



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

ReggieNet: Grading Assignments

Video - [Viewing and Grading Assignments in ReggieNet](#)

Once students have submitted assignments, you can view and grade their submissions.

1. If the Assignments home page is not displayed, click the **Assignments** home button.
2. Locate the appropriate assignment. Click one of the following links.
 - If the assignment will be graded, ReggieNet displays the **Grade** link.
 - If the assignment will not be graded, ReggieNet displays the **View Submissions** link.

The Submissions page for that assignment will be displayed:

Homework 2 - Submissions

Found 7 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

▶ [Send Feedback to Multiple Students](#)

▶ [Set Resubmission Options for Multiple Students](#)

View: ▼

Search: Viewing 1 - 7 of 7 items

|< < Show 200 items... > >|

<input type="checkbox"/>	Student ▲	Submitted Date	Status	Grade	Released
<input type="checkbox"/>	zzStudent1, zzDemo1 (zzstu1)		Returned	35.00	✓
<input type="checkbox"/>	zzStudent2, zzDemo2 (zzstu2)	Aug 10, 2020 9:53 AM	Ungraded		
<input type="checkbox"/>	zzStudent3, zzDemo3 (zzstu3)	Aug 10, 2020 10:42 AM	No Submission		
<input type="checkbox"/>	zzStudent4, zzDemo4 (zzstu4)	Aug 10, 2020 9:52 AM	Ungraded		
<input type="checkbox"/>	zzStudent5, zzDemo5 (zzstu5)		No Submission		
<input type="checkbox"/>	zzStudent8, zzDemo8 (zzstu8)	Aug 10, 2020 10:43 AM	No Submission		

Grading

There is a new grading interface available for **Assignments**, which includes a document preview for some attachment file types. If you wish to use the old interface, uncheck the box for “Use new Grader to grade submissions” **Note:** the new grader may not initially show up, even if the box is checked. If this is the case, see the instructions at the end of this document to enable this feature.

1. Find the name of the student whose work you want to grade and/or provide feedback for and click on the student’s name. ReggieNet displays the Grade screen for this student's work on the

assignment.

CTLT 401 01 Bristow Homework 2 Graded 1 / 7

Return to List

zzDemo3 zzStudent3

ZZ

zzDemo3 zzStudent3 at 8/10/2020 @ 10:42

Submitted Text

Submitted Attachments:

[Essay.docx](#)

Grade (max 40.00)

Feedback Text

Feedback Comment

2. Submitted inline text is shown by default; if it is not displayed, click “Submitted Text” to display. You may add comments directly into each student’s submission. If you put your comments in curly braces {}, students will see your feedback as red text within their submitted text.

3. To preview an attachment, click the file name under “Submitted Attachments”

CTLT 401 01 Bristow Homework 2 Graded 1 / 7

Return to List

zzDemo3 zzStudent3

ZZ

zzDemo3 zzStudent3 at 8/10/2020 @ 10:42

Submitted Text

Submitted Attachments:

[Essay.docx](#)

Grade (max 40.00)

Feedback Comment

Feedback Attachment(s)

Add Attachments

Private Notes

Allow Resubmission

Save Save and Release to Student Cancel

Viewing: [Essay.docx](#)

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If you wish to download the attachment, click the file name at the top of the preview window.

4. To provide written feedback, click the “Feedback Comment” button on the right. Enter feedback to the student in the **Instructor Summary Comments** popup dialogue box. Use the icons and pulldown lists to format the text as needed.
5. To attach one or more files as part of your feedback, click **Add Attachments** on the right.
6. You can add a Private Note that only you and other instructors will see; click the **Private Note** button on the right, and enter text in the “Private Notes” pop-up dialogue b
7. If the assignment will be graded, enter a grade in the **Grade** box. You may enter a grade that is higher than the maximum (shown in parentheses) to provide a student with extra credit. If the

assignment will not be graded, proceed to the next step. (ReggieNet will display “No Grade” instead of a grade field.)

8. To allow the student to make changes and resubmit the assignment, check **Allow Resubmission**. ReggieNet displays additional fields. Use them as follows:

- **Number of resubmissions allowed** – specify the number of resubmissions you will accept from this student.
- **Accept Resubmission Until:** – click inside the box to bring up the calendar picker to specify the due date and time for the student’s final submission.

