# Grading and Leaving Feedback

After disciples submit assignments, catechists can review and grade them. Each assignment has its own page in Google Classroom.

Note: Religious Formation is focused on the formation of each disciple. It is not a subject, and therefore, it is important to talk to your PCL about a system of completed an in completed rather than a grading system.

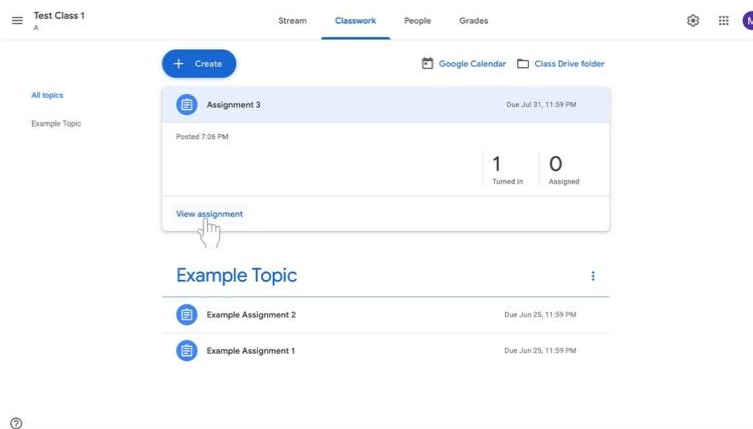**Navigating submitted assignments**

1. Navigate to the **Classwork** tab at the top of the screen.
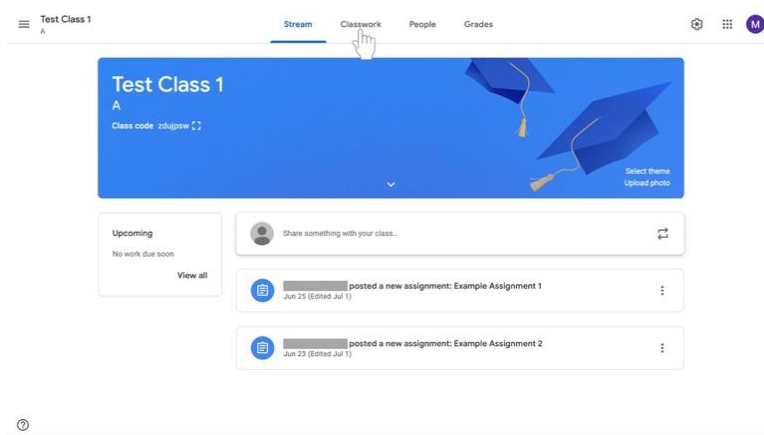
2. Click on the assignment that you would like to review. The assignment will expand.
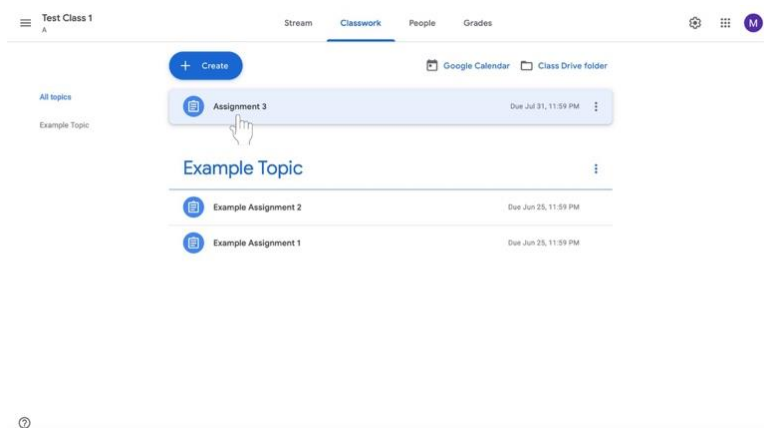
3. At the bottom left of the assignment box, click **View Assignment**.

