

Dig into Digital

How to grade your students' work

Some tasks need your grading – here's how to do it!

Some activities need to be graded or partially graded by the teacher.

You can identify these activities in the following way:

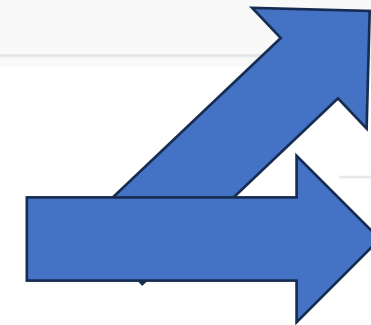


Let's record



2.5 Let's record

Make a submission




To do: Receive a grade

If you have a task like this then click on the task and look for the “GRADE” button to click on:

Sharing your Google Slides Presentation

- Follow the previous instructions and share your Google slides.
- Click on “Add submission” below to upload the PowerPoint presentation (see method 2) or submit the link you copied for Google Slides (see method 1) for your teacher to grade.




Reuse <> Embed H-P


View all submissions


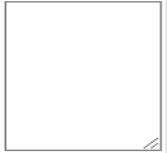
Grade




Once you have clicked on “grade” you can choose the student by clicking the arrow:  Your students’ work will be displayed and on the left you will see the area to enter the grade:


Some tasks will just have a place to enter a grade while others may have a rubric. You will also find an optional box for writing feedback.

Grade: 

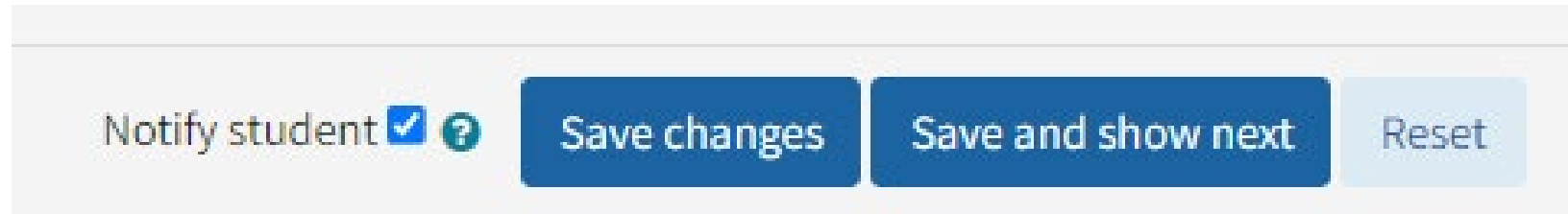
Content	Poor: The presentation is disorganized and lacks focus. The information is irrelevant. 30 points	Good: The presentation is well-organized and coherent. The information is relevant. 60 points	
Visuals	Poor: The slides are cluttered, hard to read, and visually unappealing. The fonts, colors, and graphics are inconsistent and distracting. 20 points	Good: The slides are clean, easy to read, and visually appealing. The fonts, colors, and graphics are consistent. 40 points	

