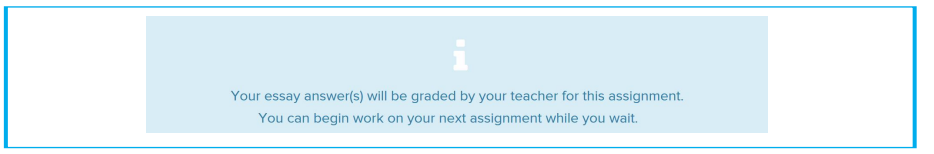
Manual Grading

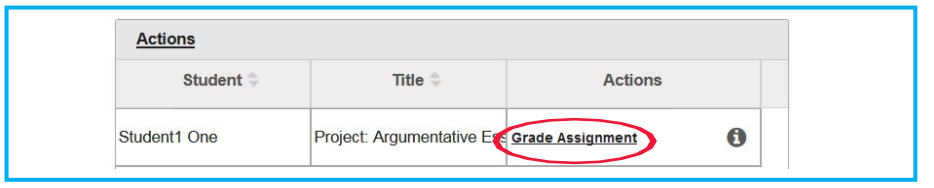
Quick Start Guide

Follow these steps to complete manual grading of student projects and writing.

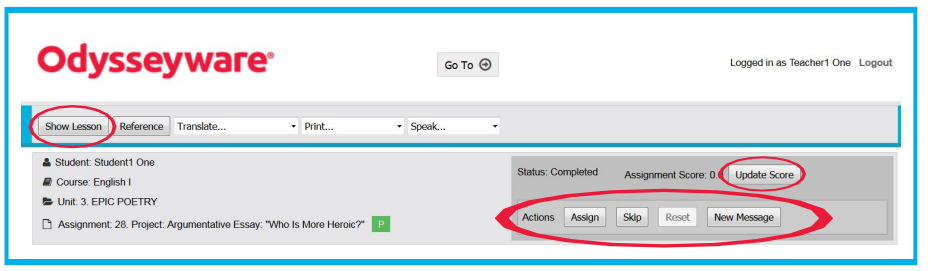
1. When students turn in projects or assignments that include extended writing responses, they see a message that the assignment will be sent to the teacher for grading.



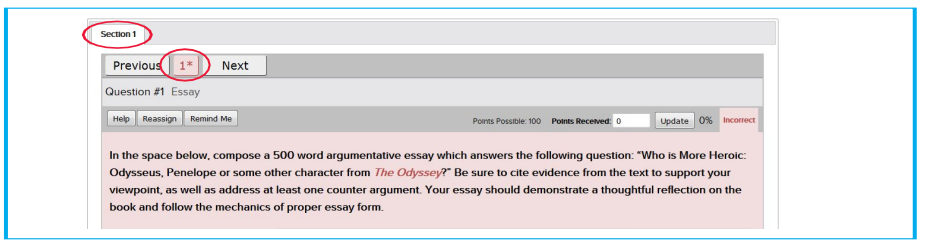
2. The teacher of record for the course will receive the Grade Assignment action in the Actions box on the Home page. Click the link in the Actions column to view the assignment in the Gradebook.



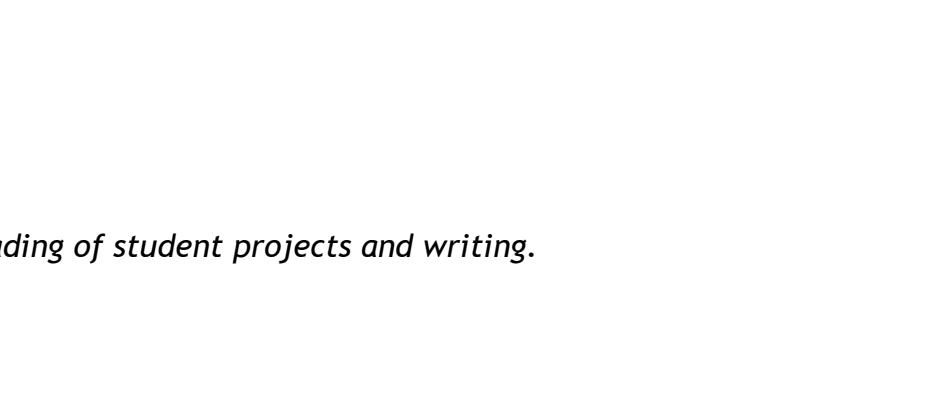
3. At the top of the page in the Gradebook view, you will see buttons that will allow you to view, assign, or skip the lesson, and/or to send a message to the student. You can click the Update Score button to enter a grade for the entire assignment, or you can grade each item individually, which is discussed below.



