

## Grading Hints and Tips

- Expanding the Roster
- Sorting
- Viewing Students Without Grades
- Applying a Grade to Multiple Students

### 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.

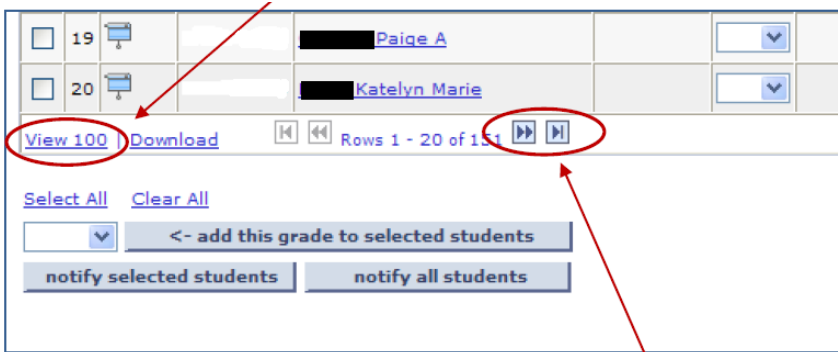


Figure 1 - View 100 link

**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 recitation sections.




Drop Down Grading									
	FERPA	ID	Name	Preferred Name	Roster Grade	Lab Section	Rec Section	Program and Plan	Level
<input type="checkbox"/>	1		 Peter Trace				011	College Arts & Sciences UGRD - Economics	Sophomore
<input type="checkbox"/>	2		 Raymond Kenneth				011	College Arts & Sciences UGRD - Integrative Physiology	Freshman
<input type="checkbox"/>	3		 Hanz Friedrik				011	College Arts & Sciences UGRD - English	Junior

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.

**Grade Roster**

▼ **ANTH** change class

The Caribbean in Post-Colonial Perspective (Lecture)

Days and Times	Room	Instructor	Dates
TuTh	HUMN		

**Instructor Grade Access:** Approve Grades

**Display Options:**

**Grade Roster Type:** Final Grade

**Display Unassigned Roster Grade Only**  
(Press Save before checking this box)

**Grade Roster Action:** [Grading Information/Deadline](#)

\*Approval Status: Not Reviewed save

(To change the Approval Status, select from the drop down and press Save)

Figure 3 - Display Unassigned Roster Grade Only box

### 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.

<input type="checkbox"/>	13			<a href="#">Fabian</a>			018	Leeds School of Business UGRD - Business - Open Option	Sophomore
<input type="checkbox"/>	14			<a href="#">Alex</a>			012	College Arts & Sciences UGRD - A&S - Open Option	Sophomore
<input type="checkbox"/>	15			<a href="#">Kazi</a>			013	Leeds School of Business UGRD - Accounting	Freshman
<input type="checkbox"/>	16			<a href="#">Lucas</a>			013	College Arts & Sciences UGRD - Pre-Journalism & Mass Comm	Freshman
<input type="checkbox"/>	17			<a href="#">Dennis</a>			011	College Arts & Sciences UGRD - Communication	Junior
<input type="checkbox"/>	18			<a href="#">Lynn</a>			018	College Arts & Sciences UGRD - A&S - Open Option	Freshman
<input type="checkbox"/>	19			<a href="#">Paige A</a>			013	College Arts & Sciences UGRD - Speech,Lang,Hearing Sciences	Sophomore
<input type="checkbox"/>	20			<a href="#">Marie</a>			013	College Arts & Sciences UGRD - A&S - Open Option	Sophomore

View 100 | Download | Rows 1 - 20 of 151

Select All Clear All

<- add this grade to selected students

notify selected students notify all students

Printer Friendly Version

SAVE

Figure 4- Applying a grade to multiple students