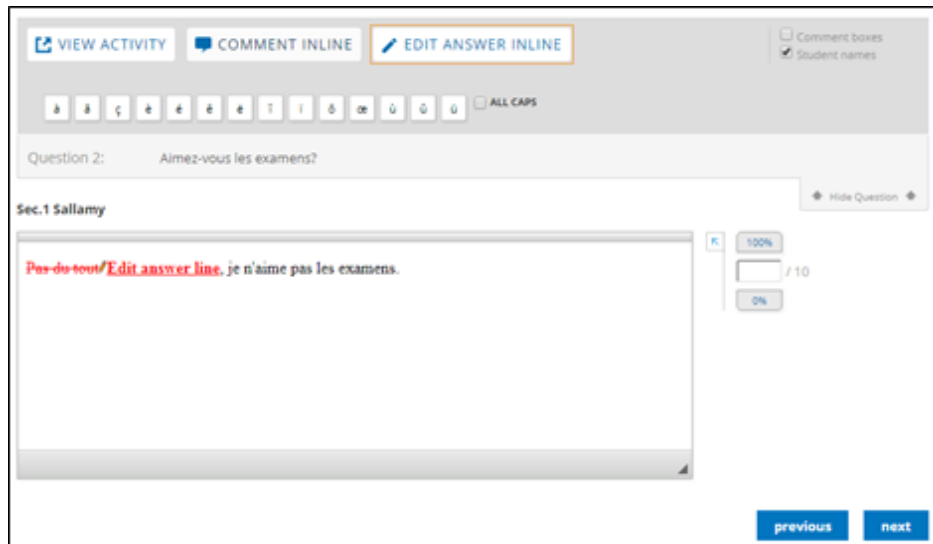
4. Click "**Record"** and wait for recording to start before you begin speaking. When done, click "**Stop"**.

    ⚠️
    When recording, the sound indicator will alert you on your microphone connectivity status.

5. To review your recorded feedback, click "**Review"**. Click "**Record"** to replace existing recording.

6. To remove recorded feedback, click "**Delete"**.

7. Click on the "**X**" option to exit and save your recording.

8. To access your recorded feedback, click on the "**play**" icon inserted next to the selected area.

Student By Student Grading

1. Grade the student's submission by entering a grade or by clicking the 0% or 100% quick grade buttons for each instructor-graded question in the assignment.
   ⚠ Manually-entered grades must be equal to or less than the possible points for the question.

2. When appropriate, use the editing tools to enter comments or corrections. See "Using the Inline Editing Tools" for more information.

3. Click "**next**."

4. Repeat steps 1-3 to grade each subsequent submission in the set.
   ⚠ A previous button is available to navigate to previous submissions.

5. Click "**done**" after grading the last student in the set.

Question By Question Grading

1. Grade the question response for each student by entering a grade or by clicking the 0% or 100% quick grade buttons.
   ⚠ Manually-entered grades must be equal to or less than the possible points for the question.

2. When appropriate, use the editing tools to enter comments or corrections. See "Using the Inline Editing Tools" for more information.

3. Click "**next**" to grade student responses for the next question.

4. Repeat steps 1-3 to grade each subsequent set of question responses.
   ⚠️ A previous button is available to navigate to previous question responses.

5. Click "**done**" after grading student responses for the last question in the grading set.

Spotcheck Student Work

1. Select a "**Spotcheck**" method.
   ⚠️ You may review the submission statistics for each student to determine which Spotcheck method is most appropriate.

   - **Random**: A randomly ordered and selected list of student submissions is generated for you
   - **Outliers**: This is an ordered list of student submissions based on submission statistics; time is the priority statistic, followed by length of response for you to use.
   - **Manual**: You select the students you wish to include.

Grading - Spotcheck

Leçon 2A | Structures 2A.2 | Et vous?
How would you like to select students?
○ Random ● Outliers ○ Manual
How many outliers would you like to spotcheck? All ▼   spotcheck

Name	Submission Length	Time Spent (min:sec)	No. Spotchecks	Cumulative Grade
Sallamy, Sec.1	151	3:16	0	F

2. Select students to spotcheck. For Random and Outliers, use the drop-down menu to select the number of students to include. For Manual, check the box beside a student name to include the student.

Grading - Spotcheck

Tema 6 | **Contexto 2** | **Estrategia:** Activar conocimientos previos

How would you like to select students?

○ Random　●　Outliers　○ Manual

How many outliers would you like to spotcheck? [All ▼]　　　　　　　　[spotcheck]

Name	Submissi	ngth	Time Spent (min:sec)	No. Spotchecks	Cumulative Grade
Jimenez, ~~quelsi~~	420		36:49	0	C
Matul, ~~Krisen~~	679		17:20	0	A
Pimentel, ~~jonathen~~	715		17:19	0	A

Dropdown values: All, 1, 2, 3, 4, 5, 6

3. Click spotcheck.
   ⚠ Spotcheck opens the grading set in student by student mode.

4. Grade the student's submission by entering a grade or by clicking the 0% or 100% quick grade buttons.
   ⚠ Manually-entered grades must be equal to or less than the possible points for the question.

5. When appropriate, use the editing tools to enter comments or corrections. See "Using the Inline Editing Tools" for more information.

6. Click "**next**."

7. Repeat steps 4-6 to grade each subsequent submission in the set.
   ⚠ A "**previous**" button is available to navigate to previous submissions.

8. Click "**done**" after grading the last student in the set.

done

9. If other student submissions for this assignment still need grading, a Finish Spotchecking... popup will prompt you to quick grade the remaining submissions to 100%. Check the box if you would like to award 100% to all remaining submissions.
   ⚠ A comment is required.

Finish Spotchecking ...	✖
☐ grant 100% to everyone	
Comment	
finish spotchecking	

10. Click "**finish spotchecking**."