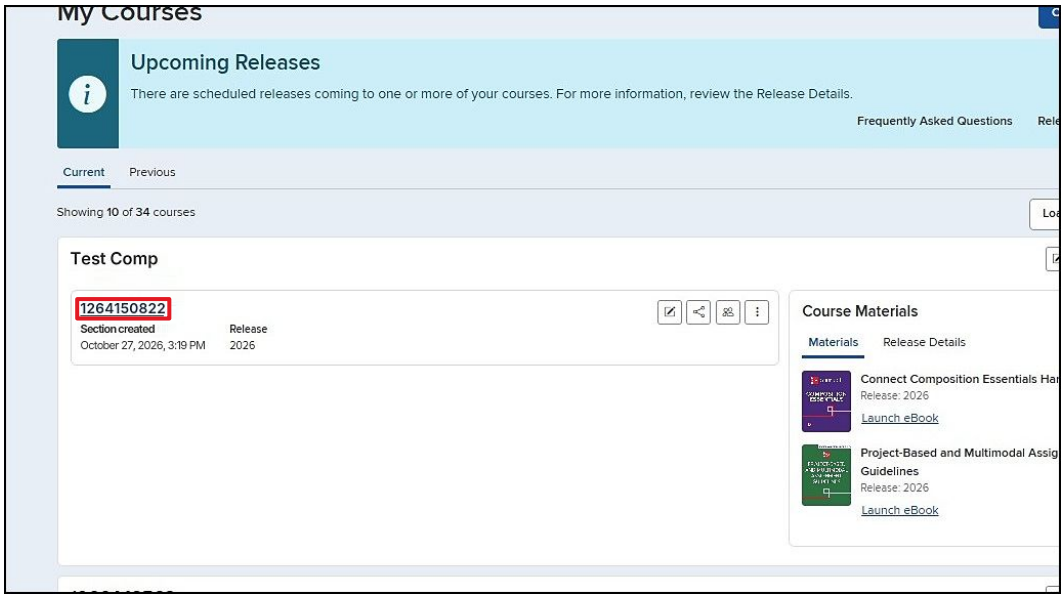
Grading a Critical Thinking Assignment in Connect

A Critical Thinking Assignment (CTA) asks students to read a text, work through a series of strategies, and respond to each prompt. This guide shows you how to grade a CTA submission in McGraw Hill Connect. You will open the grading view, leave text or audio feedback on each response, enter a score, add overall feedback, and mark each review complete.
[Watch the video walkthrough of CTA grading](#).

Open the Assignment

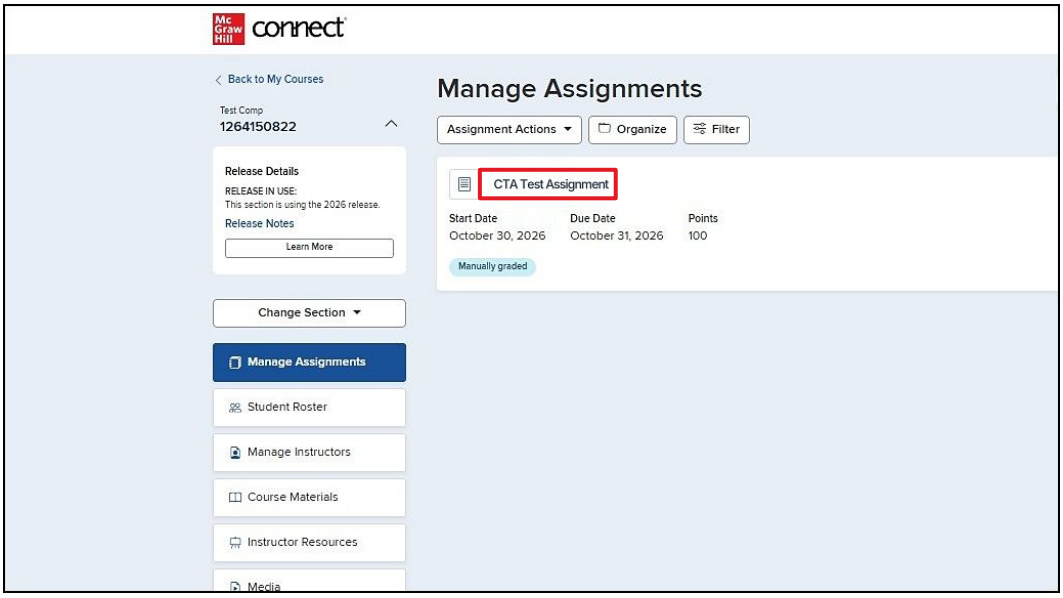
Step 1: Open Your Course

Sign in to Connect. On the **My Courses** page, click the section name of the course you want to grade.



