Grading Manager

About

The Grading Manager Block provides quick overview of the number of Assignments, Quizzes and Forums with the following status:

- Requires Grading;
- Graded;
- Not Submitted.

Clicking on these status links will open the Grading Interface. The block also contains links to a Progress Report and Student List. At the bottom part of the block, a status report shows the number of students that:

- have not logged in for x days;
- not submitted activities for x days;
- have an overall grade less than x percent.

The Grading Interface allows teachers to grade Assignments, Quizzes and Forums within a single interface. This interface consists of a left section, where activities are selected and right section, where activities are graded.

Adding the Grading Manager Block

1. In your course, Turn editing on.
2. Create your activities/resources as normal.
3. Scroll down the Add a block option on the right hand side, and from the drop down menu here, choose Grading manager.
Using the Grading Manager block

Once you have added the Grading Manager block to your course, it should look something like the image on the right (the numbers will vary).

You can edit the settings to change things like the number of days students have not logged in or submitted work. To do this, with editing turned on in your course, click on the Edit icon, and Configure Grading Manager block.

[Image of Grading Manager block configuration options]

- Hide Grading Manager block
- Assign roles in Grading Manager block
- Delete Grading Manager block
Grading Manager Interface

Clicking on the # Requires Grading will take you to a page where you can grade all assignments, forums and/or quizzes in one place (see image below).

From this screen you can:

1. View the students assignment;
2. Enter their grade;
3. Enter feedback comments; and/or
4. Add feedback files.

Once complete, you can:

5. Save the grade; then
6. Proceed to the next assignment to grade; or
7. Change activity to grade.
You can navigate through the assignments on with the navigation area on the left. Here you can choose the assignments (note that it only shows approximately 16 characters of the assignment name).

In the left column of this table (image right – number 7 on previous image), it shows how many students within each of these assignments need grading.

The dropdown menu here also allows you to view who has already been graded, who has their assignment in draft, and also a list of those who still need to submit.

The navigation at the top allows you to narrow the page down to show specific activities or participants or more information.
**Progress Report**

The Progress Report provides a quick overview of student progress, as shown below.

Note: Hovering over the icons for the activity at the top will show the activity name.

```plaintext
<table>
<thead>
<tr>
<th>Name</th>
<th>%</th>
<th>Topic-4</th>
<th>Topic-5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><img src="image1" alt="Icon" /></td>
<td><img src="image2" alt="Icon" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="image4" alt="Icon" /></td>
<td><img src="image5" alt="Icon" /></td>
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<tr>
<td></td>
<td></td>
<td><img src="image7" alt="Icon" /></td>
<td><img src="image8" alt="Icon" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="image10" alt="Icon" /></td>
<td><img src="image11" alt="Icon" /></td>
</tr>
</tbody>
</table>

- ✔ Completed successfully
- ✗ Completed unsuccessfully
- ✖ Completed (grade-to-pass is not set)
- 📜 Draft (not submitted)
- 📅 Submitted

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*Open the eLearn Gradebook*

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