

Grading Group Assignments

Intermediate

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After receiving and reviewing submissions from Group Assignments, Instructors can grade and offer comments on the submissions. The grade and comments are then returned to the entire Group.

Grades for Assignments are entered in the corresponding Column and row in the Grade Center or from the Grade Detail page.

Grading a Group Assignment with Single Attempt

To grade a Group Assignment:

1. From the **Control Panel**, click the chevron to expand **Grade Center**.

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2. Click Full Grade Center.



3. Then in the Group Assignment column, click the chevron next to the exclamation point to view the options for the submitted assignment.

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4. Select an attempt to grade. The Grade Group Attempt page is displayed.

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Packages and Utilities	; »											- 1

- 5. In the **Submission History** area, you can see which attempt you are currently viewing.
- 6. In the **Review Current Attempt** area, click the links for the **Attached Files** to download the documents the Group submitted for the selected assignment.

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	Rubric docx Rubric docx	Do not attach

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7. In the Grade Current Attempt area, enter the Group Grade.

T T T T Paragraph - Arial

4. Grading Grading Notes

- 8. Enter Feedback to Group.
- 9. Click Browse My Computer and select and files that contain information that needs to be shared with the Group. This can be their document with markups or a copy of the rubric with notes attached.

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- 10. Enter Grading Notes. These are notes that only the instructor can see.
- 11. Click Save and Exit to return to the Grade Center.

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12. The Grade Value assigned to the Group will be displayed in the grade column for all members of the Group.

Grading a Group Assignment with Multiple Attempts

To grade a Group Assignment with multiple attempts:

1. From the **Control Panel**, click the chevron to expand **Grade Center**.

- 2. Click **Full Grade Center**.
- 3. Then in the Group Project column, click the chevron next to the column title to view the options for the selected column.



4. Select Grade Attempts.

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- 5. The Grade Group Attempt page is displayed.
- 6. In the **Submission History** area, you can see which attempt you are currently viewing. Click the plus sign to view the details of a previous attempt.
- 7. In the **Review Current Attempt** area, click the links for the **Attached Files** to download the documents the Group submitted for the selected assignment.
- 8. In the Grade Current Attempt area, enter the Group Grade.

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9. Enter Feedback to Group.



10. Click **Browse My Computer** to find and select an files that contain information that needs to be shared with the Group. This can be their document with markups or a copy of the rubric with notes attached.

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- 11. Enter Grading Notes. These are notes that only the instructor can see.
- 12. Click **Save and Exit** to return to the Grade Center.
- 13. Click **Save and Next** to view the next submission to grade.

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 Users and Groups Customization Packages and Utilities 										-

14. The Grade Value assigned to the new Group Attempt will be displayed in the grade column for all members of the Group.

Downloading Multiple Group Assignments

1. From the Grade Center, click the chevron for the Group Assignment column.

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Groups 📓	Create Colur	nn Create Calcula	ted Column 🚿	Manage ≫	Reports ×		> Show/Hide to	Users	ter Wor	k Offline 🖂	
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Help 📓 Textbooks 📓	Move To	Top Email 📎				Sor	> Sort Ascendir > Sort Descend	ig ling	Order: As	scending 📎	E
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2. Then select Assignment File Download.

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buckle8-nutrition101 (buckle8-nutrition101) Home Page	Download and save the file to y	wnload Assign view student assignment your computer.	ment: Gro	up Projec selecting one or	t 1 more usernames and clici	king Submit . Selec	ted assignments are packaged	d as a ZIP file. Click the link	to	
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Grade Center >	Select file	es to download	Last attempt	tfile						
Needs Grading Full Grade Center Assignments Tests	3. Subr	nit	All attempt fil	les				(6	
Vusers and Groups Customization Packages and Utilities	Click Sut	bmit to proceed. Click Car	icel to quit.					Cancel	↓ ubmit	-

- 3. The Download Assignment page is displayed.
- 4. Select the Groups assignments to download.
- 5. Select if you would like to download the Last attempt file, or All attempt files.
- 6. Then click **Submit**.

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MyCLEmson Courses	Workgroups Content Collection Employees Students Ctemson Resources Portal Admin			
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+ Contraction 101 * (buckle8-nutrition101)	Download Assignment: Group Project 1			
Home Page II Information II II Content II Discussions II Groups II Tools II Help II Textbooks II	The assignments have been packaged <u>Download assignments now. (11 KB)</u> Thursday, July 25, 2013 9:20:14 AM EDT			ш
COURSE MANAGEMENT * Control Panel Content Collection Course Tools Evaluation Grade Center Assignments Tests Users and Groups		OK		
Customization >>				

7. A link will be displayed to **Download assignments now**. Click this link.



- 8. The File Download window will be displayed.
- 9. Click **Save** to download the zip file to your computer. Then click **Open** to open the zip file.



