


# Grading Assignments

Assignments allow you to collect, grade, or return student submissions. This option can be utilized for paper submissions or any type of file upload.


1. Click the **Gradebook** from the navigation bar.
2. Select the **assignment** to grade.  
The *submissions* page opens.
3. Select a **student's name** to begin grading.  
The student's submission will open underneath the original assignment.
4. Click the **options menu** within the student's submission to download the file locally, if applicable.



5. Click the  icon to enter feedback or upload a file to be sent to the student. Click **Save**.
6. Enter a **point value** in the box provided in the upper right corner.

**IDDC Pro Tip:** Grades will be visible only to you until you post them to the gradebook. You can post grades individually as you grade each student's work or you can post all grades at once.

7. To post a grade immediately, click the **options menu** and select **Post**.

Optionally, click the  to return to the *submissions* page to post individual grades or all grades.

8. Use the right and left pointing arrows to navigate through the student submissions.