

STEP 1

Click on the assignment and the student you want to grade

The screenshot shows a sidebar on the left with a search bar and a list of learners. The main area displays a list of assignments for 'Test Learner'. The 'Test Learner' assignment is highlighted with a red box. Below it, the 'Dissertation' assignment is also visible. A 'Completion Summary' section is at the bottom with a search bar and a 'Filter' button.

Assignment	1%	2%
Test Learner	1%	2%
Dissertation	1%	2%

Completion Summary

Search learners

STEP 2

Click on View report

The screenshot shows a table of student reports. The 'Test Learner' student is highlighted with a red box. The 'View report' link is also highlighted with a red box. Below the table, there is a 'Completion Summary' section with a search bar and a 'Go To Gradebook' button.

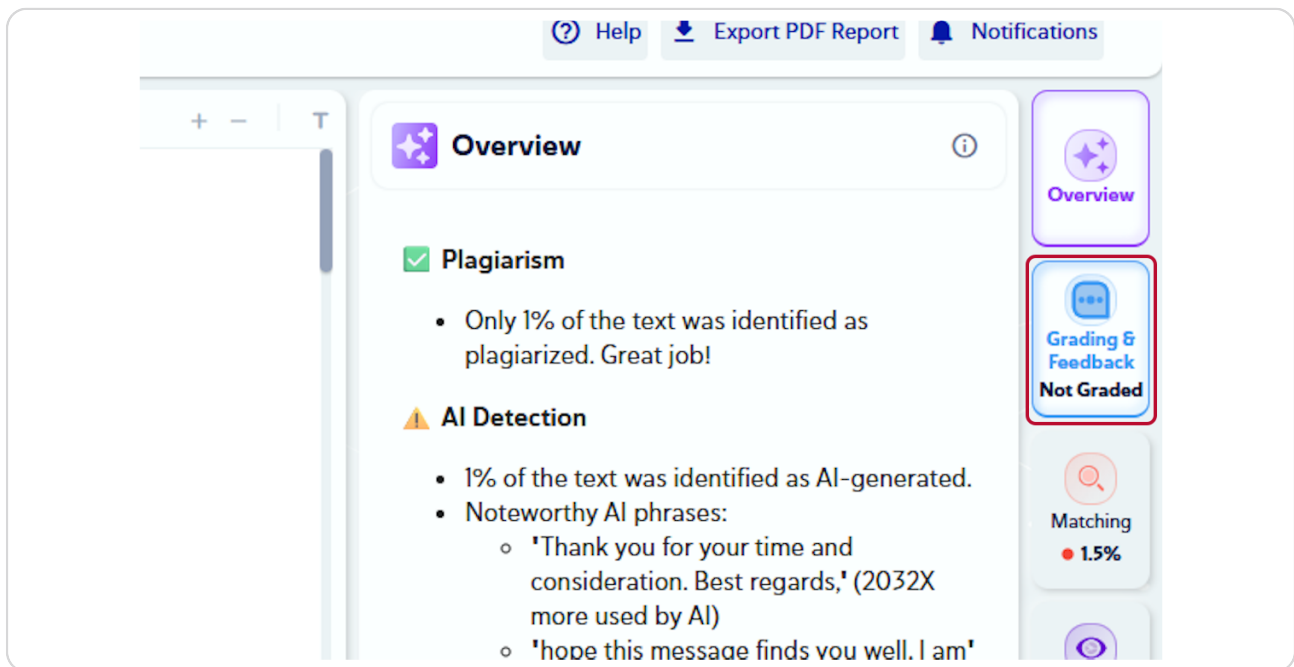
Student name	AI detector score	Plagiarism score	Writing corrections	Grade
Test Learner5			NO SUBMISSIONS	0 - 50
Test Learner8			NO SUBMISSIONS	0 - 50
Test Learner2			NO SUBMISSIONS	0 - 50
Test Learner7			NO SUBMISSIONS	0 - 50
Test Learner	1%	2%	DISABLED	0 - 50
Dissertation	1%	2%	DISABLED	0 - 50