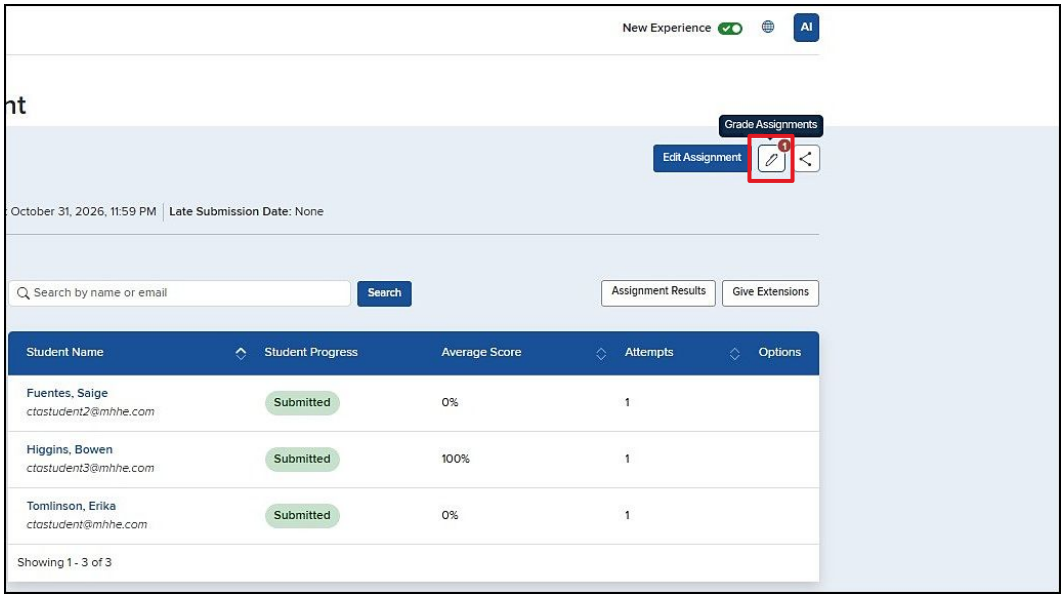
Step 2: Open the CTA Assignment

On the **Manage Assignments** page, click the name of your Critical Thinking Assignment once students have submitted their work.



