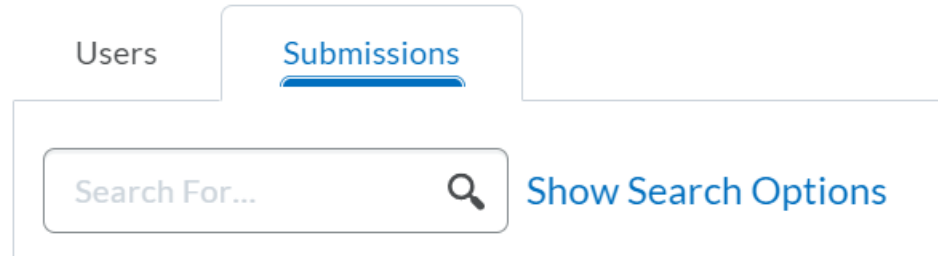



Grading with Feedback in Avenue - Tutorial

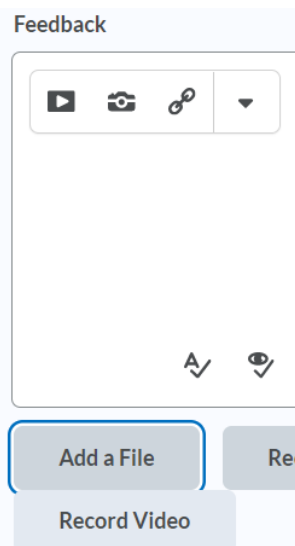
1. From the Assignments Page on Avenue, click the assignment that you want to grade.
2. Click Submissions



- a.
3. Click on the submission that you will be marking. Students should be asked to have a naming convention to make this easier to navigate.
 4. Download the file that you will be grading. One way to do this is by clicking the file name

[< Back to User Submissions](#)

- a.  [student update email July 23 2020.pdf \(91.97 KB\)](#)
5. Use the program of your choice to mark up the submission. A separate document will be available with recommendations for software and another document detailing the marking process.
 6. Once complete, upload the marked up assignment to the feedback of the assignment. In the right hand menu, scroll down to feedback and click **Add a File**



- a.
7. Be sure that uploaded file is a PDF.
 8. Either use a rubric created by an instructor or enter the grade value under score.

Criteria	Level 1	Level 2	Level 3	Level 4	Criterion Score
q1 Add Feedback	2 points not very good at all	4 points	6 points	8 points excellent	7 / 8* ×
Criterion 2 Add Feedback	1 point	2 points	3 points	4 points	/ 4
Criterion 3 Add Feedback	1.25 points	2.5 points	3.75 points	5 points	/ 5
Total					7 / 17

Overall Score


a.

[Close](#)

For a rubric, click the rubric name then score each category by clicking the box in Criterion Score. The grades will be automatically added, then press close.

Score

/ 10

Grade Item: [Assignment 6](#) 

b.

This will be automatically calculated if you have used a rubric, otherwise, enter the score manually.

9. Finally, click **Publish**.

10. The Student's grade will be added to the gradebook automatically and the student will be notified of the change in Avenue.

11. If you have made a mistake after clicking Publish, you can click **Retract** to take back the grade.