Completion Summary

Search learners

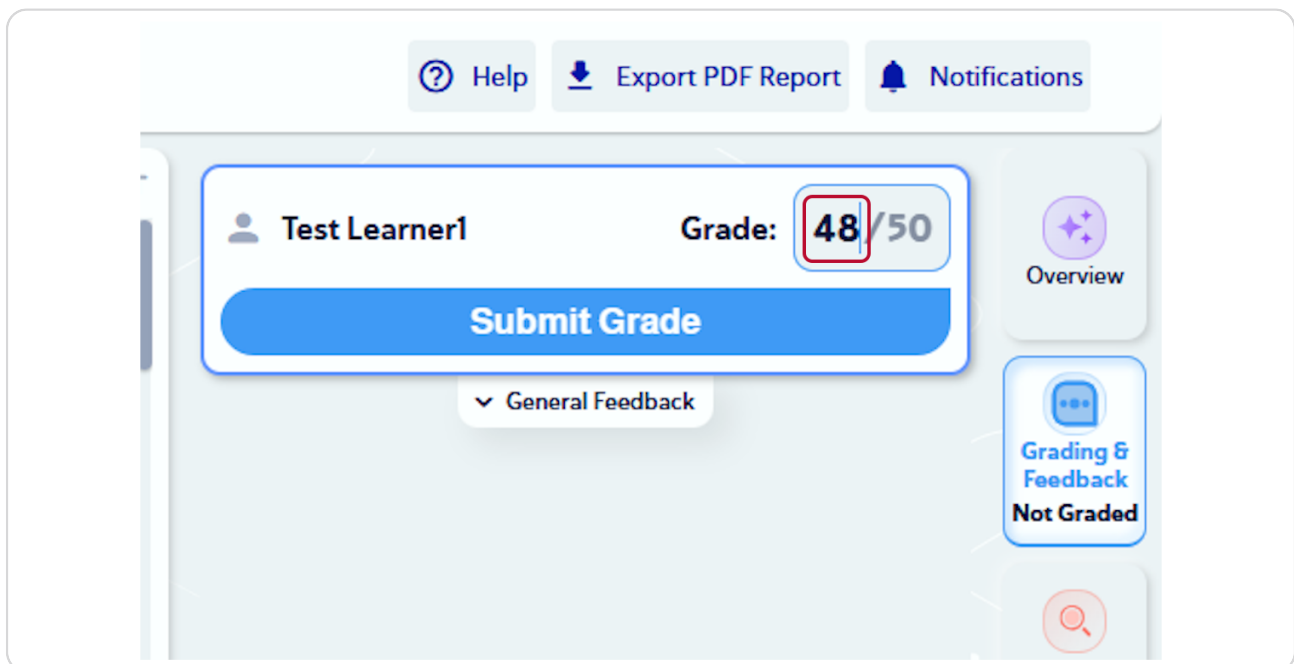
STEP 3

Click on Grading & Feedback...



