# Grading and Student Feedback

1. Teachers can grade classroom work from 3 areas in Google Classroom.
   - Student work page
   - Grading tool
   - Grades tab

2. From the Classwork tab, click on any assignment and click **"View Assignment"**. This will open the **"Student Work"** tab.

3. You will now see the grading overview page.
   1. Navigate between the assignment Instructions and Student Work tabs.
   2. Select all or certain students to return assignments ("Return" or "email" button).
      - *TIP: This is helpful to email all students who haven't completed an assignment.*
   3. Sort the students listed by their assignment status, last name or first name.
      - *TIP: You can sort by missing work and send a BCC email reminder to that group.*
   4. Enter a grade for a particular student. Then, click the 3 dots to return it to that student.
   5. Change the number of points an assignment is worth.
      - *TIP: You can also click the small arrow and change the assignment to "Ungraded."*
   6. See how many students have turned in the assignment and how many it is still assigned to.
   7. See a thumbnail of each student's submission and the status of their assignment.
   8. Click the settings gear to copy the grades into Google Sheets or download a CSV file.
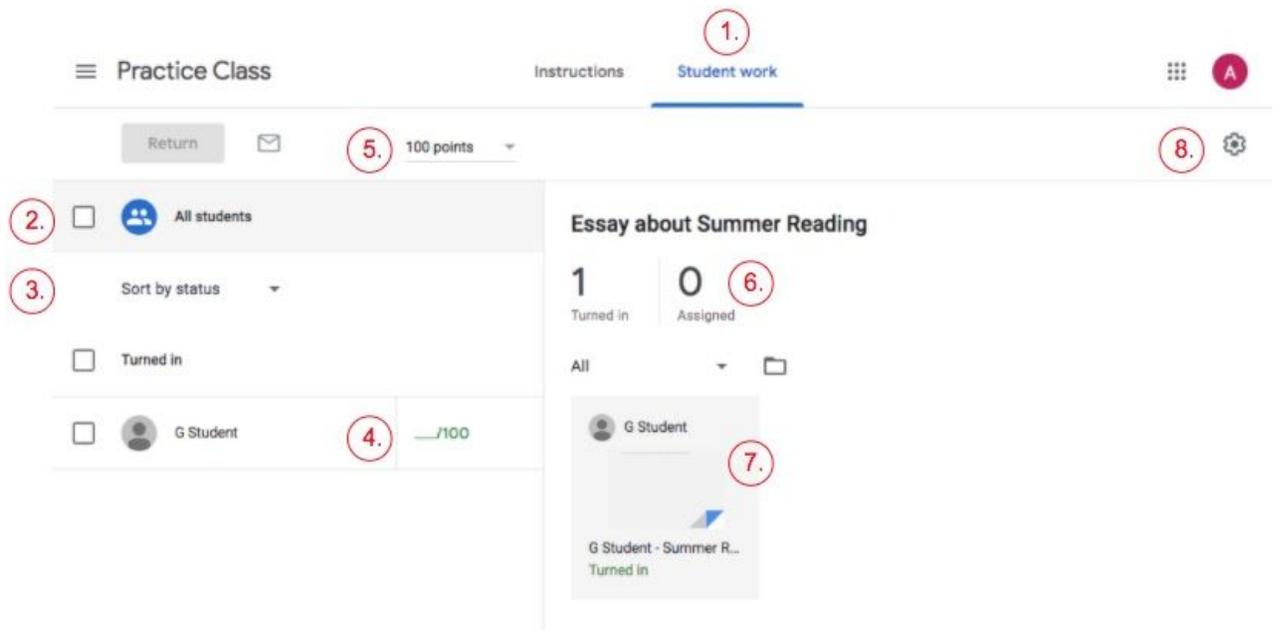
4. Click on a student's assignment itself to view the grading tool for that student's assignment.
    1. Teachers can navigate to the next student's work:
        ○ use the down arrow next to turned in
        ○ use the two arrows to the right of the box to move forward and backward
    2. Add a comment for the student directly on the page.
    3. Navigate between Grading view and Comment Bank view.
        ○ Comment Bank is where you can create frequently used comments to easily reuse
    4. See the assignment history (when it was assigned, turned in, returned, etc.).
    5. Open the assignment in a new window
        ○ *TIP: On the Google Classroom app, you can annotate on assignments in the app.*
    6. Enter a grade for the assignment. Click the 3 dots to change the total point value.
    7. Add a private comment to the student.
    8. Return the assignment to the student. You must return the assignment for the student to be able to edit it and make corrections.
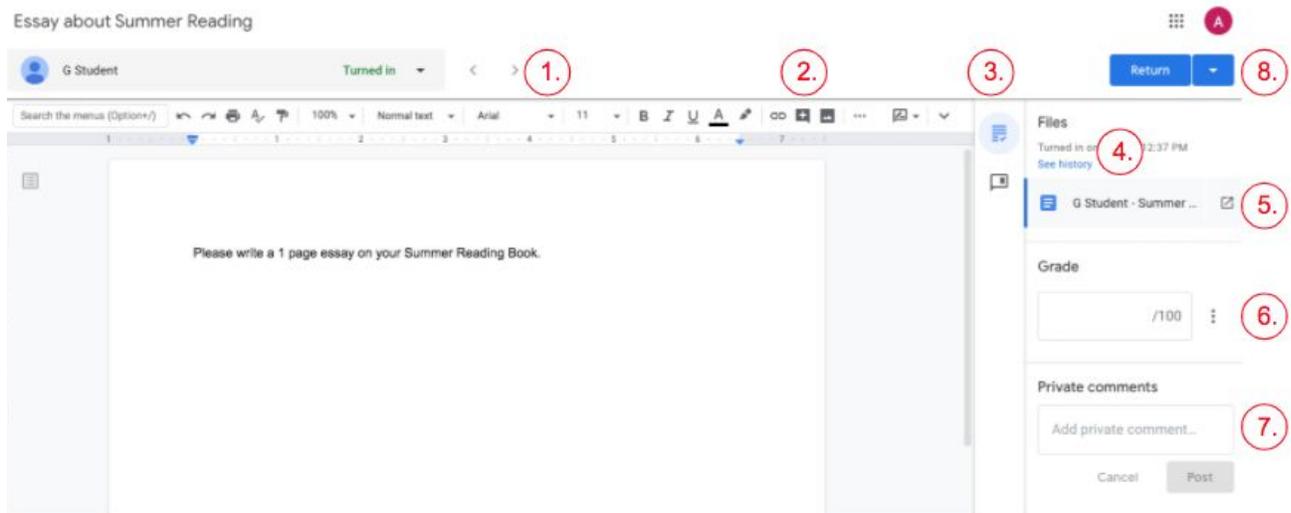


