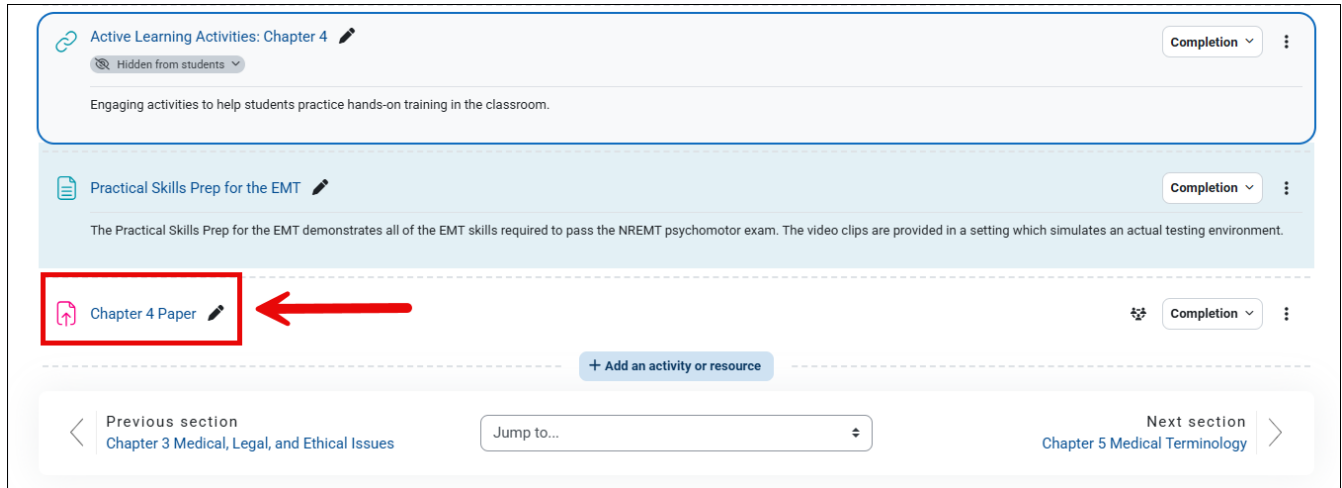


How to Grade an Assignment

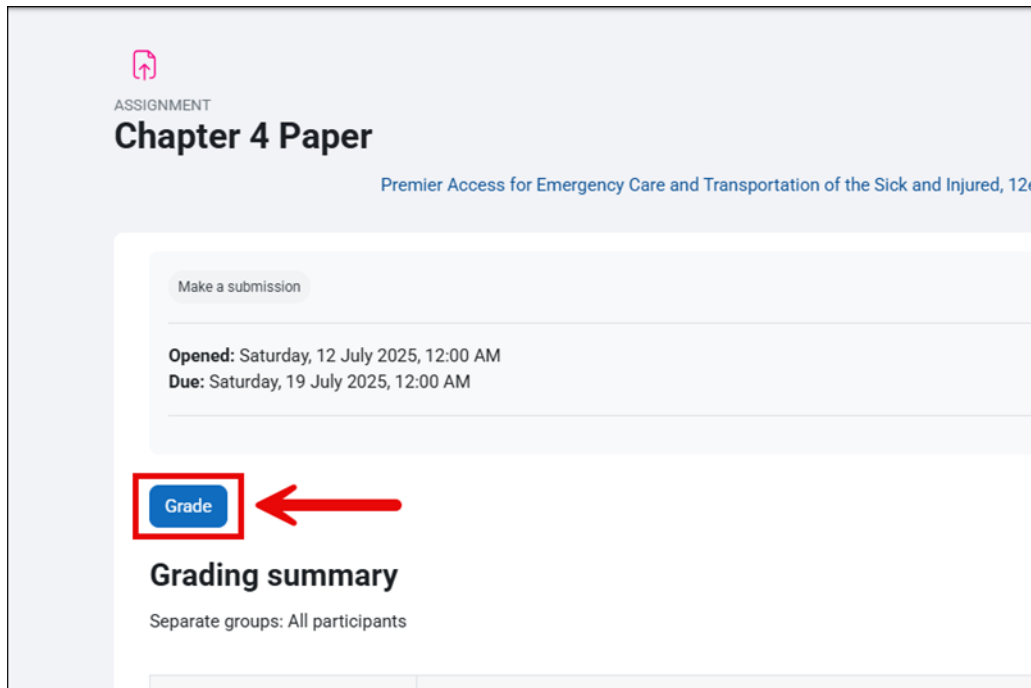
This document contains instructions on how to view and grade student assignment submissions in a couple of different ways.