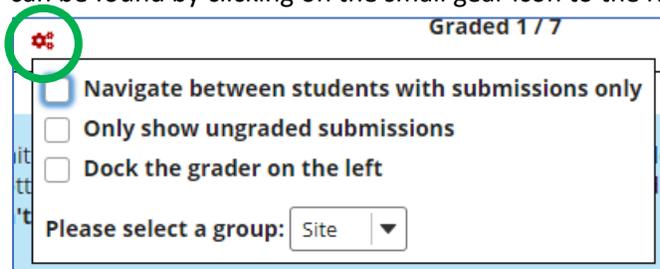
Note: The number of resubmissions you specify when grading an assignment will override the resubmissions settings you selected when creating or editing the assignment.

9. Choose one of these options:

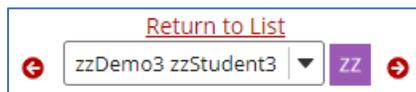
- To save your work without releasing the grade and/or feedback to the student, click **Save**.
- To save your work and release the grade and/or feedback to the student, click **Save and Release to Student**.
- If you do not want to save your work, click **Cancel**.

Navigating Submissions

Options for which submissions are shown, and whether to navigate among only ungraded submissions can be found by clicking on the small gear icon to the right of the assignment name:



Controls for navigating among student submissions can be found at the top right



- To return to the Submissions for Assignment screen, click **Return to List**. Unsaved changes will be discarded without warning.
- To select the Grade screen for the previous or next student, click the forward or back arrows.
- To select the Grade screen for a particular student, choose their name from the dropdown list

Other grading options

You can assign a grade to all students that currently do not have one (regardless of submission status) by entering a number in the box near the top of the Submissions list, and clicking **Apply**.

You can send the same feedback to multiple students by clicking the appropriate checkboxes next to their name, and clicking “Send Feedback to Multiple Students”

You can allow resubmission for multiple students at the same time by clicking the appropriate checkboxes next to their name, and clicking “Set Resubmission Options for Multiple Students”.

Releasing Grades

Releasing the grade means that the students will be able to see the grade, and any other feedback you have provided. If the option to send the grade to the **Gradebook** has been chosen, the grade must be released in order for the grade to be sent. You can release grades individually when grading a single student’s submission (see above). Alternatively, you can release all grades at the same time; click **Release Grades** near the top of the Submissions screen for an assignment. ReggieNet releases all grades to the students.

Grading offline - Downloading All Assignments

1. If the Assignments home page is not displayed, click the **Assignments** home button.
2. Find the assignment you want to work with and click the **Grade** link below its name. ReggieNet displays the Submissions screen.
3. Click the **Download All** link, then choose the options you wish to download:
 - Student submission text – text entered in the editor, if inline submissions were permitted
 - Student submission attachment(s) – files that the student has submitted
 - Grade file – a separate file in which you can enter grades
 - Feedback text – the student’s submitted text with your comments added inline
 - Feedback comments – text entered in the comments.txt file will be put in the Comments field of the grading page
 - Feedback Attachments – any attachments you wish to give back to the student
4. Click **Download**

A zip file will be created which you can save to your local computer. You can then extract the contents of the zipfile. Inside there will be a main folder with the assignment name; inside that will be the grade file (if that option was selected), and a folder for each student. The contents of the student folder will depend on the options selected. There may be subfolders for Submission and Feedback Attachments; if you wish to provide comments, edit the *comments.txt* file. Grades should be entered in the *grades.csv* file.

Once you have completed grading, you need to zip the files. Make sure you zip the main folder with the assignment name. On the grading page for the assignment, click the **Upload All** link. Click the **Browse** button to select the zip file you just created. When selecting options here, we recommend not choosing the Student submission text or Student submission attachments, as these will create duplicates of what is already in the assignment submission. Choose the appropriate option for releasing grades, and click **Upload**.

Enabling new Grader

If the new Grader interface does not appear even though the box is checked, take the following steps:

1. Go to the Grading page for an assignment.
2. On the page that lists all the student names/submissions, uncheck the box labeled "Use new Grader to grade submissions"
3. Click on any student name to view their submission
4. Return to the list
5. Check the box labeled "Use new Grader to grade submissions"
6. Click on any student name to view their submission – you should see the new interface