CREATE/GRADE ANONYMOUS ASSIGNMENT

When using the assignment tool in ulearn, anonymous grading hides the student names from submission attempts during grading. This user guide will instruct you on how to set up anonymous grading and how to grade anonymously.

Instructions

> **Note:**
>
> You must alert students to NOT add their names to their submitted papers in order to truly grade anonymously.

CREATE ASSIGNMENT WITH ANONYMOUS GRADING OPTION

1. Navigate to the content area or folder where you want to add the assignment. Select **Assignment** from the **Create Assessment** drop-down menu**.**

2. On the Create Assignment page, in the Assignment Information section, enter a **Name** and any **Instructions** needed.
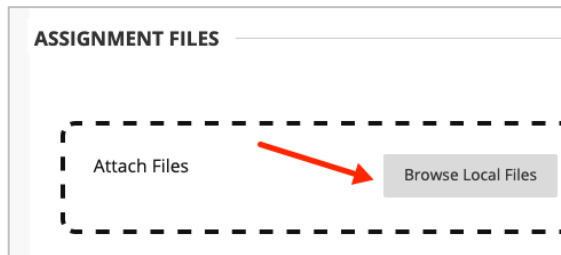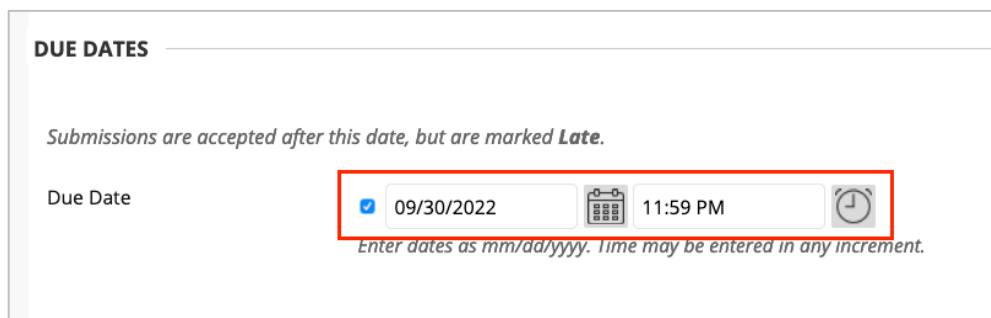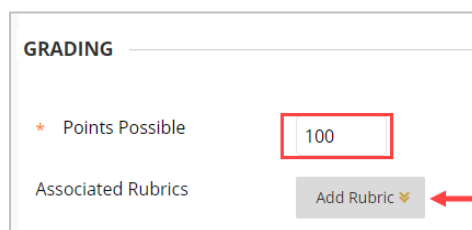
3. If students need to use a file that you provide while completing the assignment, you can upload it in the **Assignment Files** section of the page by either clicking on **Browse Local Files** and locating the file(s) on your computer OR by dragging and dropping the file(s) into the dotted lines box.

ASSIGNMENT FILES

Attach Files   Browse Local Files

4. In the Due Dates Section, set a **due date** and **time**. A due date is REQUIRED if electing step 7b from below.

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date   ☑ 09/30/2022   11:59 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. In the **Grading** section of the page, enter the **Points Possible** for the assignment. This will be the point value of the assignment in the Grade Center. You may also add a rubric to the assignment by selecting **Add Rubric**.

