# SuccessNet Plus

Teachers–Manual Grading and Modifying Grades

Introduction

This guide explores manual grading and modifying grades on SuccessNet Plus.

Assignments Requiring Manual Grading

After logging in to your SuccessNet Plus teacher account, you will be on the teacher Home page. The Classes dashboard provides quick access to new grades, items not passed or past due, and items that require grading. Click the Teacher Grading icon to access assignments that require manual grading.
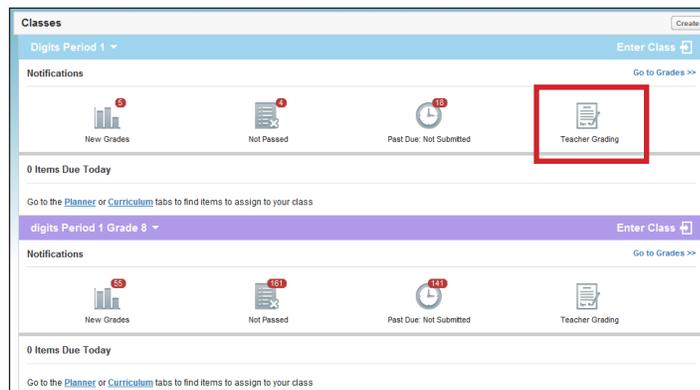
Now you see a list of the activities that require teacher grading in the class Overview. You will be notified of assignments that require teacher grading if you enabled this alert when you customized your notifications.
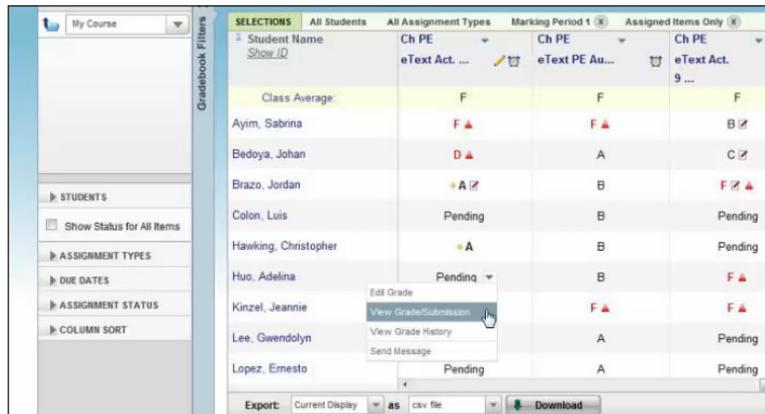
Grading Submissions

To view student submissions and grade the assignment, move your pointer over the title of the assignment, click the arrow, and select **View All Submissions**.
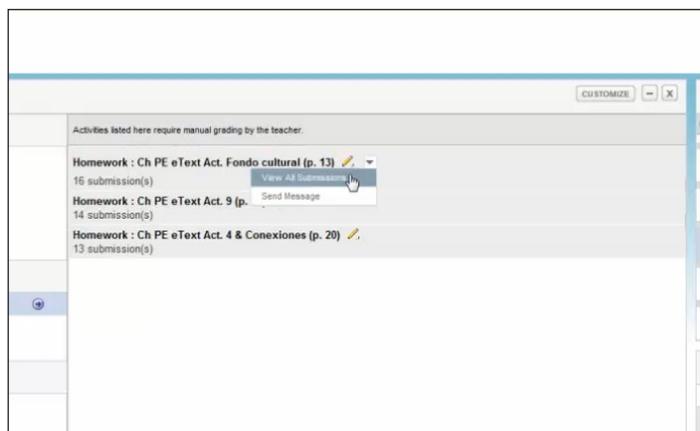
To access manually-graded assignments another way, click **Go to Grades** on the teacher Home page. This takes you to the class's Gradebook where you will see your class roster and assignments. Assignments that have been submitted and require manual grading will display Pending.

To grade an individual assignment, hover over the grade in the student's Gradebook row, click the down arrow, and select **View Grade/Submission**.

To grade all submissions, select **View All Submissions** from the drop-down menu next to the assignment name.

Next, click a student's name on the Student List to view his or her submission. Read or listen to each response, and enter a score for each question. Notice that the maximum score is displayed. Once you finish grading each question, click **Save**. The grade now appears under the student's name.

If you change a score and click **Save** again, the overall grade is immediately updated. Click **Save and Next** to save your changes and view the submission for the next student.
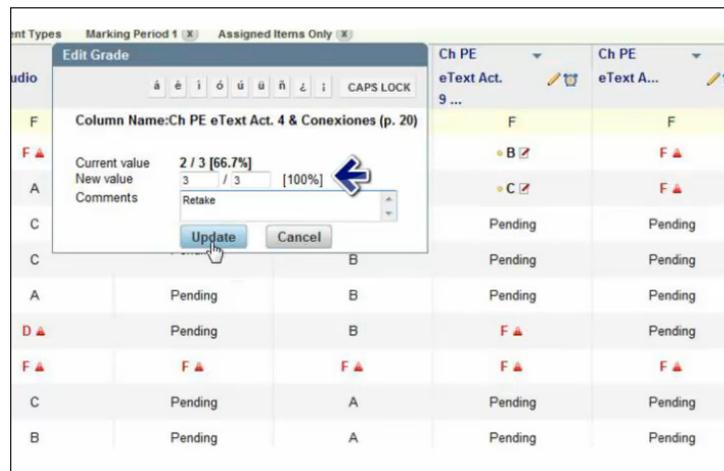
Modifying Grades

To modify grades for all submissions, select **Edit Grades** from the drop-down menu next to the assignment name.
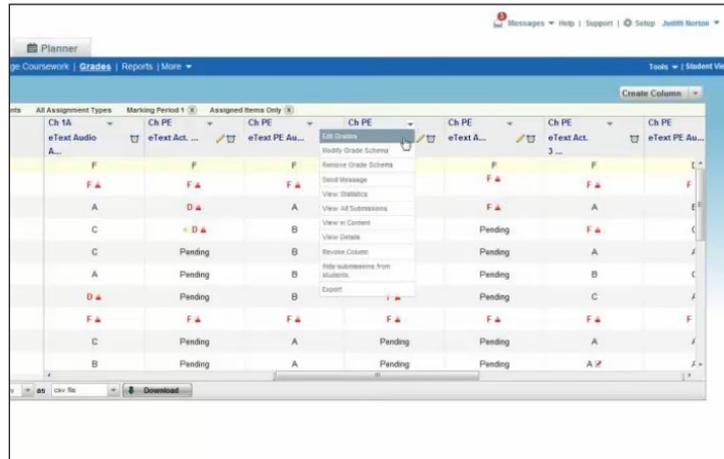
Enable **Assign global grade/comment for all students** if you want all students to receive the same grade. You can also choose to assign the grade to all students in the course. Otherwise, enter the number of points earned and the total number of points possible for each student, and click **Save**.

To edit the grade for an individual student, hover over the grade in the student's Gradebook row, click the down arrow, and select **Edit Grade** from the drop-down menu. Enter the number of points earned and the total number of points possible. You will see the percentage grade appear. You can add comments to note why you are changing the grade. Next, click **Update** to return to the Gradebook.

An icon that identifies the grade was modified. To see when a grade was edited or modified and by whom, select **View Grade History** from the drop-down menu in the student's Gradebook row.

Review

This guide explored manual grading and modifying grades on SuccessNet Plus.