



Grade Assignments

Step 1.

Go to 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".

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.

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.