- 10. For each assignment there may be a .txt file. This file will only appear if the students entered a Comment or Submission details.
- 11. If students have attached files with their submission, those files will be included in the zip file with the Group Name and the File Name as well. In the example above all three Groups entered



Submission details, so a .txt file appears for each Group. Then each Group submitted a Microsoft Word document titled "outline.doc".

Edit a specific User Attempt

To edit a specific User Attempt for a Group:

1. From the **Control Panel**, click the chevron to expand **Grade Center**.

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Information 🖩 🛛 🕅	keys or the tab k	ey to navigate through th	e Grade Center. <u>N</u>	lore Help	page. To enter a grade. c	lick the cell, type the	grade value, and press the Er	iter key to submit. O	se the arrow	
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- 2. Click Full Grade Center.
- 3. Then in the Group Assignment column, click the chevron next to the exclamation point to view the options for the submitted assignment.
- 4. Select View Grade Details.

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Content 🛛 Discussions	User Trainer01	Trainer01 <mark>(</mark> traine	r01) < 🗲	Column Gro	oup Project 1	(Assignm	ent) < >				
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Grade Center » Needs Grading Full Grade Center Assignments	Jul 24, 2013 12:50:36 PM	Jul 24, 2013 12:50:36 PM (Needs Grading)				Grade Gr	roup Attempt	Delete User Attempt Ignore Attempt	Edit User Grade		
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5. Click Edit User Grade.

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MyCLEmson Courses Workgroups Content Collection Employees Students Clemson Resources Portal Admin	
$\begin{array}{c} \textbf{Current Grade Value} \\ \hline \textbf{0} \\ \hline \textbf{Feedback to User} \\ \hline \textbf{T} \ \textbf{T} \ \textbf{T} \ \textbf{T} \ \textbf{P} \ \textbf{pargraph} \ \textbf{\bullet} \ \textbf{Arial} \ \textbf{\bullet} \ \textbf{3} (12pt) \ \textbf{\bullet} \ \ \textbf{H} \$	Q i X A
Path: p Grading Notes T T T Paragraph Arial 3 (12pt) $::::::::::::::::::::::::::::::::::::$	Words 4 🏾 🉇
Path: p	9 Words Cancel Save

- 6. Enter a Current Grade Value for the students score.
- 7. Then enter Feedback to User.
- 8. Enter Grading Notes.
- 9. Then click Save.

<u>CLEMS</u>										2	Jessie Buckley	
MyCLEmson	Courses	Workgroups	Content Colle	ction Emp	oloyees	Students	Clemson Resources	Portal Admin				
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10. The Grade Details page is displayed with the new student grade displayed. If at any point you want the student's grade to be reverted to the original Group grade, click **Revert to Group Grade**.



Reverting an Individual Grade to a Group Grade

To revert an individual grade to a Group Grade:

1. From the **Control Panel**, click the chevron to expand **Grade Center**.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin					
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COURSE MANA	GEMENT	 Last Name Trainer01 Trainer02 Trainer04 	Trainer01 Trainer02 Trainer04	 	0141 V 0101 177.5 90.00 90.00	ai V Final Exam 0 	90.00 [] 90.00 [] 90.00 [] 90.00	Assignment 1 Assignment 1 Sec. 10 View Grade Det Sec. 10	eils	<u>1</u>		
Content Collection Course Tools Evaluation Grade Center Needs Grading	* *	Selected Rows: () Top [Email 😸]	4				Exempt Grade Overridden Grou Group 1 7/24/13 Score: Group Attempt 0 7/25/13	up Attempt 3 90.00 Group Group 1	Icon Leg	iend ayed	
Full Grade Center Assignments Tests Users and Groups Customization	⊢_(2) ×		/									

- 2. Click Full Grade Center.
- 3. Then in the Group Assignment column, click the chevron next to the exclamation point to view the options for the submitted assignment.
- 4. Select View Grade Details.

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MyCLEmson Courses	Workgroups	Content Colle	ction Em	nployees	Students	Clemson Resources	Portal Admin					
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© Users and Groups Customization	Jul 24, 2013 12:50:36	Jul 24, 2013 12:50:36 PM (Completed)	90.00 T g	'his is jood vork.		Grade Group Attempt	Delete User Attempt	Ignore Attempt	Edit User Grade	Revert To Group	Grade	



- 5. The Grade Details page is displayed.
- 6. Click **Revert to Group Grade**.
- 7. A pop-up message will be displayed asking if you want to "Revert this Grade Value?" Click OK.
- 8. The Grade Details page will be displayed with the students Current Grade Value reflecting the score that was given to the Group.



Clearing All Attempts for a specific Group Member

To clear attempts for a specific Group member:

1. From the **Control Panel**, click the chevron to expand **Grade Center**.

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Discussions	Create Colur	nn Create Calcula	ated Column 🛛 🛠	Manage ≽	Reports ≽			Filter	Work Offlin	e 🕹	
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Grade Center »							> Group Attempt G	roup 1	it Rows Displ	aved	
Needs Grading Full Grade Center Assignments Tests Users and Groups Customization							7/25/13 1				

- 2. Click Full Grade Center.
- 3. Then in the Group Assignment column, click the chevron next to the exclamation point to view the options for the submitted assignment.
- 4. Select View Grade Details.