1. Begin by navigating to and clicking on the assignment you wish to grade.



The screenshot shows a list of assignments in a course. The first item is 'Active Learning Activities: Chapter 4' with a 'Hidden from students' toggle and a 'Completion' dropdown. The second item is 'Practical Skills Prep for the EMT' with a 'Completion' dropdown. The third item, 'Chapter 4 Paper', is highlighted with a red box and a red arrow pointing to it. Below the list is a '+ Add an activity or resource' button. At the bottom, there are navigation links for 'Previous section' (Chapter 3 Medical, Legal, and Ethical Issues) and 'Next section' (Chapter 5 Medical Terminology), along with a 'Jump to...' dropdown.

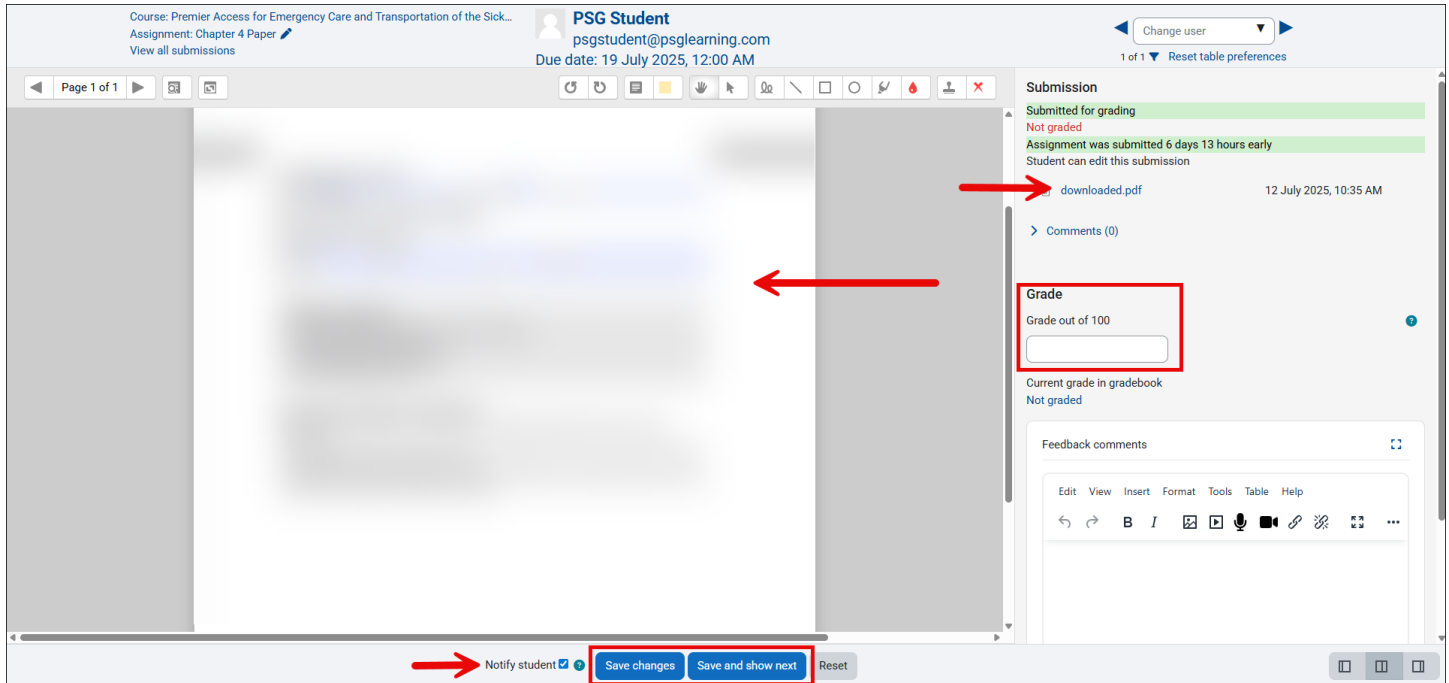
2. On the Assignment page, select **Grade**.



The screenshot shows the 'Chapter 4 Paper' assignment page. The title 'Chapter 4 Paper' is prominently displayed, with the subtitle 'Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e'. Below the title is a 'Make a submission' button. The 'Opened' date is 'Saturday, 12 July 2025, 12:00 AM' and the 'Due' date is 'Saturday, 19 July 2025, 12:00 AM'. A 'Grade' button is highlighted with a red box and a red arrow pointing to it. Below the 'Grade' button is the 'Grading summary' section, which indicates 'Separate groups: All participants'.

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

3. If the student uploaded a PDF and the Annotate PDF option was selected in the settings of the Assignment, then you will be able to see the PDF on the page while grading. On the right-hand side menu, there is an option to download the file. Enter the grade in the **Grade** box. Select **Saves changes** or **Save and show next** to save the grade. **Save and show next** will display the next attempt to grade.



Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

