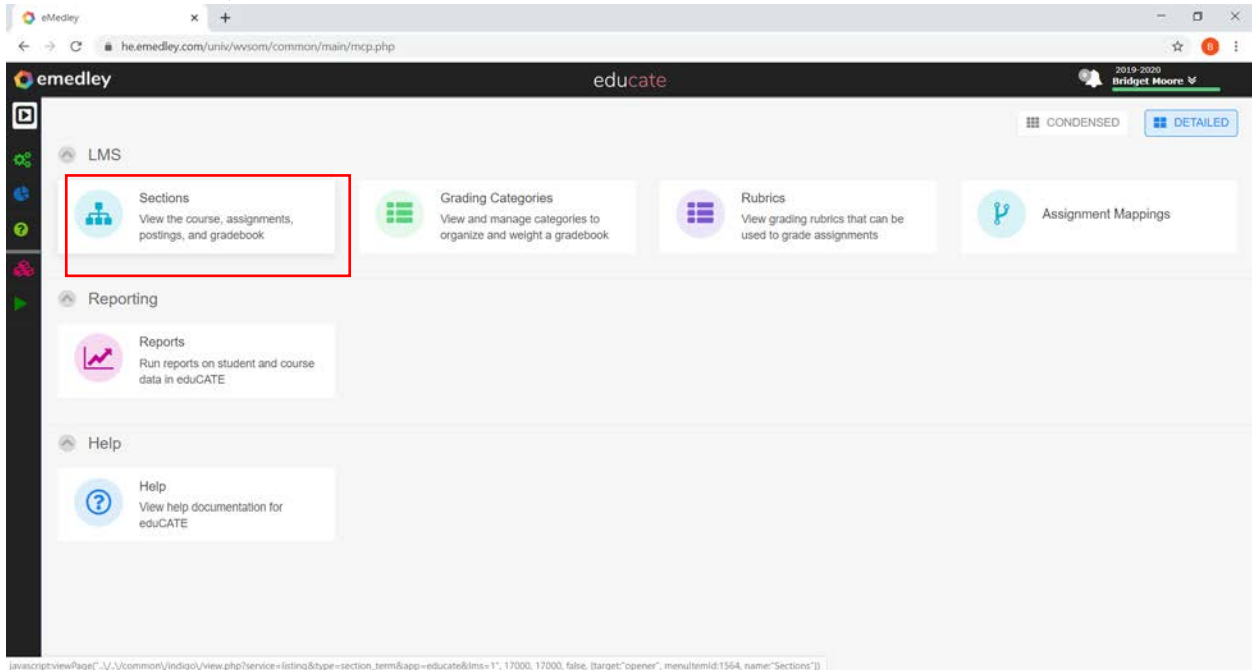


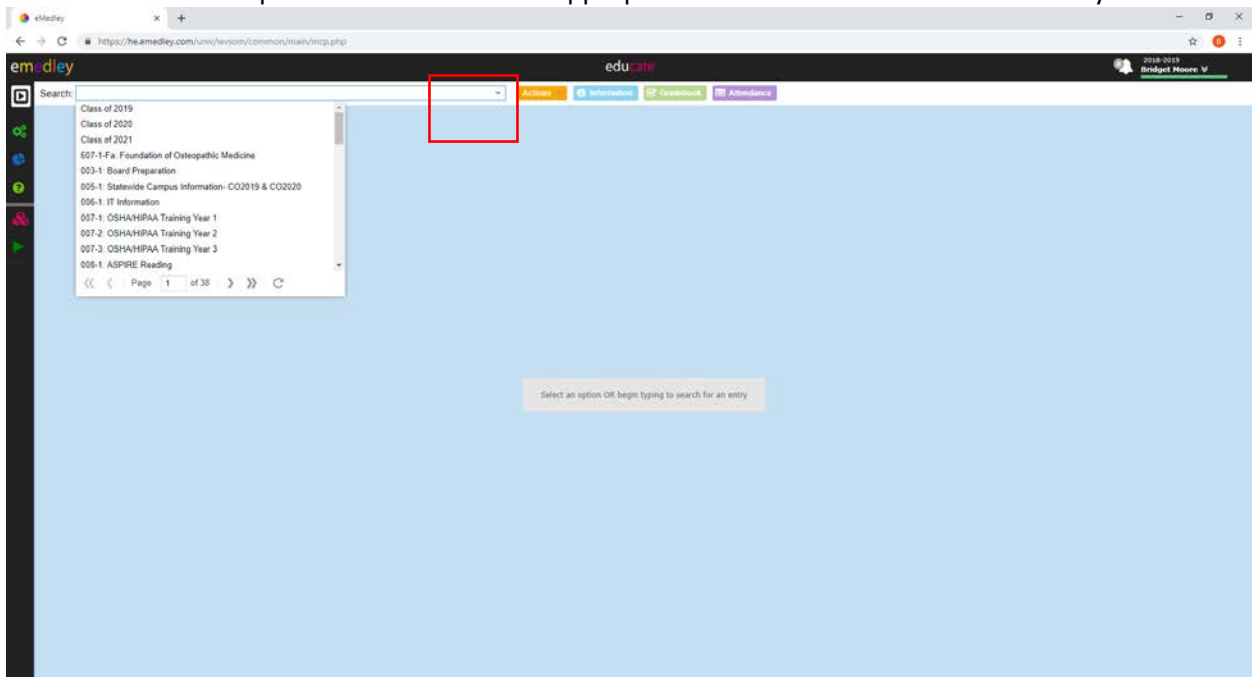
Grading Homework

By default, the person who created the homework will