

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.

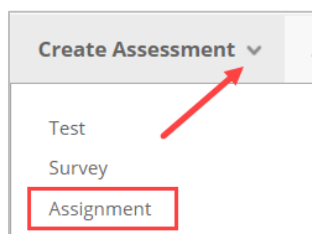
Instructions

Note:

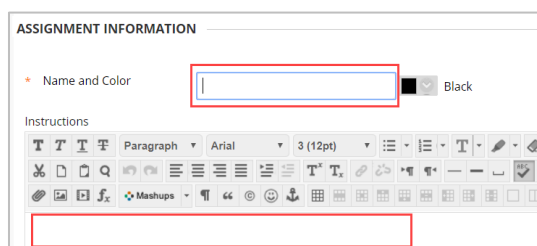
You must alert students to **NOT** add their names to their submitted papers in order to truly grade anonymously.

CREATE ASSIGNMENT WITH ANONYMOUS GRADING OPTION

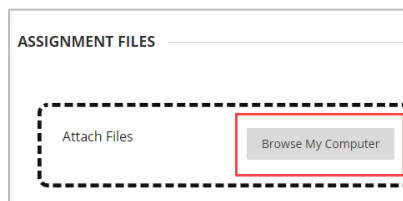
1. Navigate to the content area or folder where you want to add the assignment. Select **Assignment** from the **Create Assessment** drop-down menu.



2. On the Create Assignment page, in the Assignment Information section, enter a **Name** and any **Instructions** needed.

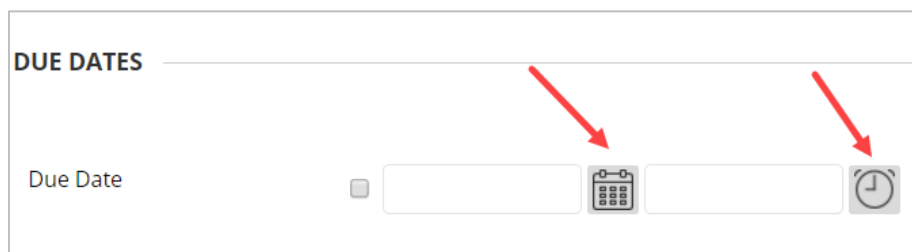


3. If students need to use a file that you provide while completing the assignment, you can upload it in the **Assignment Files** section of the page by either clicking on **Browse My Computer** and locating the file(s) on your computer OR by dragging and dropping the file(s) into the dotted lines box.



CREATE/GRADE ANONYMOUS ASSIGNMENT

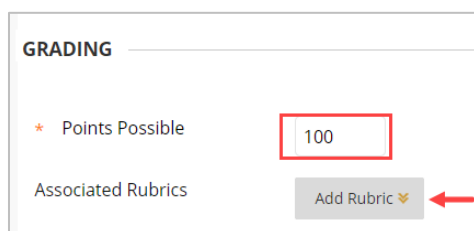
- In the Due Dates Section, you can set a **due date** and **time**. A due date is **REQUIRED** if electing step 7b from below.



DUE DATES

Due Date  

- 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**.

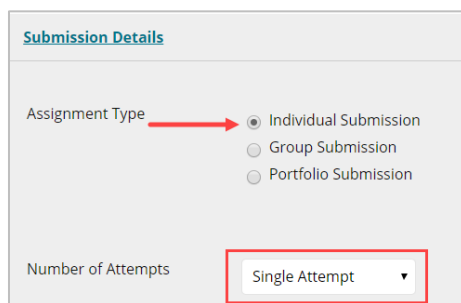


GRADING

* Points Possible

Associated Rubrics

- Click **Submission Details** to choose the assignment type and the number of attempts.



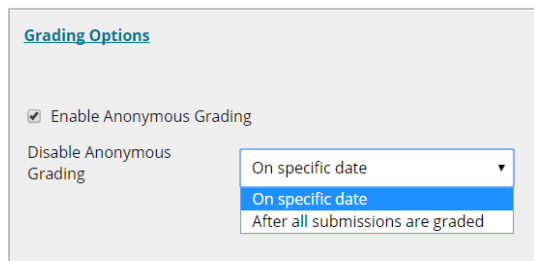
Submission Details

Assignment Type Individual Submission
 Group Submission
 Portfolio Submission

Number of Attempts

- Under **Grading Options** click **Enable Anonymous Grading**. You will be prompted when to disable anonymous grading:
 - On a specific date (you must set date and time)
 - After all submissions are graded (you must set a due date, refer to step 4 above).