4. The **Student Work** page will appear. You can view each disciple's submissions for review.
   a. On this page, you will see the who have turned in the assignment in the menu labeled **Turned In** (highlighted below in the red box).
   b. Under the Turned In tab, the **Assigned** tab shows all disciples who have not turned in the assignment (any assignments not returned would appear in the highlighted red box).
   c. On the left side of the page, assignments will be present (highlighted below in the orange box).
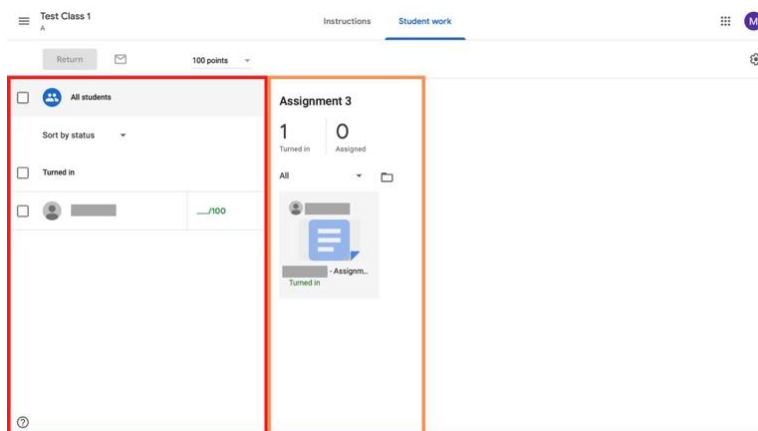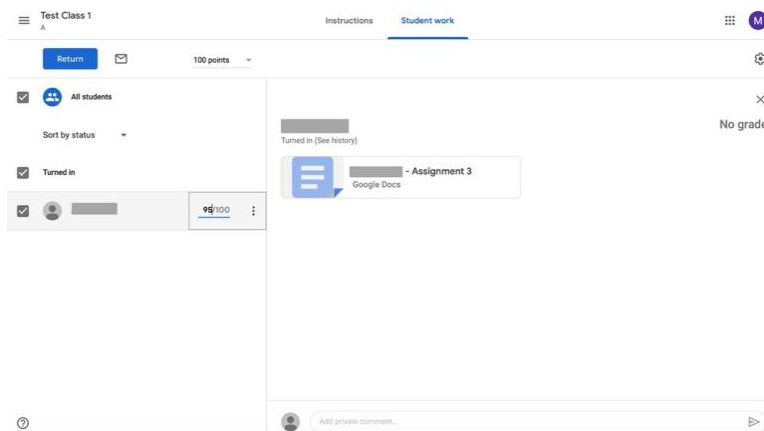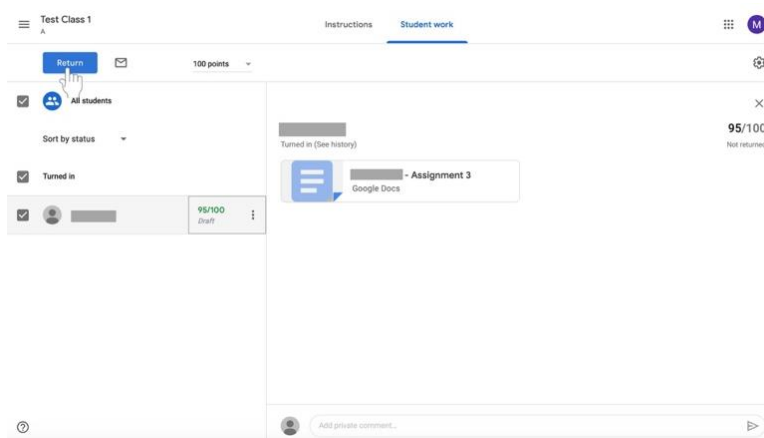
Grading via the Student Work page

