

HOW TO GRADE AN ASSIGNMENT

1. From the teacher menu, select students and classes, my students.

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Active Students:

First Name	Last Name	Login Name	Class Number	Email	Details
Beverly	Cleary	BevCle774	19	rebecca.coyle@nyssbdc.org	View Details
Rebecca	Coyle	RebCoy883	18	rebecca.coyle@nyssbdc.org	View Details
Student	Sample	StuSam420	19	rebecca.coyle@nyssbdc.org	View Details
Sue	Sample	SueSam337	18	rebecca.coyle@nyssbdc.org	View Details
Joe	Smith	JoeSmi702	18	rebecca.coyle@nyssbdc.org	View Details
Melissa	Smith	MelSmi142	18	rebecca.coyle@nyssbdc.org	View Details
Sample	Student	SamStu980	18	rebecca.coyle	View Details
Tom	Testing	TomTes450	18	rebecca.coyle@nyssbdc.org	View Details
Beta	Testing	BetTes309	18	rebecca.coyle@nyssbdc.org	View Details

Students awaiting activation:

First Name	Last Name	Class Number	Email	Grant Access	Deny Access
Activate	Student	18	rebecca.coyle@nyssbdc.org	Activate Student	Reject Student

2. View details of a student will bring you to a listing of all of the student details and assignments.



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View Student details:

Student Details:

First Name: Student
Last Name: Sample
Email Address: rebecca.coyle@nyssbdc.org
Current Grade:
View Business Plan: [View](#)

Homework Due:

Test Name	Possible Score	Active On	Due By

Homework Completed:

Test Name	Date Taken	Date Last Graded	Automatic Points	Teacher Points	Total Points	Final Grade	Edit Grading

Past Due Homework:

Test Name	Date Taken	Date Last Graded	Automatic Points	Teacher Points	Total Points	Final Grade	Edit Grading
Training Test	--		0		/	0 / 100	Grade Now

Student Performance:

Tests Taken: 0
Tests Missed: 1
Overall Grade: 0 / 100
Grade %: 0%

- Select Grade Now and it will bring you to the assignment it is associated with. You will have the opportunity to override a grade or give a custom grade to questions that the system could not grade automatically.

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Review and grade this student's work below. You may override the automatically generated grade for each question at any time by entering a value into the 'Custom Grade' box. If you do not wish to override the automatic grade for a question, simply leave the box empty. After reviewing this homework assignment, please click on 'Submit Grades' to indicate to the student that this test has been graded.

Question 1: 33 Points

Which of the following is NOT a liability?

- A: A promissory note for a student loan
 B: A car loan
 C: A savings account in your name
 D: A mortgage on your home

Correct Answer: C

Automatic Grade:

Custom Grade:

Question 2: 33 Points

The SBA provides cash

- A: true
 B: false

Correct Answer: B

Automatic Grade:

Custom Grade:

- Once you have entered all of the necessary grades, submit grades at the bottom of the screen.
- Upon completion of entering the grades, the final grade will then list under the student details.

Homework Completed:

Test Name	Date Taken	Date Last Graded	Automatic Points	Teacher Points	Total Points	Final Grade	Edit Grading
Beta Exam Chapter 5	Jan 26 2011 9:37PM	Apr 14 2011 12:49PM	66 / 66	36 / 33	36 / 99	36 / 100	Grade Now
Thursdays Test	Jan 27 2011 12:17PM	Feb 3 2011 1:15PM	25 / 50	0 / 50	23 / 100	23 / 100	Grade Now
Final Exam	Jan 27 2011 8:40AM	Jan 28 2011 12:19PM	25 / 75	25 / 25	50 / 100	50 / 100	Grade Now
Weekend Test	Jan 28 2011 2:03PM	Feb 3 2011 1:42PM	50 / 100	15 / 0	65 / 100	65 / 100	Grade Now
Quiz	Jan 28 2011 12:24PM	Jan 28 2011 1:55PM	50 / 75	25 / 25	75 / 100	75 / 100	Grade Now
aba	Feb 15 2011 10:25AM		50 / 100	/ 0	/ 100	0 / 100	Grade Now
abd	Feb 15 2011 3:29PM		0 / 50	/ 50	/ 100	0 / 100	Grade Now
Beta Exam Chapter 5	Apr 14 2011 12:49PM		66 / 66	/ 33	/ 99	0 / 100	Grade Now