CREATE/GRADE ANONYMOUS ASSIGNMENT

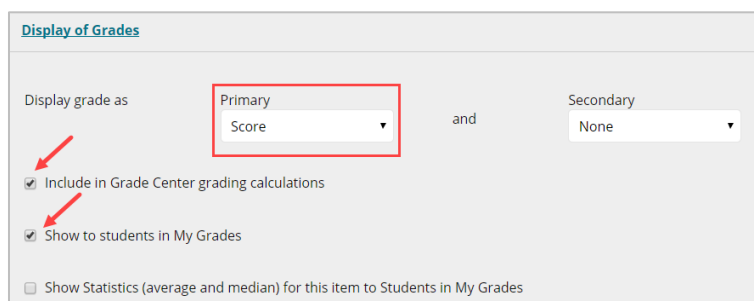


Grading Options

Enable Anonymous Grading

Disable Anonymous Grading: (dropdown menu with options: On specific date, On specific date, After all submissions are graded)

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

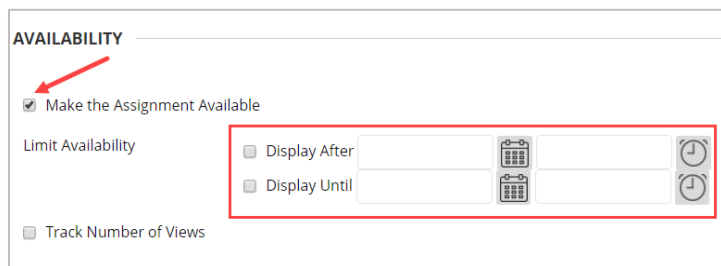
Display grade as: Primary (Score) and Secondary (None)

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 [calendar icon] [clock icon]

Display Until [calendar icon] [clock icon]

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:

CREATE/GRADE ANONYMOUS ASSIGNMENT

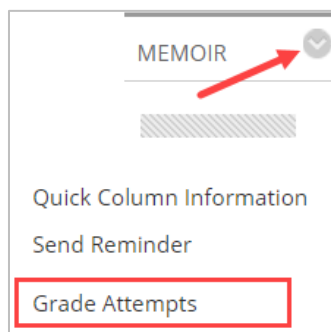
ASSIGNMENT INFORMATION		
Due Date Wednesday, July 5, 2017 11:59 PM	Points Possible 100	Anonymous Grading Anonymous grading is currently turned on for this assignment. To remain anonymous, do not include your name or other identifying information in your assignment submission.

GRADE ANONYMOUS ASSIGNMENT SUBMISSIONS

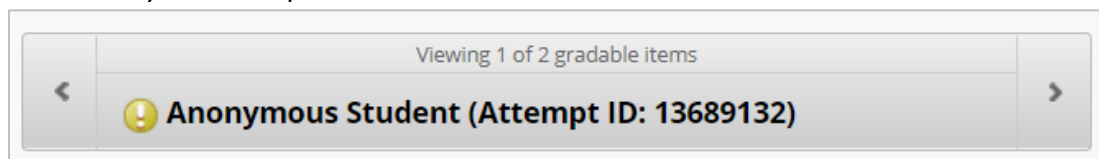
1. In the Grade Center, the column set to anonymous grading will look like this. You will not see any grades until after you have graded all the assignments.

LAST NAME	FIRST NAME	MEMOIR
Student	Joe	[Redacted]
Wayne	John	[Redacted]
Sky-Student	Mary	[Redacted]
Student	Mary	[Redacted]

2. Click the down arrow for the anonymous grading assignment column. From the menu, select **Grade Attempts**.

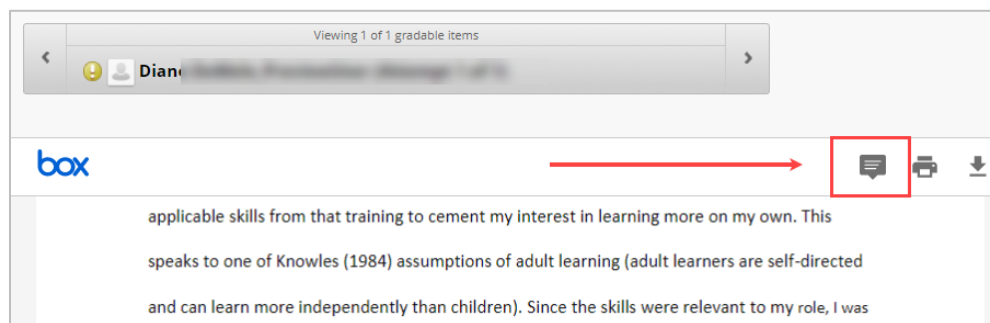


3. You will not see any student names listed. Instead it will say Anonymous Student followed by an Attempt ID.

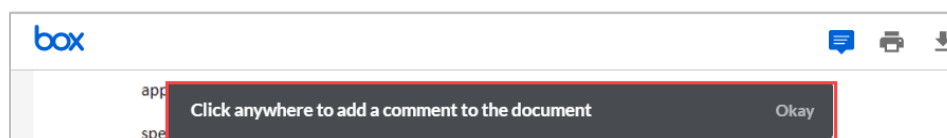


CREATE/GRADE ANONYMOUS ASSIGNMENT

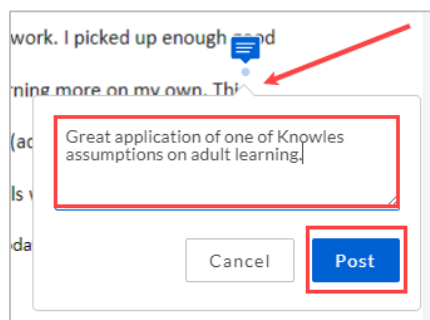
4. You are launched into the inline viewer, which will allow you to view the paper, and make comments. You can also download the paper to view offline, if desired. To mark the paper with comments, click on the gray **comment icon** in the toolbar, located below the name of the student to turn on the commenting feature.



