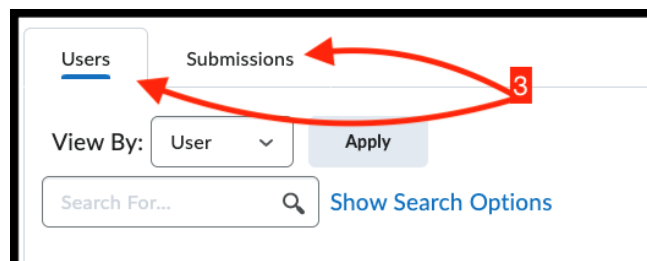


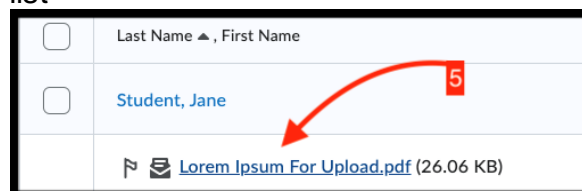
Grading a Brightspace Assignment

There are several ways to access an assignment for grading. Our recommended path is to work from the quick eval, which is covered in its own document resource. For the current document we will work in from the navbar, which will eventually land us on the same grading page as quick eval.

1. **Click on assignments in navbar** (remember, it may be housed under another title, such as **gradable activities**). This will take you to your assignments list
2. In the resulting assignments page, **click on the title of the assignment** you want to grade
3. **Click on the tab** for your desired sorting workflow- **by users** or **by submission**



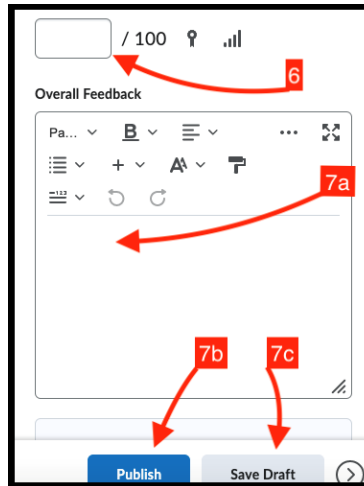
4. If sorting by user go on to step 5, if sorting by submission **jump to step 10**
5. **Sort by users: click on the assignment** in a particular student's submissions list



6. **Enter overall grade**

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7. **Enter overall feedback** (a), then choose **publish** (b) to release grade or **save as draft** (c) to hold grade back from students
 - a. Note: you also have the option to annotate submissions if you have selected that option previously



8. If you have additional submissions by the same user to grade, **click the box next to the student's name** and select another submission from the dropdown menu
9. If you have submissions from other students to grade, then click **the arrows in the top right OR bottom right** to scroll to submissions by other users
10. **Sort by submissions:** click on desired assignment
11. **Enter overall grade** (see above image for step 6)
12. **Enter overall feedback** (see above image for step 7a), then choose **publish** (7b, above) to release grade or **save as draft** (7c, above) to hold grade back from students
 - a. Note: you also have the option to annotate submissions if you have selected that option previously
13. If you have more submissions to grade, **click back to submissions** in the top left to access more submissions