be able to grade it. That person will need to grant access to others.

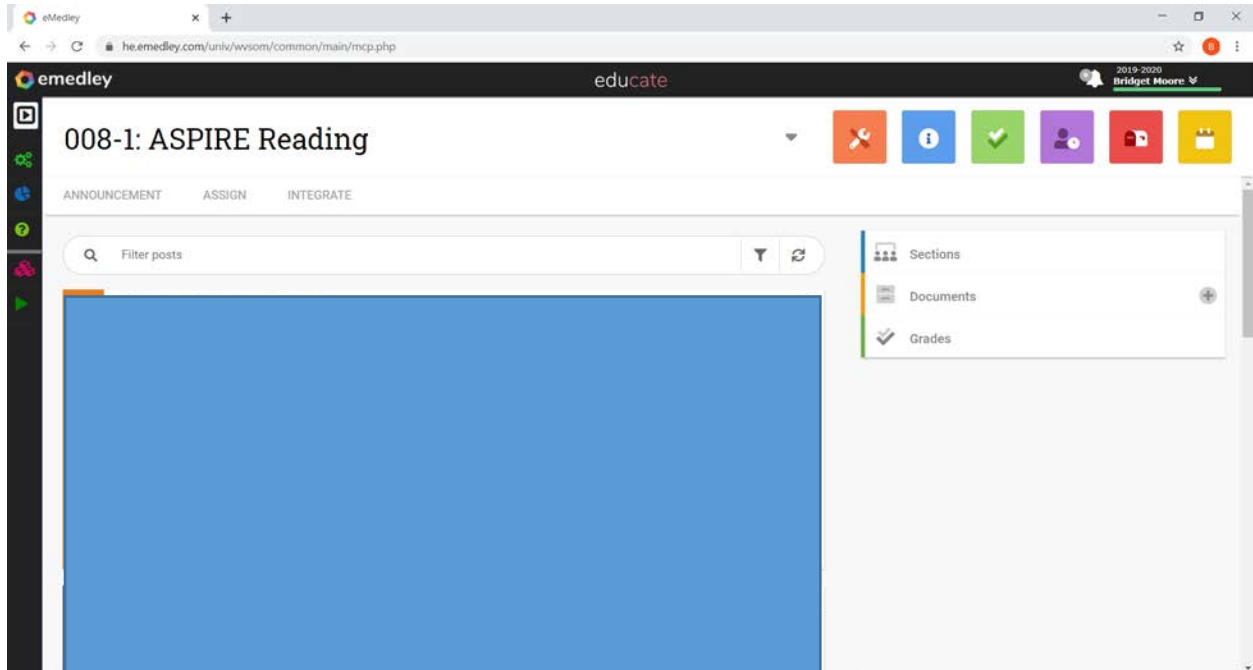
1. In educate, click on *sections*.