1. Under the **Turned In** list, click on the grade next to the disciple's name.
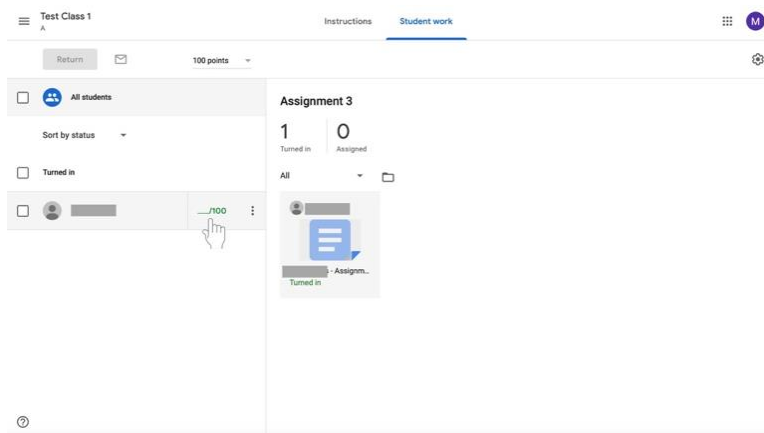

2. Type in the grade you want to give the disciple. **This may be used to acknowledge that the work has or has not been completed.**

3. In the second row from the top of options, select **Return** to share grades with disciples.

4. A box will appear. Confirm that you would like to return the grades to the disciples by adding comments if desired and clicking **Return** at the bottom left of the box. **Consider adding a positive comment, such as "good job," "nice reflection," or "creative" in order to provide positive feedback.**
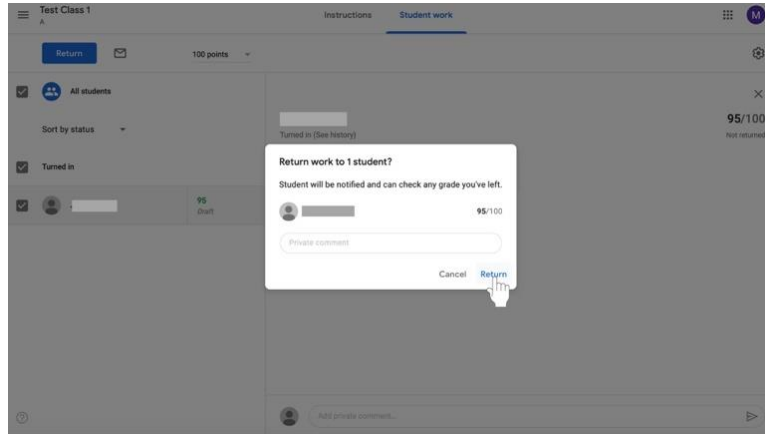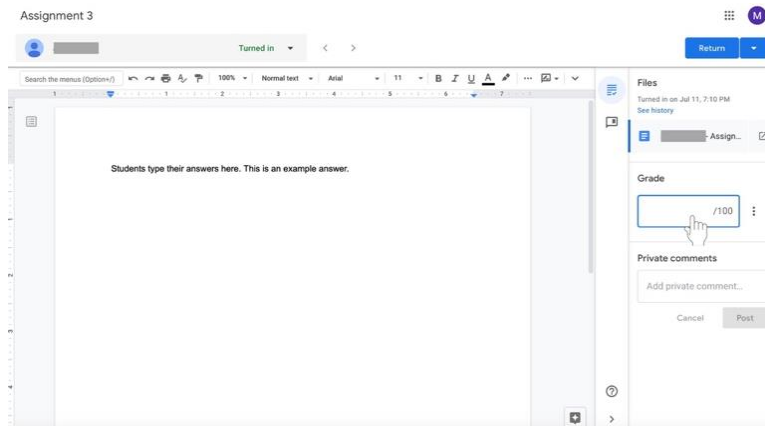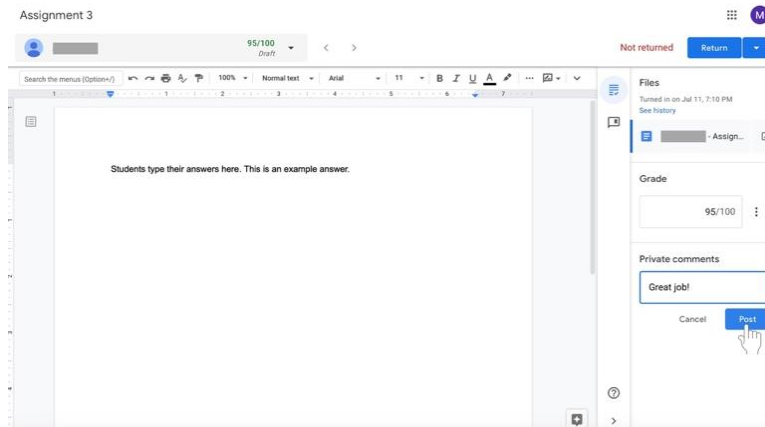
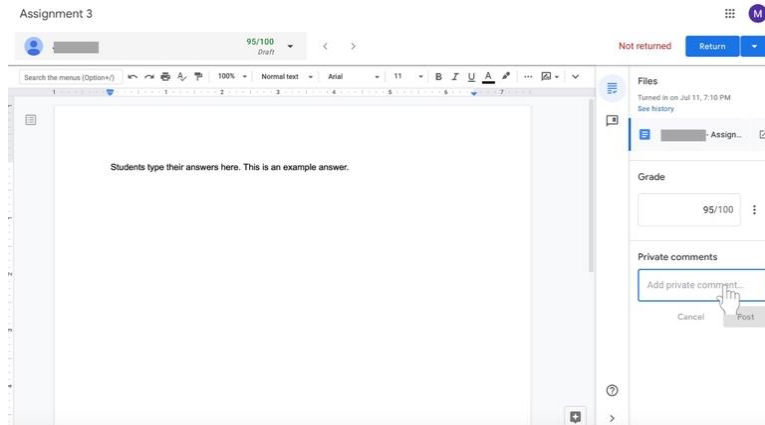**Grading assignments with the grading tool**