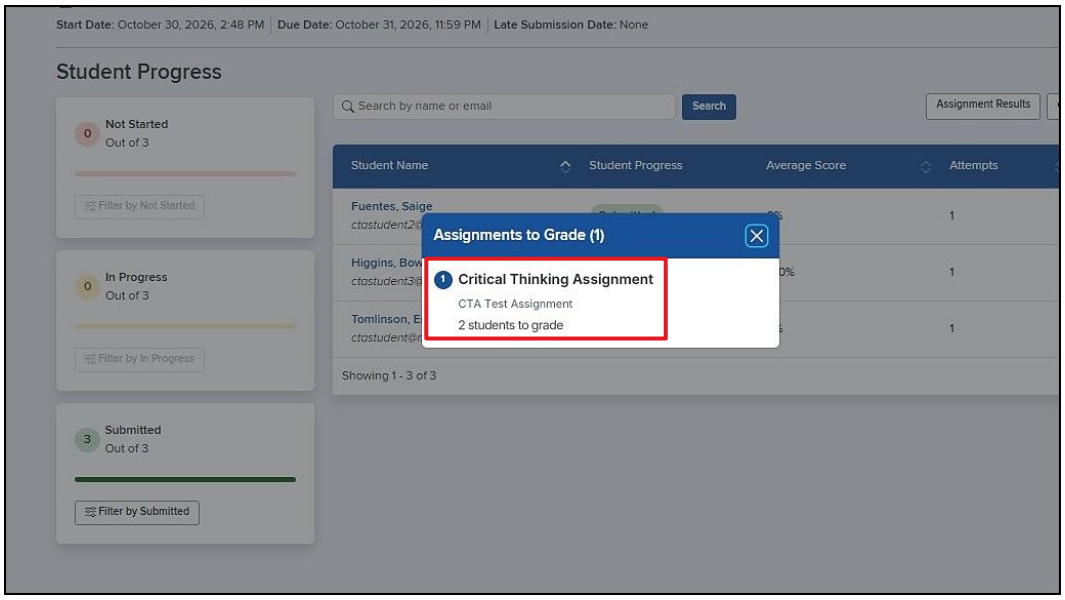
Step 3: Open the Grading View

At the top right of the assignment page, click the **Grade Assignments** icon (pencil). The red number on the icon shows how many submissions are waiting for grading.



Step 4: Choose the Assignment to Grade

In the **Assignments to Grade** window, click the assignment name. The window also shows how many students are waiting for a grade.



How the Grading View Is Laid Out

The grading view shows everything the student saw, including the reading on the left. On the right, each strategy is expanded so you can scroll through the student's responses and their full process.

The top of the screen holds all the assignment details: the assignment name, the student you are grading, and the attempt. It also shows how many students you have reviewed, how many are still pending, the due date, and the date and time of each submission. If you enabled late submissions and a student submitted late, that is noted here too.

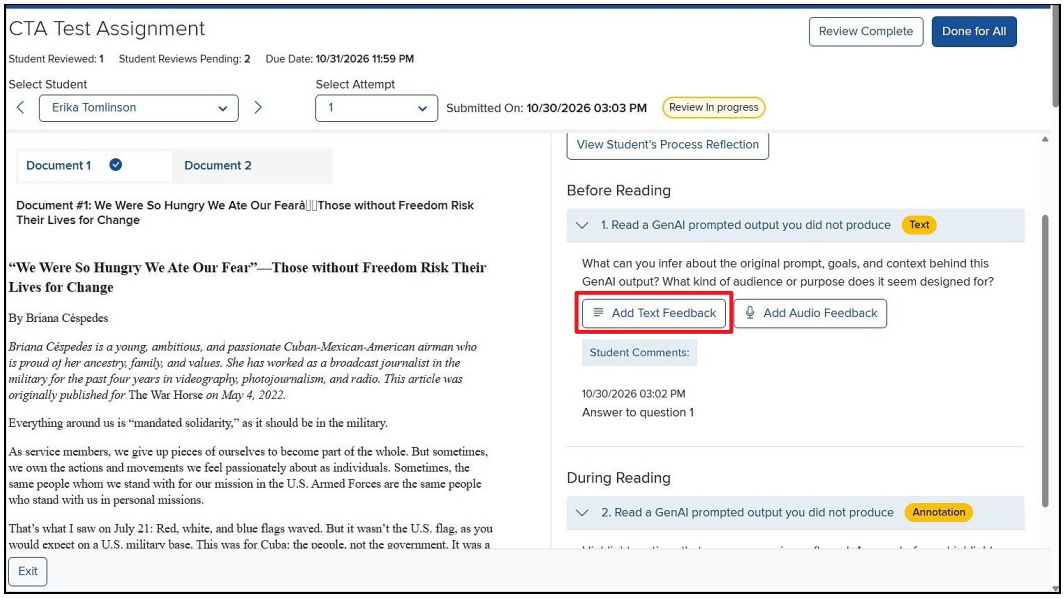
Click **View Student's Process Reflection** to see how much time the student spent on each strategy and on the assignment overall. You can also open the rubric while you grade.

Leave Feedback on Each Response

Step 5: Add Text Feedback

Under the student's response, click **Add Text Feedback**. You can leave feedback on each individual strategy and on the assignment overall. Feedback is not required at the question or the assignment level.