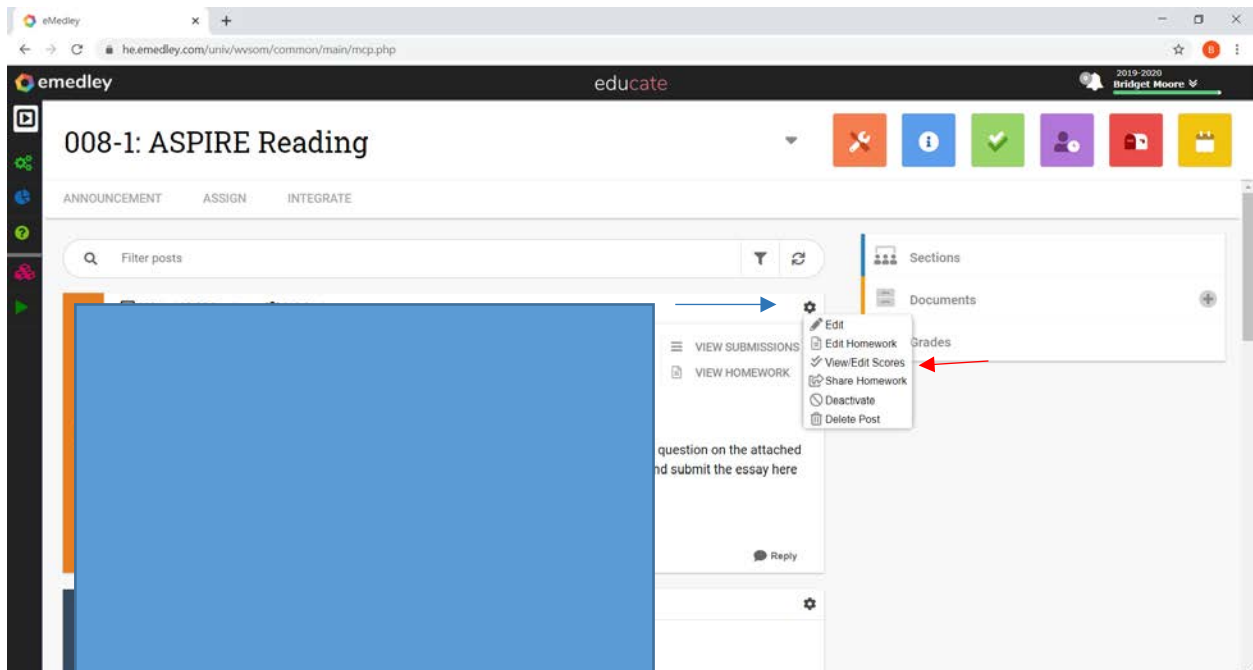
2. From the drop down menu select the appropriate course or search for the course by name.



- Find homework by typing in Homework in the *filter posts* box or by scrolling through the course till you come to the homework.



- When you have located the appropriate homework, click on the *gear* (Blue arrow below) and from the drop down menu select *View/Edit Scores* (Red arrow below).



5. Right click on the score area next to a student name and click *View Submission*. You may need to open a file if the student uploaded the homework.
6. After reviewing the submission, double click on the *score* area next to the student name to enter the grade.

Assigning Others to Grade

Only the person who created the homework will be able to grade it unless that person assigns someone else.

1. Click the *Gear* icon to the right of the box for the homework listing you want to share grading with others.
2. From the drop down menu select *Share Homework*.
3. Select the user for *Share With* (easiest way is to type the name in the Share with: field to filter for that person versus scrolling through the names to find the person).
4. Select *Can Edit* from the drop down menu.
5. Click *Save Changes*.