5. The comment box will turn blue and a message appears telling you to click anywhere on the paper to add a comment.

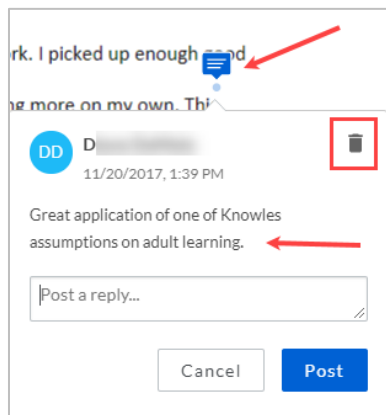


6. Click on the document where you would like to leave a comment and begin typing in the comment box. When done, click **Post**. To add more comments, repeat this step.



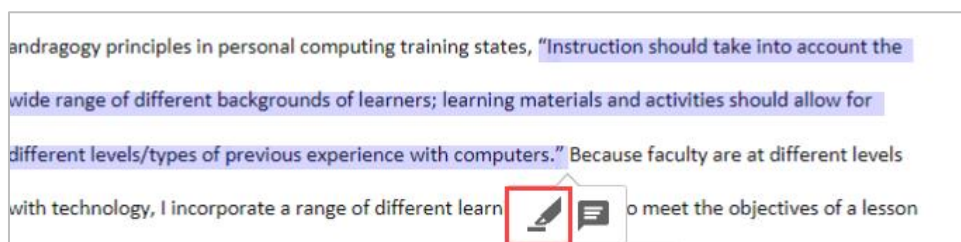
7. Comments appear as blue comment bubbles throughout the document. To view a comment, simply hover it with the mouse. The comment can be deleted by clicking on the trash icon.

CREATE/GRADE ANONYMOUS ASSIGNMENT

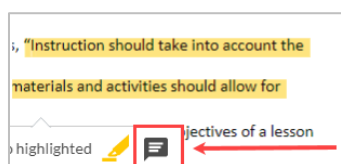


8. You may also highlight text in the document by selecting the text with the mouse. The highlighter will appear. Select the **highlighter icon** and the text will highlight.

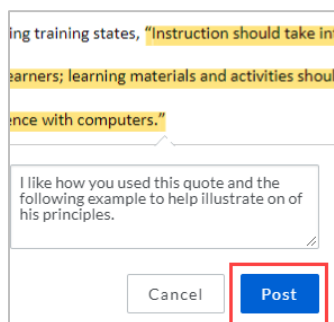
You will be prompted to grade any additional assignments. Follow steps 5-8 above.



Once the text is highlighted, select the **comment** box to leave a comment.

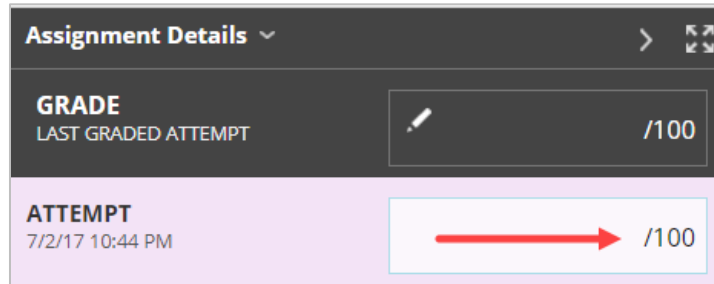


When done with the comment, click **Post**.



CREATE/GRADE ANONYMOUS ASSIGNMENT

- 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.

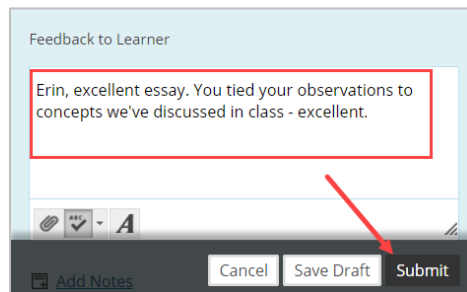


Assignment Details

GRADE
LAST GRADED ATTEMPT /100

ATTEMPT
7/2/17 10:44 PM /100

- You may wish to enter feedback to the student in the **Feedback to Learner** box. When you are done, click **Submit**.



Feedback to Learner

Erin, excellent essay. You tied your observations to concepts we've discussed in class - excellent.

Cancel Save Draft Submit

- 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.



MEMOIR
90.00
95.00
100.00
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