



# Grade Assignments

**Step 1.**

Go to [classroom.google.com](https://classroom.google.com). Select the appropriate class. At the top of the screen, click the Classwork tab.

**Step 2.**

On the next screen, click on View Assignment. This is the Student Work page. You will see the number and names of students grouped by work status.

**Assigned** - work that students have to turn in, including missing or unsubmitted work

**Turned In** - work that students have turned in

**Graded** - graded work you have returned to the student

**Returned** - non-graded work you have returned to the student.

**Step 3.**

Once one or more students have "turned in" an assignment, click on "Turned In".

The screenshot shows a form for grading a student's work. At the top, it says "Files" and "Turned in on Jan 26, 9:25 AM". Below that is a student name "Makayla Denniston" with a checkmark icon. The "Grade" section has a dropdown menu showing "25/25". There is a "Private comments" section with a text input field containing "Very well written." and a "Post" button.

**Step 4.**

Click on the first student. The response will be displayed. On the right side of the screen, enter the grade, add any relevant comments, then click Post.

**Step 5.**

Once the grade has been posted, click on Return in the upper right corner. A prompt to verify (shown below) appears. Click Return to confirm.

The dialog box asks "Return work to 1 student?". Below the question, it says "Student will be notified and can check any grade you've left". There is a list of students with their names and grades: "Makayla Denniston" with a grade of "25/25". At the bottom right, there are "Cancel" and "Return" buttons.

**Step 6.**

After returning to the Classwork page, you will see the status has changed. The result moved from "Turned In" to "Graded". In addition, the score and any private comments will also appear on the screen.

The screenshot shows the classwork page for "Assignment #1". On the right, there are three counters: "0 Turned in", "0 Assigned", and "1 Graded". Below these are filters for "All" and a folder icon. On the left, there is a table of students. The table has columns for checkboxes, student names, and scores. The student "Makayla Denniston" is listed with a score of "25" and a private comment "Very well written.".

Student	Score	Private Comment
Makayla Denniston	25	"Very well written."