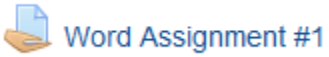
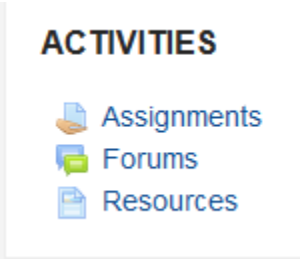
# Basic assignment grading in Moodle

1. You can access your grading screen in one of two ways:

Click the assignment link (the same link you students click to access the assignment):

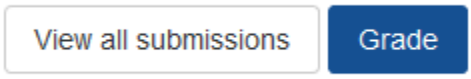



Or, click the View Assignments link in the right frame of your Moodle home page (under the Useful Links section):

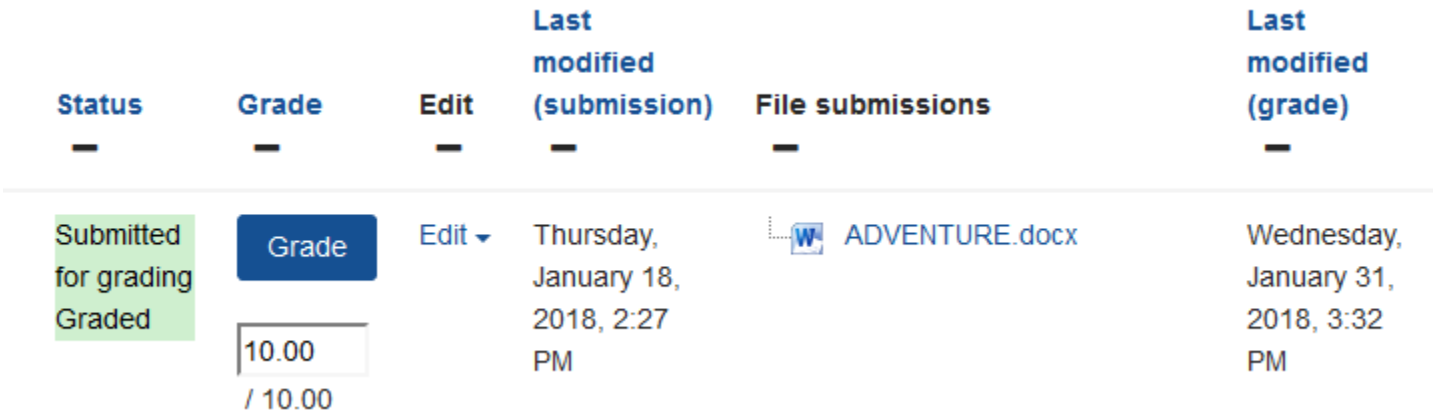



Then click the assignment you wish to grade from the list of assignments.