Current grade in gradebook
Not graded

Feedback comments 



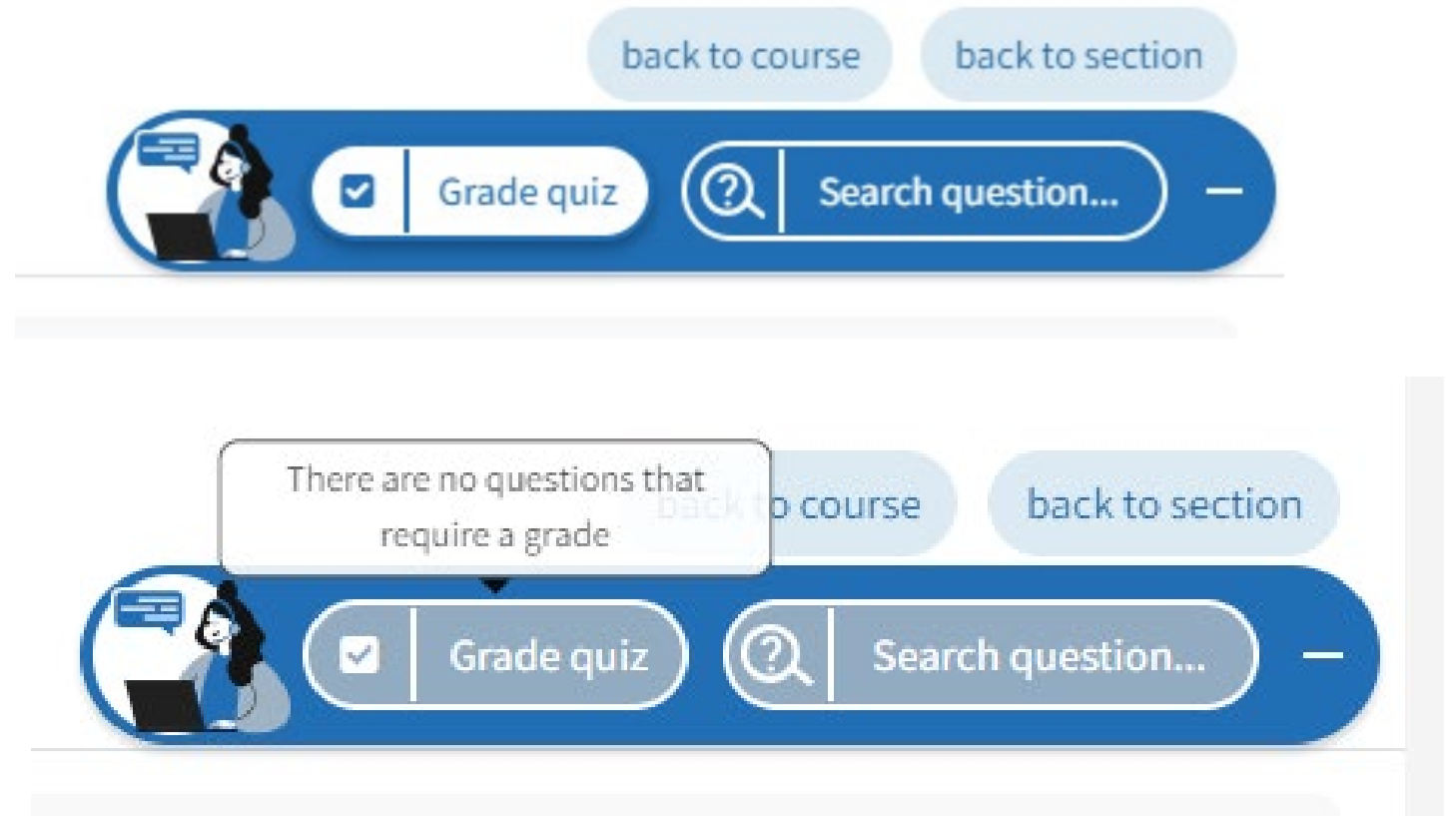
Note the buttons at the bottom:



- Notify student: Click the button if you want the Moodle to email your student with their grade
- Save changes: Save the grade
- Save and show next; Moves automatically to the next student rather than choosing from the “Change user” menu at the top
- Reset: This will delete the grade and comments you have entered

In a task that has many questions, some may be open questions that need to be graded:

- In these cases – hold your mouse over the “Grade quiz” button and you will see if you have items to grade or not. If there are no questions, the button won't be clickable and the text saying there are no questions to grade will appear.









Sometimes you will have the option to edit the grade:


Edit grade

Click on Edit grade and this box will appear:

Manually grading - Question 1 ×

Manually grading

    **B** *I* U  





Grade (maximum 100)

When you have a task to grade you can also click on:

[View all submissions](#)

And then grade your students directly from the view page where you can see who has / hasn't submitted the task.

Select	User picture	First name / Last name	Email address	Status	Grade
<input type="checkbox"/>		תלמיד מט"ח	studet@cet.cet	No submission	Grade
<input type="checkbox"/>				Submitted	Grade

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