5. On the right side of the page, which shows submitted work, **click on a submitted assignment** to open it.
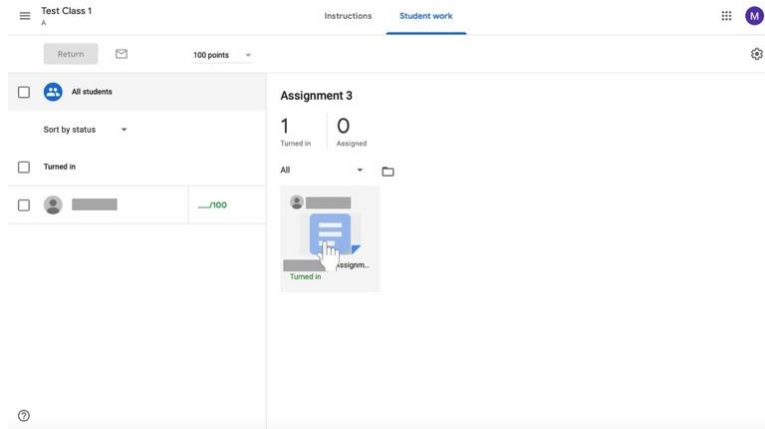

6. The right side of the screen will show a column featuring the grading tool. In the middle of the column will be a box labeled **Grade**. Click on the blank box under grade to add a grade to the assignment.

7. Catechists can add private comments in a text box under the Grade section. Click on the empty box under the **Private Comments** label to send a message to the disciple. Click on the blue **Post** box when you are done typing your comment. **Consider adding a positive comment, such as "good job," "nice reflection," or "creative" in order to provide positive feedback.**