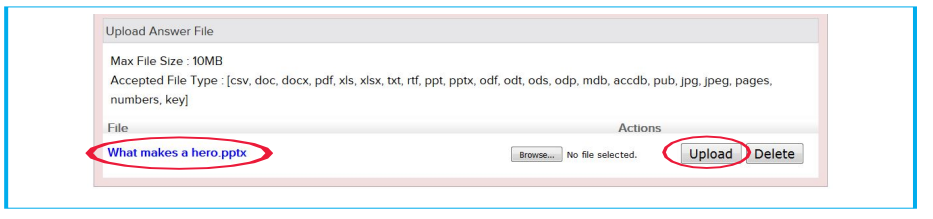
4. Under the section tab(s), you will see the question numbers. Questions marked with an asterisk require manual grading.



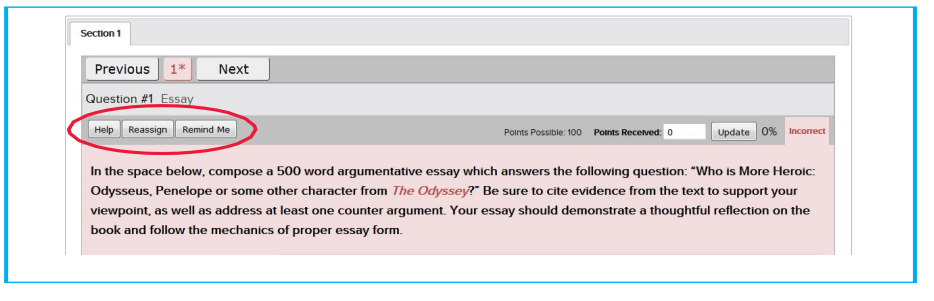
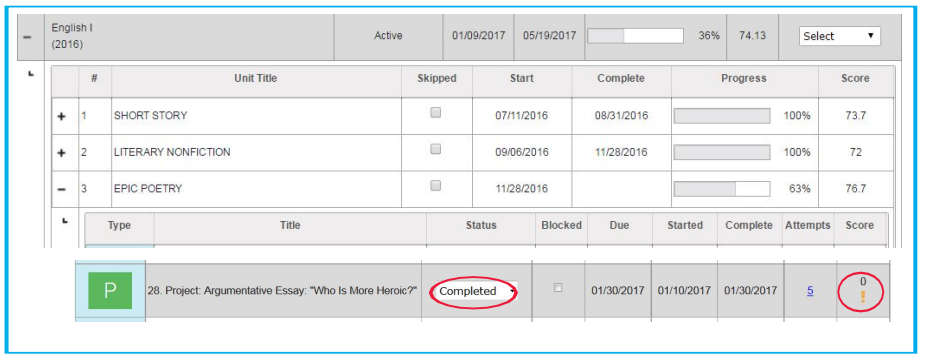
5. Next you will see the student's writing. If the prompt required the student to write 125 words or more, you will also see the Writer scoring feedback. The information here is for your reference only - you may choose to use these suggestions to help you determine an appropriate score. Hover over the meters to view more information.



6. If your student has chosen to upload a file of work completed outside of Odysseyware, you will see that file at the bottom of the page. You can also choose to upload a file for the student to view.



7. If you are not ready to grade the assignment, click the Remind Me button to restore the action on the Home page. If you want the student to revise the writing, click the Reassign button under the question number. Use the Help button to attach a message to the question with feedback for revision. If you are ready to grade the assignment, view the Points Possible, enter the number of points you'll be awarding in the Points Received box, then click update.



8. You can also grade the assignment directly from the Gradebook, without clicking the action. After searching for the student, open the course and unit view, then find the assignment with a status of Completed and an exclamation point in the score column. Click the assignment to open it, and then follow steps 3-7.