

# Grading Multi-Activity Assignments

While many assessments are automatically scored and can't be changed, you can manually score or change the score for other types of activities and assignments, including PDFs, Google Docs™, Realize Reader, and manual assessments.

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## Review Assignment Activities

For scorable assignment activities, including PDFs, Google Docs™, Realize Reader, and manual assessments, you can review and score them directly in the assignment viewer.

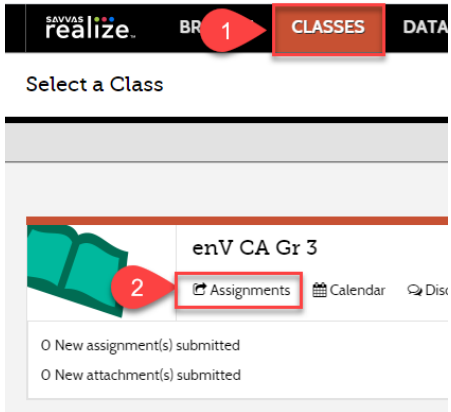


Figure 1

1. Click **CLASSES** (Fig 1 - Step 1) on the top menu bar, and then click **Assignments** (Fig 1 - Step 2) below the class name.
2. Select an assignment (Fig 2 - Step 1) and click **View student status** (Fig 2 - Step 2) in the right panel.
3. Select the student (Fig 3 - Step 1) to expand the list of activities.
4. To view the selected student's completed work, click **Review and Score** (Fig 3 - Step 2) next to the activity.

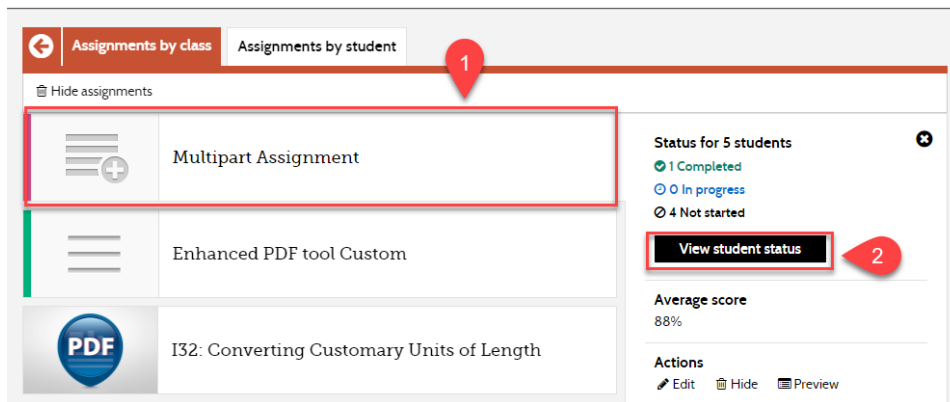


Figure 2

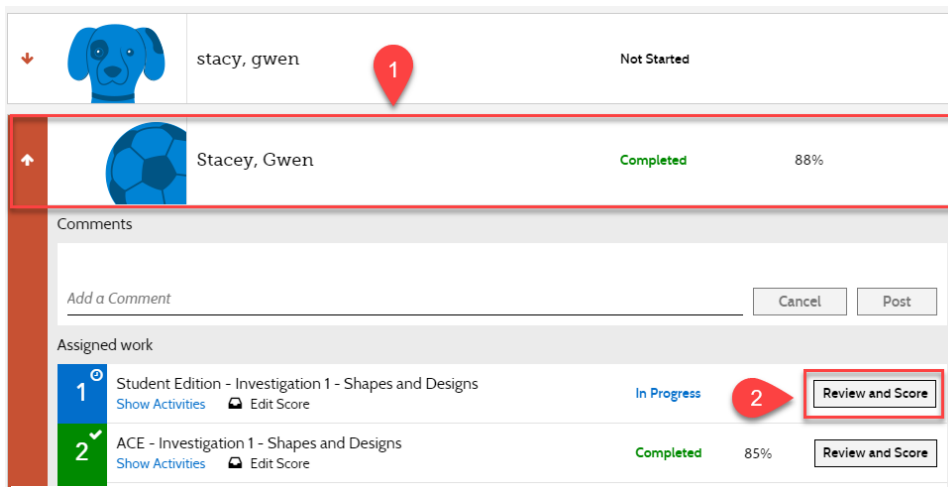
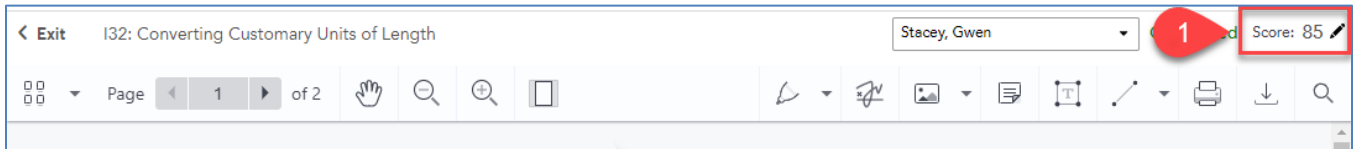