GRADING

* Points Possible   100
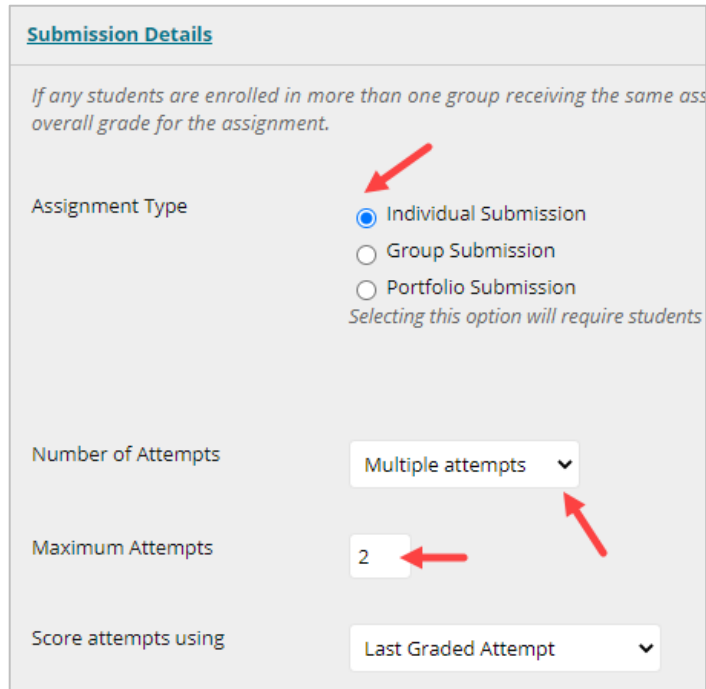
Associated Rubrics   Add Rubric ⩔

6. Click **Submission Details**:

-   Assignment Type: select **Individual Submission or Group Submission** (you must have groups enabled to use Group Submission – see this guide for group assignments)

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- Number of Attempts: Rather than a single attempt, it is recommended that faculty select **Multiple Attempts** (in case the student sends the wrong file, they have another change to resubmit)
- Maximum Attempts: enter **2 or 3** attempts in the event a student submits the wrong document to the assignment. With multiple attempts enabled, they can simply just resubmit.
- Score attempts using: Select Last Graded Attempt

Submission Details

If any students are enrolled in more than one group receiving the same ass
overall grade for the assignment.

Assignment Type
- ● Individual Submission
- ○ Group Submission
- ○ Portfolio Submission
Selecting this option will require students

Number of Attempts   Multiple attempts ▾

Maximum Attempts   2

Score attempts using   Last Graded Attempt ▾

7. Under **Grading Options** click **Enable Anonymous Grading**. You will be prompted when to disable anonymous grading:

a. On a specific date (you must set date and time)
b. After all submissions are graded (you must set a due date, refer to step 4 above).

Grading Options

You can choose to hide student names from submiss
separate grades, feedback and notes to students. Us
instructors have reconciling abilities.

☑ Enable Anonymous Grading
Student names are hidden during the grading process.

Disable Anonymous Grading

✓ On specific date
After all submissions are graded

Enter dates as mm/dd/yyyy

8. Under **Display of Grades**, leave Primary display set to **Score**. Ensure that both **Include in Grade Center grading calculations** and **Show to students in My Grades** (if you wish for students to see their grades listed in My Grades) are **checked**.

Display of Grades

Display grade as

Primary   and   Secondary
Score   None

☑ Include in Grade Center grading calculations

☑ Show to students in My Grades

☐ Show Statistics (average and median) for this item to Students in My Grades

9. In the **Availability** section of the page, leave Make the Assignment Available checked. You may also opt to include dates/times for assignment availability and whether you want to track student views of the assignment.

AVAILABILITY

☑ Make the Assignment Available

Limit Availability

☐ Display After
☐ Display Until

☐ Track Number of Views

10. Click **Submit** when done. An anonymous assignment has been created. Students can begin to submit assignments anonymously to you. When submitting, students ARE instructed to not include their name on the assignment submission to you. Student view before submitting assignments:

ASSIGNMENT INFORMATION

Due Date	Points Possible	Anonymous Grading
Saturday, October 2, 2021 11:59 PM	**100**	**Anonymous grading is currently turned on for this assignment. To remain anonymous, do not include your name or other identifying information in your assignment submission.**

GRADE ANONYMOUS ASSIGNMENT SUBMISSIONS

1. In the Grade Center, the column set to anonymous grading will look like this. You will not see any grades until after you have graded all the assignments.

