

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.

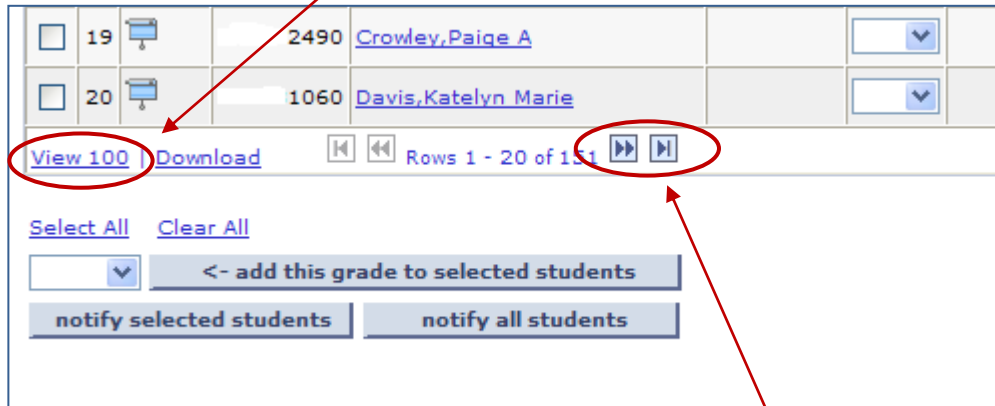


Figure 1 - View 100 link

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.

The screenshot shows a table with a 'Drop Down Grading' header and a table with 8 columns: FERPA ID, Name, Preferred Name, Roster Grade, Lab Section, Rec Section, Program and Plan, and Level. The table contains three rows of student data.

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

Fall 2010 UC Boulder | Boulder Main Campus Semester | CU Boulder | Undergraduate

▼ **ANTH 1115 - 010 (11220)** [change class](#)

The Caribbean in Post-Colonial Perspective (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 11:00AM-12:15PM	HUMN 150	Carol Instructor, Julie Instructor	08/23/2010 - 12/17/2010

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.

The screenshot displays a table with columns for checkboxes, student IDs, names, and course information. Below the table is a control panel with the following elements:

- Navigation: View 100 | Download | Rows 1 - 20 of 151
- Actions: [Select All](#), [Clear All](#), [Printer Friendly Version](#)
- Grade Selection: A dropdown menu and a button labeled "< - add this grade to selected students".
- Notification: [notify selected students](#), [notify all students](#)
- Save: A green **SAVE** button.

A red box highlights the dropdown menu and the "add this grade to selected students" button, with a red arrow pointing to the button.

Figure 4- Applying a grade to multiple students