Grading Hints and Tips

Expanding the roster

The Grade Roster opens with a view of 20 students per page. You can expand the view to see up to 100 students at a time by selecting the View 100 link at the bottom of the page.

![View 100 link](image1)

Figure 1 - View 100 link

**Note:** 100 is the maximum number of students you can view on one page. If your class has more than 100 students enrolled, you will need to select one of the page buttons to move to the next page to complete grading.

Sorting

With the Drop Down Grading option, you can sort the grade roster by any column, including Recitation or Lab Section. Sorting makes it easier for multiple instructors to grade specific lab or recitations sections.

![Sorting](image2)

Figure 2 - Sorting

**Note:** Sorting does not carry over to the Bubble Grading option.
Viewing students without grades

If you missed grading some students, check the **Display Unassigned Roster Grade Only** box at the top of the page. This will sort out the students who are missing grades.

![Figure 3 - Display Unassigned Roster Grade Only box](image-url)
Applying a grade to multiple students

When available, the **add this grade to selected students** option allows you to assign the same grade to multiple students or all students in the class. To use this option:

1. Select the population by choosing the individual **checkboxes** next to the students or using the **Select All** link at the bottom of the page.
2. Select the grade in the drop-down box.
3. Click the **add this grade to selected students** button.
4. Click the **SAVE** button.

![Figure 4- Applying a grade to multiple students](image-url)