

Assignments: Grade

I-LEARN TRAINING
aligning technology with the learning model

BYU
IDAHO

Objective

To grade an assignment turned in by a student using the Grade Center in a course on I-Learn.

Instructions

1. Access the “Control Panel” of the course.
2. Click on “Grade Center.”
3. Locate the column that was created for the assignment. It should have the same name as the assignment. There will be green exclamation marks in the individual student’s cells for those assignments that need to be graded.
4. To grade, click the down arrow in the individual cell and select “Grade Details.”
5. Click “View Attempt.”
6. Download any attached files.
7. Input a grade under “Feedback to User” and any comments to the student.
8. Attach any files that need to be returned to the student.
9. Make any notes under “Instructor Notes.”
10. Click “Submit” when finished.