Figure 3

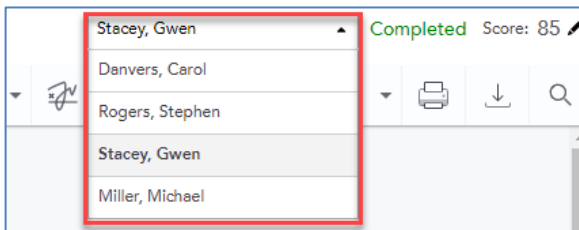
## Scoring Assignments Activities

### Single Activity Assignments

For a single-activity assignment, enter a numerical score in the **Score** box (1), and then click outside of the **Score** box to save the score.



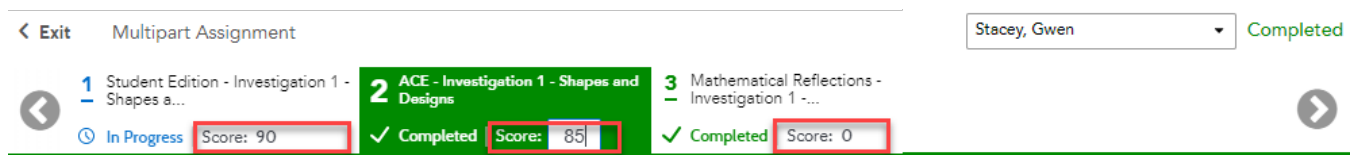
If you need to change the score, click on the **Pencil Icon**, then edit the score. Click outside of the **Score** box to save your changes



After you finish reviewing and scoring a student's assignment, select another student from the list at the top and repeat the previous steps to review and score.

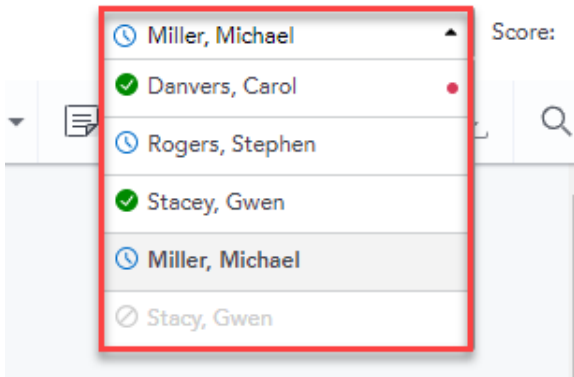
### Multi-Activity Assignments

You can view student work for each activity in the assignment by clicking on the tab. Click the **Score** box in the activity tab, enter a numerical score, and then click outside of the **Score** box to save the score. Repeat these steps for all additional activities within the assignment.





If you need to change the score, click on the **Pencil Icon**, then edit the score. Click outside of the **Score** box to save your changes.



After you finish reviewing and scoring a student's assignment, select another student from the list at the top and repeat the previous steps to review and score.

An icon displays next to each student to indicate the current activity status.

Icon	Activity Status Description
✓	Activity is complete.
🕒	Activity is in progress.
⊘	Activity has not been started. You cannot select a student from the list who has not started the activity.
⊘	Activity was not marked as complete, but the student turned in the assignment. You can select the student and score the activity.
●	Completed or turned in activity is not yet scored.