5. The Grade Details page is displayed.

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+ E C * buckle8-nutrition (buckle8-nutrition Home Page	101 * n101)	Gra	ide Details							Jump to	D	
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Groups Tools Help Textbooks	5 6 8 5	Current G	rade: No Gr Du Ca	eeds Grading ade based on L le: Jul 25, 2013 Iculated Grade /iew Attempts	out of 100 ast Graded Att	points Exemp empt	ot					=
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Customization Packages and Utili	ies »											

- 6. From the Delete drop down menu, select **All Attempts**.
- 7. Then click Go.

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Needs Grading Full Grade Center	Jul 25, 2013 10:10:54 AM	Jul 25, 2013 10:10:54 AM (Needs Grading)	2			Grade Gro	oup Attempt	Delete User Attempt	Ignore Attempt	Edit User Grade]	
Tests	Jul 24, 2013 12:50:36 PM	Jul 24, 2013 12:50:36 PM (Needs Grading)	2			Grade Gro	oup Attempt	Delete User Attempt	Ignore Attempt	Edit User Grade		
Customization >>	debook/do/instructor/vie	wGradeDetails?course	id= 84548 18co	utcomeDefinitio	1d= 722970 1&c	ourseMembers	shipId= 26027	20 1&focus cell id=cell	0 6#			

- 8. A pop-up message will display to warn you that this action is final and cannot be undone.
- 9. Click OK.

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ussions .ps s		User Traine	er01 Trainer01 (ti	rainer01) < >	Column G	roup Project 1 (A	ssignment) < >			
books	8	Current G	rade:	- out of 100 points Grade based on L Due: Jul 25, 2013	Exempt ast Graded Att	tempt				
URSE MANA	GEMENT	Attempts	Manual Override	Column Details G	irade History					
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uation										
e Center s Grading rade Center signments ts	*								Icon Legend	
ers and Groups tomization kages and Utiliti	» ies »									

- 10. All submissions for the Group will be removed for the selected user. The other Group members scores will remain intact.
- 11. The Grade History for the Group will remain intact as well.



Clear Attempts for All Users for an Assignment

To clear attempts for all users for an assignment:

1. From the Grade Center, click the chevron for the Group Assignment column.

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MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal	Admin					
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Groups III Groups IIII Groups III	Grade Informatio	Top Email S n Bar First Name	Weighted T	otal 🗵 🍼 Total	Final Exam	⊠ <mark>G</mark> r	2 a	 > Show/Hide to Use > Clear Attempts for > Sort Ascending > Sort Descending > Hide Column 	rs All Users	Drder: Ascending red:July 25, 2013 10:39	AM	
COURSE MANAGEMENT Control Panel Content Collection	Trainer01	Trainer01 Trainer02 Trainer04		90.00 90.00		90 × 90	0.00 🚺					
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Full Grade Center Assignments Tests • Users and Groups Customization > https://biclemson.edu/webapps/orade	book/do/instructor	/enterGradeCenter?cour	e id= 84548 1&fc	ocus cell id=cell (6#							

2. Then select **Clear Attempts for All Users**.

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MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admi	in		
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Control Panel Content Collection Course Tools Evaluation Solary Sectors	Trainer04 Selected Rows: 0	Trainer04		90.00		Start Enter	Date Edition of Eastwarm of Ea	t Icon Lege	nd
Grade Center » Needs Grading Full Grade Center Assignments Tests						Enter	dates as mm/dd/yyyy t the date range for ck Cancel S	Rows Display	/ed

- 3. The Clear Attempts for All Users pop-up window is displayed.
- 4. Select All Attempts from the Attempts By Criteria drop down menu.
- 5. Then click **Submit**.

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MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
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Discussions S Groups S	Create Colum	nn Create Calcula	This action	cannot be undo	ne. Are you sure you want to	,	Filter Work Offline	
Tools S<	Grade Informatio	Top Email 📎	continue.		OK Cance	el	Sort Columns By: Layout Position Sort Columns By: Layout Position Last Saved July 25, 2013 10:39 A	
COURSE MANAGEMENT	Last Name Trainer01	First Name Trainer01		87.50	-	Clear Atte	empts for All Users	E
* Control Panel Content Collection	Trainer02	Trainer02 Trainer04		90.00	(7) ···	Atter Start Dat	mpts Between Dates	
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Grade Center » Needs Grading Full Grade Center Assignments Tests						Select the	date range for clearing attempts.	E
Users and Groups Customization Packages and Utilities								_

- 6. A pop-up message will display to warn you that this action is final and cannot be undone.
- 7. Click OK.

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Help										
Textbooks 🛛	Move To	Top Email 📎				Sor	Columns By: Layou	t Position 😸 Or	der: 🔺 Ascendin	g 🏹 📄 🗉
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8. The Grade Center will display with all user attempts for the selected assignment removed.