8. Click the blue **Return** button on the left side of the screen above the grading column when the you is finished grading the assignment. The assignment will be returned to the disciple with their grade and any comments the you have made.
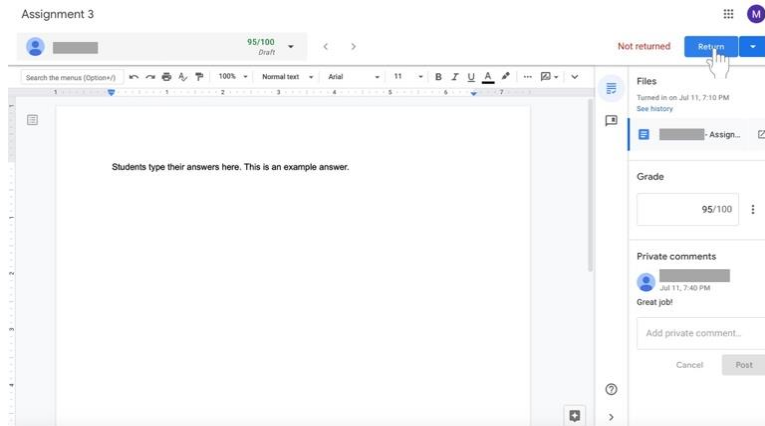

9. A box will appear. Confirm that you would like to return the grades to the disciples by adding comments if desired and clicking **Return** at the bottom left of the box. **Consider adding a positive comment, such as "good job," "nice reflection," or "creative" in order to provide positive feedback.**

Viewing the all grades for one class

Google Classroom allows all grades to be exported to Google Sheets (similar to Microsoft Excel). A spreadsheet will be created that includes grades for each assignment for all disciples. The class's average assignment grade and average class grade are also included on the document.

1. Navigate to the **Student Work** page for the class.
2. Click on the **gear** icon on the far right side of the screen near the top.
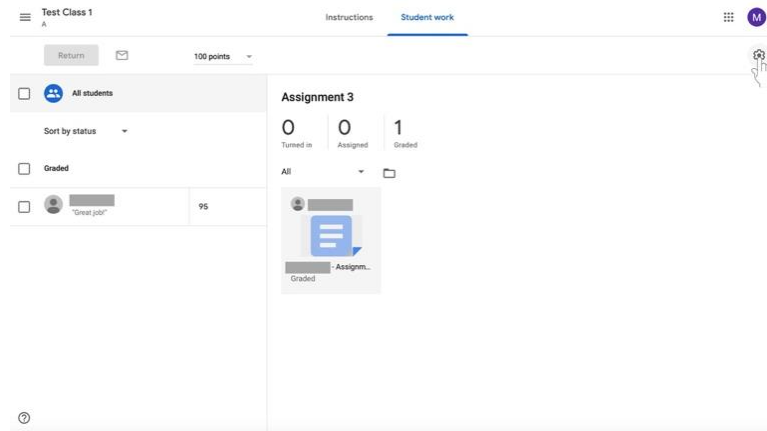
3. Select **Copy all grades to Google Sheets**.
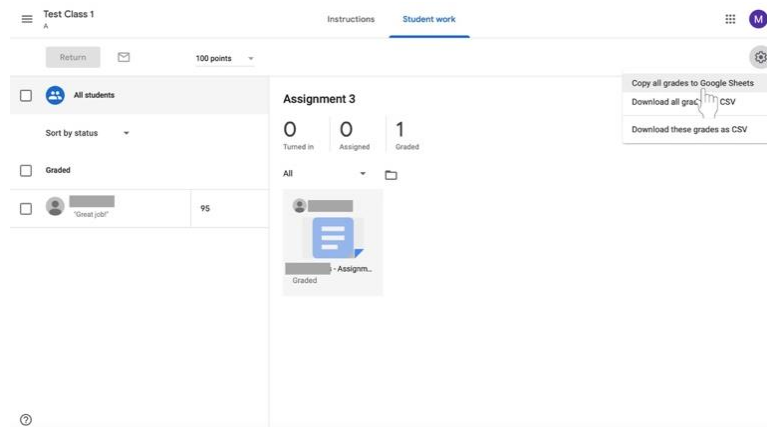
4. A Google Sheets document will open with the class's grade information. **Note that as the you add more assignments and changes grades, the document will remain the same and should be updated.**