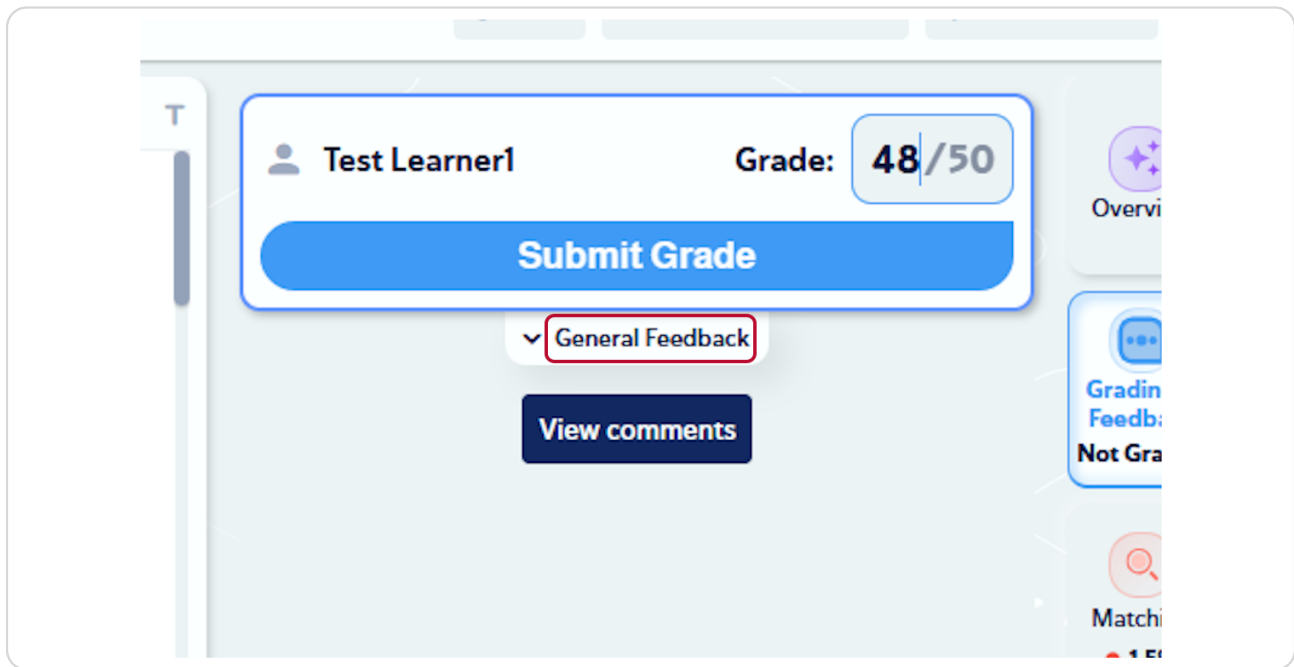
STEP 4

Enter the grade



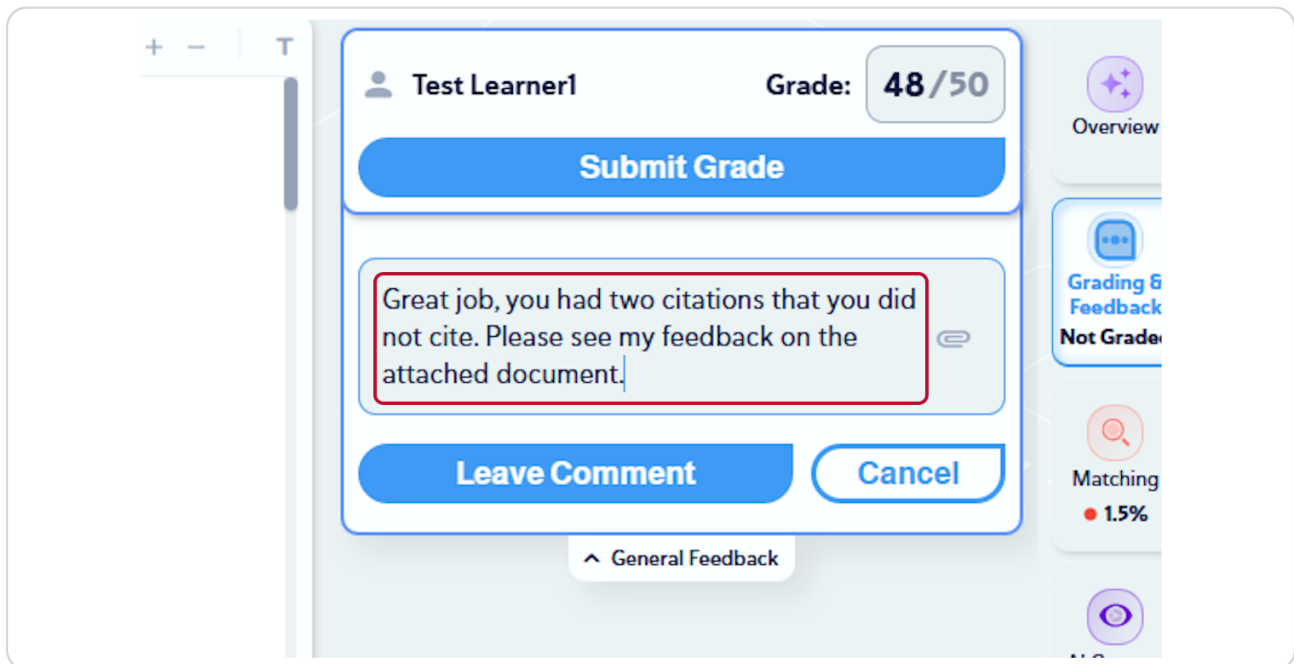
STEP 5

Click on General Feedback