5. Click the **"Grades"** tab to view all assignment grades, class averages & missing assignments.
    ○ Teachers can enter grades, view submissions, and return work for any individual student here.
    ○ Green means the work is turned in, red means it is missing, & black means returned to the student.
    ○ Click the 3 dots (menu) at the top next to the assignment name:
        ■ to edit the assignment, delete the assignment or return all.

# Comment Bank

1. Teachers can create a comment bank for frequently used comments for student work.
2. From the grading tool on an assignment, click on the comment bank icon.
3. Click **"Add to bank."**
4. Enter the comment and click **"Add."**
   ○ _TIP:_ *Enter multiple comments at once in the popup window by just having each one on its own line.*
   ○ _TIP:_ *When adding comment use # and all the comments appear for you to select from.*
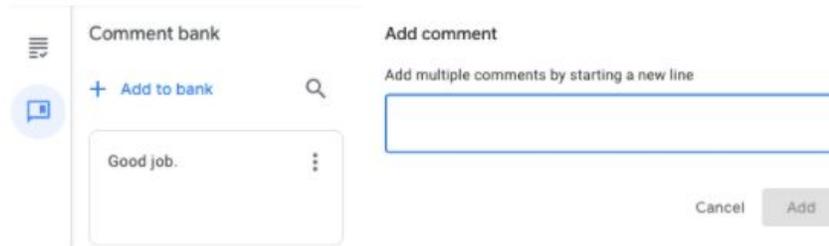


# Archiving Classes

1. A teacher can archive a class in Google Classroom from the Google Classroom homepage.
   ○ Click on the 3 dots and choose **"Archive."**
2. You have to confirm the archive in the pop up window that appears.
3. The class will still be visible under the Archived classes
   ○ Find archived class from the Menu in the top left corner
   ○ In order to Restore you must go to the archived class section
   ○ Click the 3 dots menu and click **"Restore"**
4. To delete a class completely you must first Archive the class, go to the archive class section
   ○ Click the 3 dots menu and click **"Delete."**