LAST NAME	FIRST NAME	MEMOIR
Student	Joe	
Wayne	John	
Sky-Student	Mary	
Student	Mary	

2. When ready to grade, click the down arrow for the anonymous grading assignment column in the grade center. From the menu, select **Grade Attempts**.
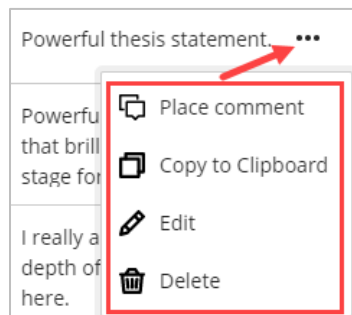
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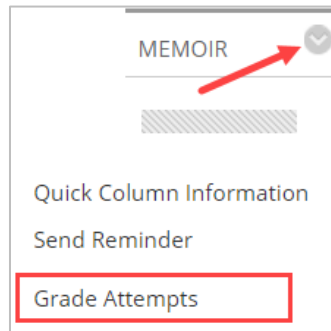
3. You will not see any student names listed. Instead it will say Anonymous Student followed by an Attempt ID.
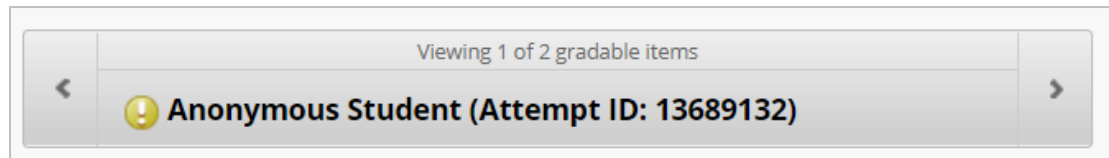

4. You are launched into the inline viewer, which will allow you to view the paper, and make comments directly on the submission. Once comments have been created in the content library, click the … (3 dots) next to the comment. There are four options:

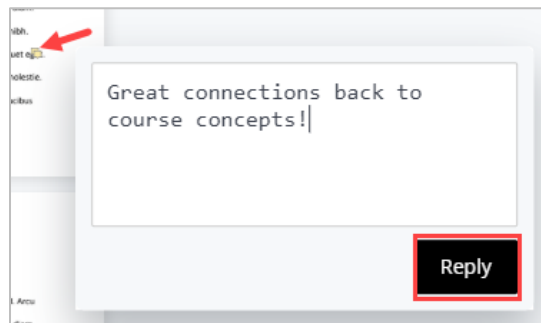- Place the comment in the document
- Copy to clipboard
- Edit
- Delete.

a. To place a comment in the document, select **Place comment** and click anywhere on the document you wish to place the comment.
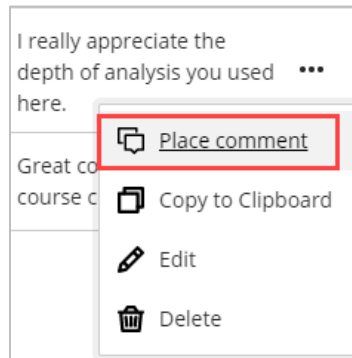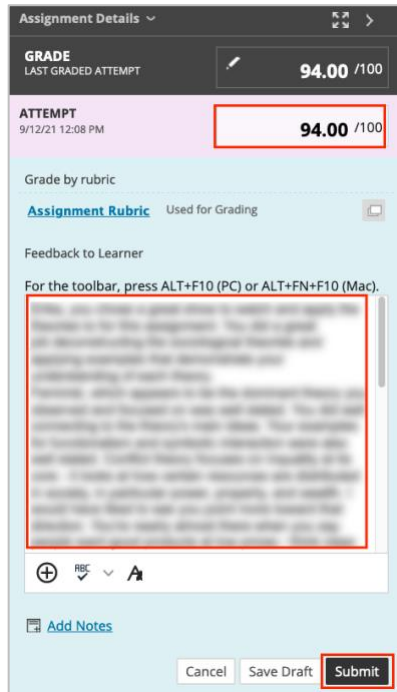
b. The placed comment appears, click Reply to complete placing it within the document.

5. When ready to apply a grade, click the **Attempt** box in the **Assignment Details** screen located on the right side of the inline viewer and enter a numerical grade in the **Attempt** box. You may wish to enter feedback to the student in the **Feedback to Learner** box. When you are done, click **Submit.**

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6. When done with anonymous grading of all assignment attempts the grades will be displayed. Any students who did not submit an assignment will display a - - next to their cell. You would need to input a 0 into the box manually.