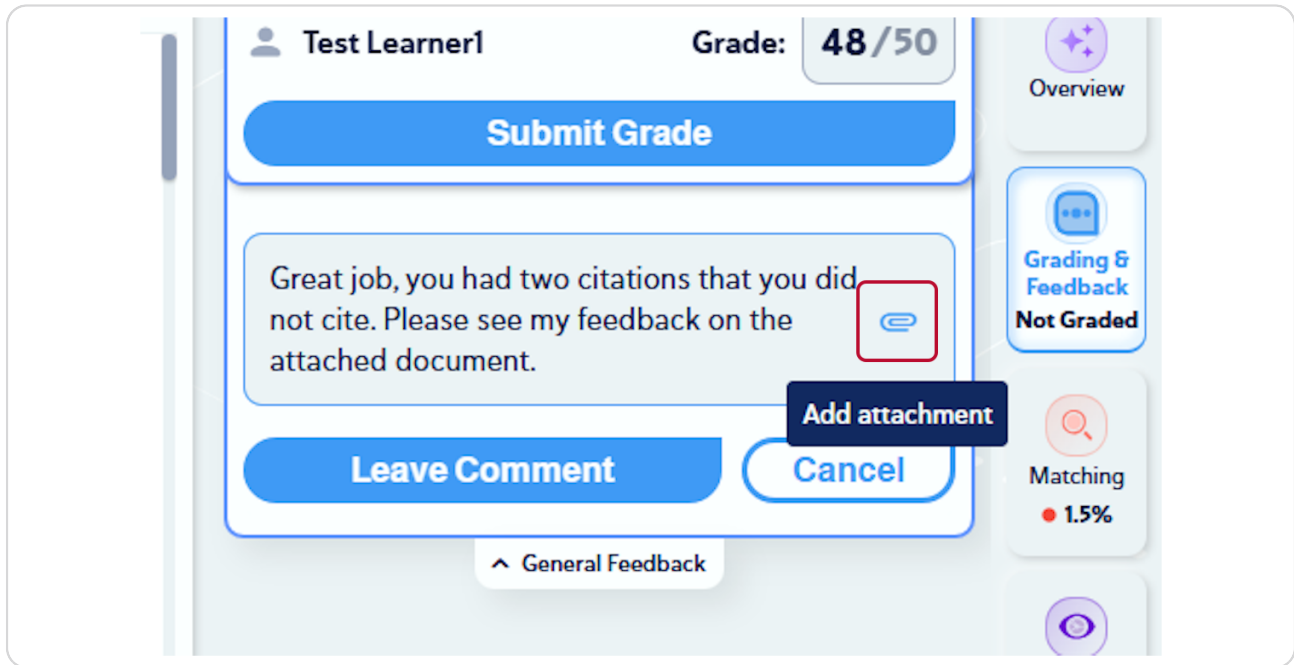
STEP 6

Enter your feedback



STEP 7

You can add an attachment by clicking on Add attachment



STEP 8

Click on Leave Comment