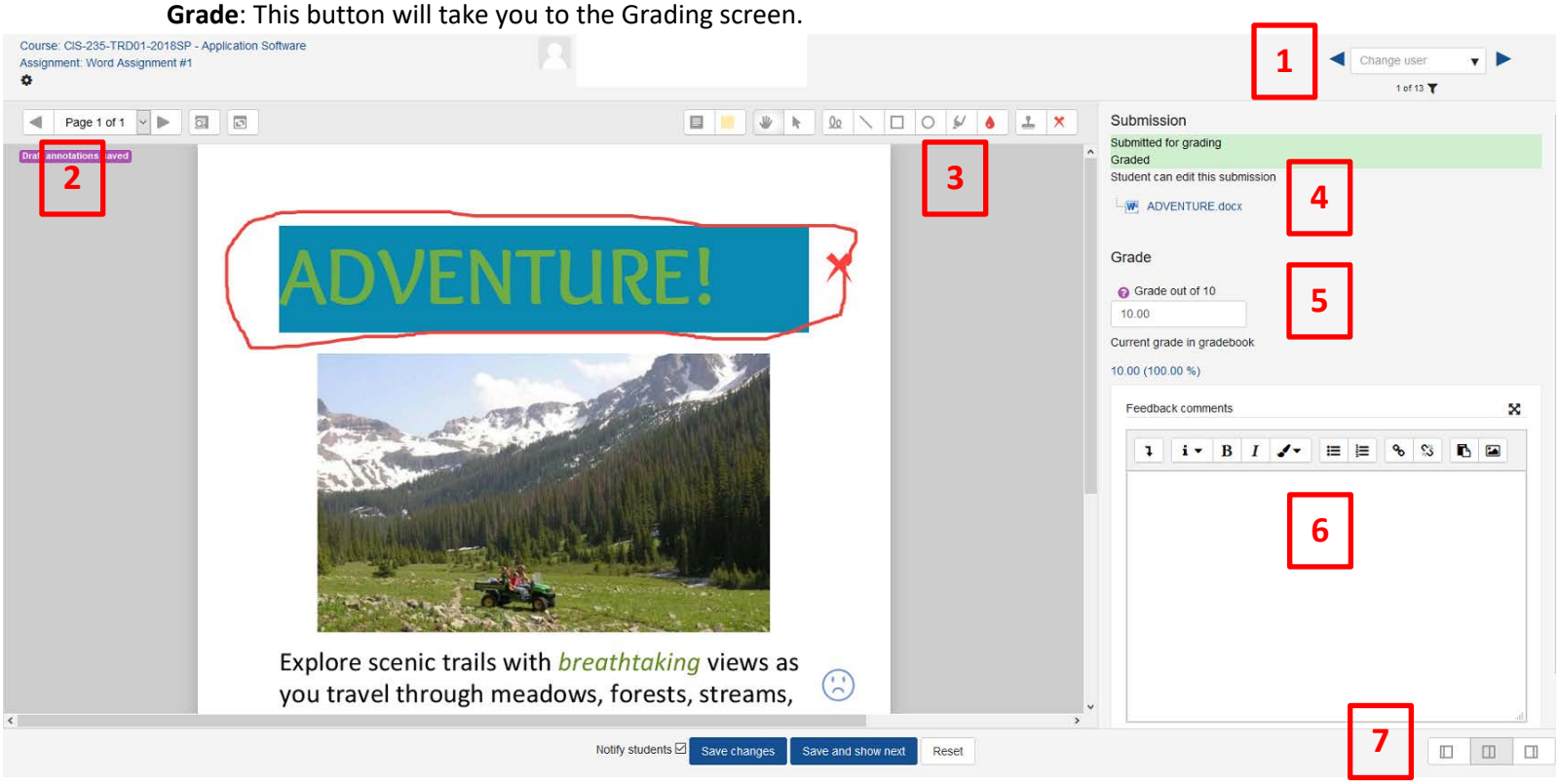
2. Using either method, you will arrive at the View Submissions page. Here, can choose one of two buttons:



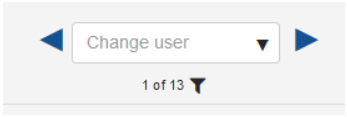

**View All Submissions**: This button takes you to a list of all your students. You will be able to see who has submitted required documents, when they submitted documents, download the submitted documents, enter a Quick Grade or click the Grade button to view/grade the submission:

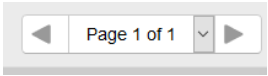


**Grade**: This button will take you to the Grading screen.

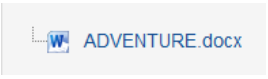


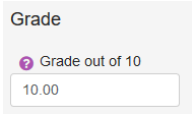

On this screen you can:

1. Advance between students: 


2. Advance between pages of the submission: 

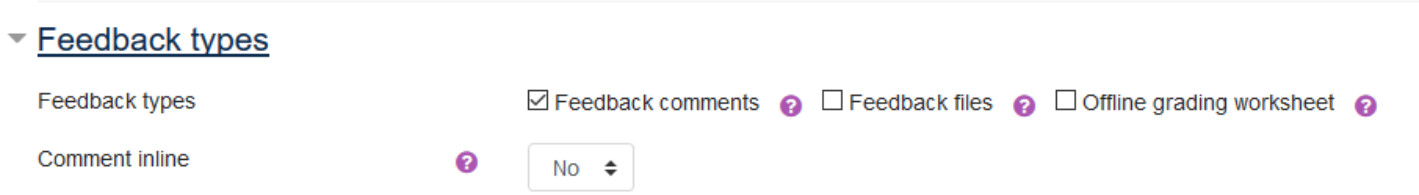

3. Make annotations on the submission:

4. Download the submission: 


5. Enter a grade: 


6. Enter comments.

7. Collapse the View Document frame or the Enter Grade frame.

If you do not see the box for entering comments and you would like to make comments, click on the geat icon under the course name in the top, left:

This will take you to the Assignment Editor. In the Assignment Editor, scroll to the Feedback section and make sure Feedback comments is checked. Then return to the Grading screen.