

# Grading Assignment Submissions

## An instructor guide on how to grade an assignment submission

In the Assignment Submissions area, UM Learn provides a grading interface that allows you to view files submitted by students, and give qualitative and quantitative feedback. It will show common document file formats, like Word and PDF. For other file types, when you click the file name, UM Learn will prompt you to download it.

In addition, if you associate a Submissions folder with a grade item, UM Learn will automatically transfer the grade and feedback to the Grades area for you. You also have the option of using a rubric to grade assignments that students submit to a Submissions folder.

### View a File Submitted to a Submission Folder

1. Click **Submissions** on your course navigation bar. The Submission Folders page will open.
2. Click the name of the folder with files that you want to view. The Folder Submissions page will open; it will display a list of all files that have been submitted to the folder.
3. Click the name of the file. The file will open within UM Learn's document viewer.

<a href="#">Download</a> <a href="#">Email</a> <a href="#">Mark as Read</a> <a href="#">Mark as Unread</a> <a href="#">Delete</a> <a href="#">Publish Feedback</a>				
<input type="checkbox"/>	Last Name ▲, First Name	Turnitin® Similarity	Submission Date	Delete
<input type="checkbox"/>				<a href="#">Evaluate</a>
<input type="checkbox"/>	<a href="#">Textual Analysis Rough Draft.docx</a> (105.8 KB)	0 %	Aug 10, 2017 12:21 PM	<a href="#">Delete</a>
<input type="checkbox"/>	<a href="#">lee_assignment1.docx</a> (294.38 KB)	91 %	Aug 8, 2017 2:03 PM	<a href="#">Delete</a>

## Give Feedback on Files Submitted to a Submission Folder

To give feedback on a file submitted to a folder, you must enter a value in the "Out of" field in its settings.

1. Follow steps 1-3 above. The Evaluate Submission page will open. On its left side, the file will be displayed (or a link to the file if it's in a format that UM Learn can't read), and on its right side, options for evaluating the file will be displayed.
2. Enter a numeric value in the Score field.
3. Type or paste your qualitative comments in the Feedback textbox.
4. Click **Add a File** and upload the file from your computer if you want to attach a file with feedback. (Note that you must also type something in the "Feedback" text box, or the file will not show up for students.)
5. Save your work.
  - o Click **Save Draft** if you do not want to give students immediate access to their feedback.
  - o Click **Publish** to make the feedback available to students.
6. Click **Next Student** to assess the next student's file or **Back to Folder Submissions** at the top of the page if you are done reviewing files.

