

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 incomplete rather than a grading system.

Navigating submitted assignments

1. Navigate to the **Classwork** tab at the top of the screen.

The screenshot shows the Stream tab of a Google Classroom class named "Test Class 1". At the top, there is a blue header with a graduation cap icon and the text "Test Class 1", "A", and "Class code: zdijpsow". Below the header, there is a "Select theme" and "Upload photo" button. The main area shows a "Upcoming" section with "No work due soon" and a "View all" button. To the right, there is a "Share something with your class..." input field and two recent assignment posts:

- "Jun 25 (Edited Jul 1) posted a new assignment: Example Assignment 1"
- "Jun 23 (Edited Jul 1) posted a new assignment: Example Assignment 2"

2. Click on the assignment that you would like to review. The assignment will expand.

The screenshot shows the Classwork tab of the same Google Classroom class. At the top, there is a "Create" button and links to "Google Calendar" and "Class Drive folder". The main area shows a topic titled "Example Topic" with three assignments listed:

Assignment	Due Date
Assignment 3	Due Jul 31, 11:59 PM
Example Assignment 2	Due Jun 25, 11:59 PM
Example Assignment 1	Due Jun 25, 11:59 PM

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.
- 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).
 - 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).
 - On the left side of the page, assignments will be present (highlighted below in the orange box).

Grading via the Student Work page

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

The screenshot shows the 'Student work' tab of a classroom interface. On the left, there's a list of students under 'All students'. On the right, a specific assignment is shown with a grade of 0. A modal window is open over the assignment details, showing a progress bar at 0% and the text 'Turned in'.

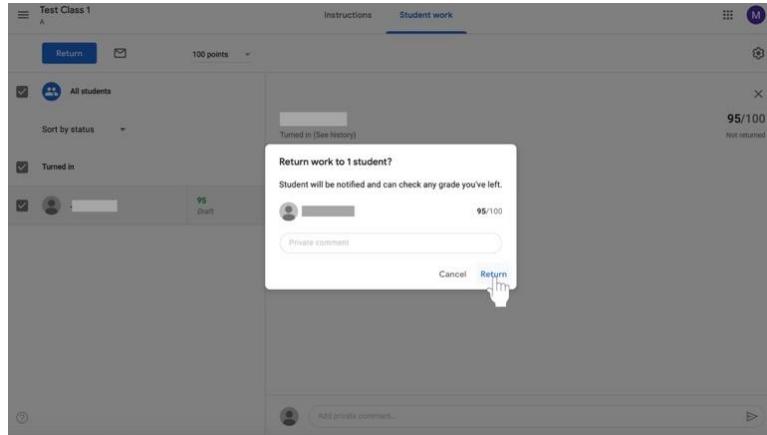
- Type in the grade you want to give the disciple. **This may be used to acknowledge that the work has or has not been completed.**

The screenshot shows the same 'Student work' page after grading. The grade for the assignment has been updated to 94/100. The modal window now shows the new grade and the text 'Turned in (See history)'.

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

The screenshot shows the final step where the 'Return' button has been clicked. The grade is now 95/100, and the status is 'Not returned'. The modal window shows the updated grade and status.

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

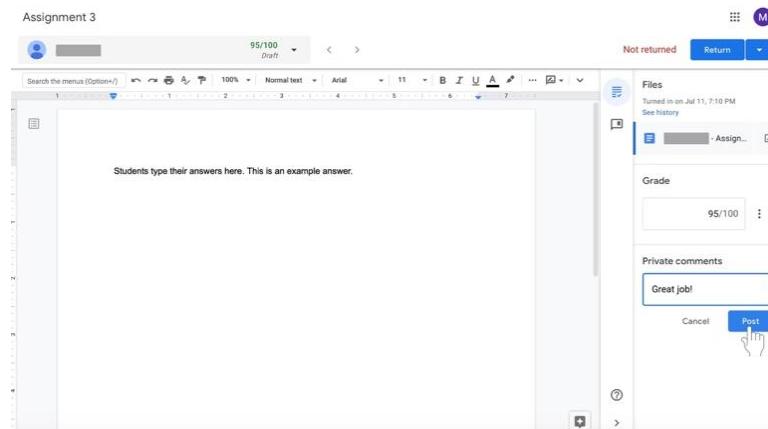
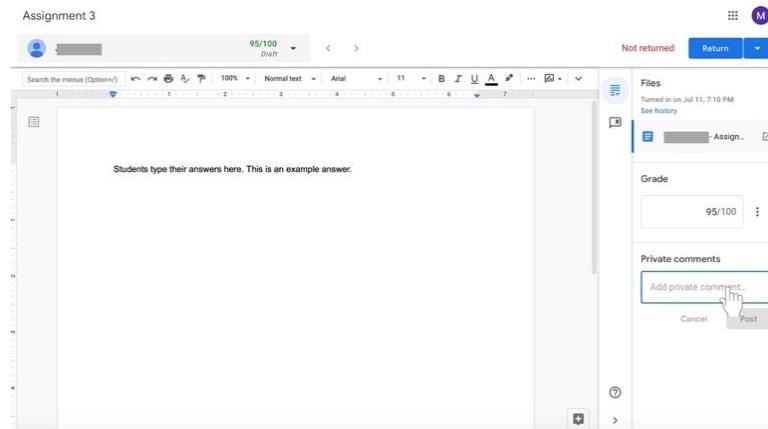
5. On the right side of the page, which shows submitted work, **click on a submitted assignment** to open it.

The screenshot shows the Microsoft Teams interface for a class named "Test Class 1". The "Student work" tab is selected. On the left, there's a sidebar with filters for "All students" and "Turned in". The main area displays "Assignment 3" with a status of "1 Turned in" and "0 Assigned". A preview of a student's submission is shown, featuring a blue document icon with a hand cursor over it, labeled "Turned in".

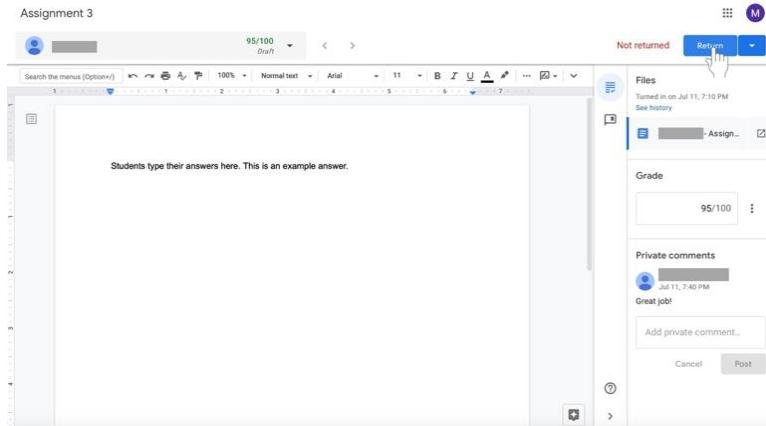
6. The right side of the screen will show a column featuring the grading tool. In the middle of the column will be a box labeled **Grade**. Click on the blank box under grade to add a grade to the assignment.

The screenshot shows the Microsoft Word ribbon at the top. Below it, a document window displays the text "Students type their answers here. This is an example answer." To the right of the document, there's a "Files" section showing a turned-in assignment from "Jul 11, 7:10 PM". Below the files, a "Grade" section is open, showing a grade input field with "/100" and a "Post" button. A "Private comments" section with a "Cancel" and "Post" button is also visible.

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 you are finished grading the assignment. The assignment will be returned to the disciple with their grade and any comments 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 disciplines. 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 you add more assignments and changes grades, the document will remain the same and should be updated.**