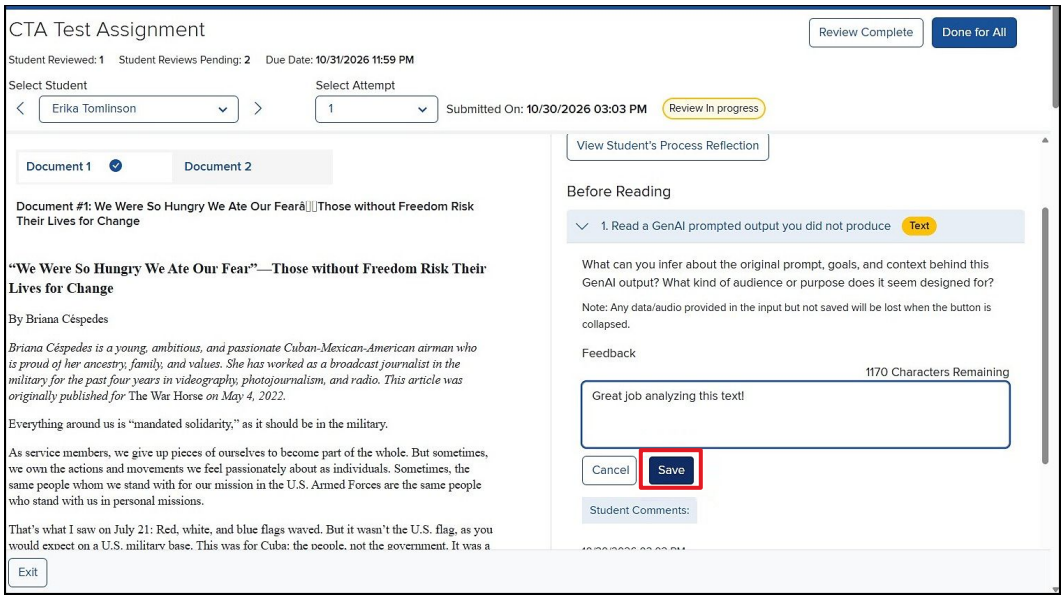
Tip: We recommend using either text or audio feedback for a response, not both.



Step 6: Save the Text Feedback

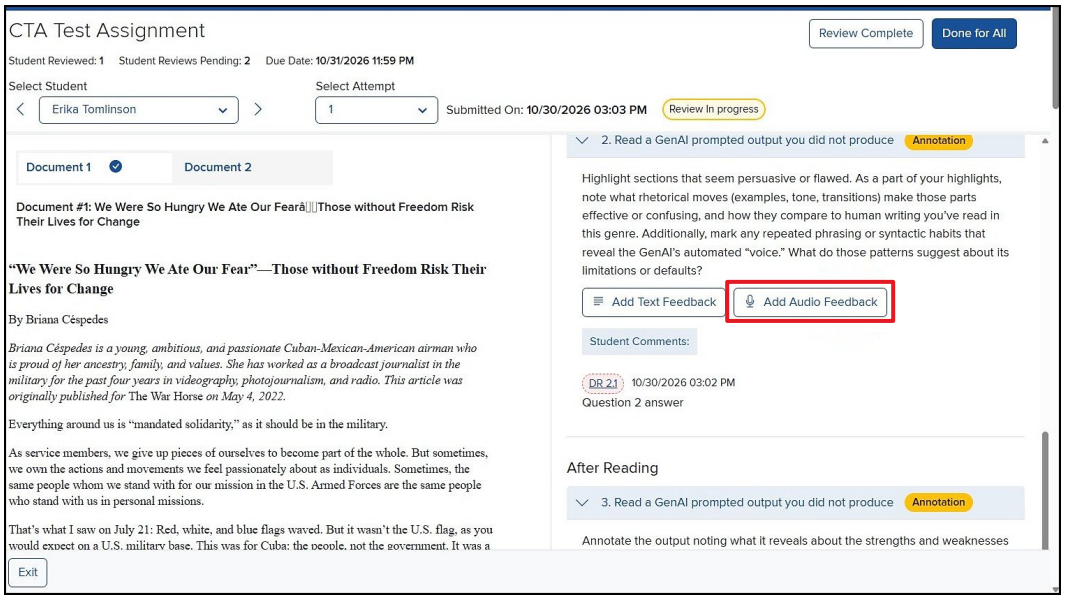
Type your comment in the **Feedback** box, then click **Save**.

Tip: Connect remembers your earlier comments. When you click in the feedback box for the next question, your previous comment pops up so you can reuse it.



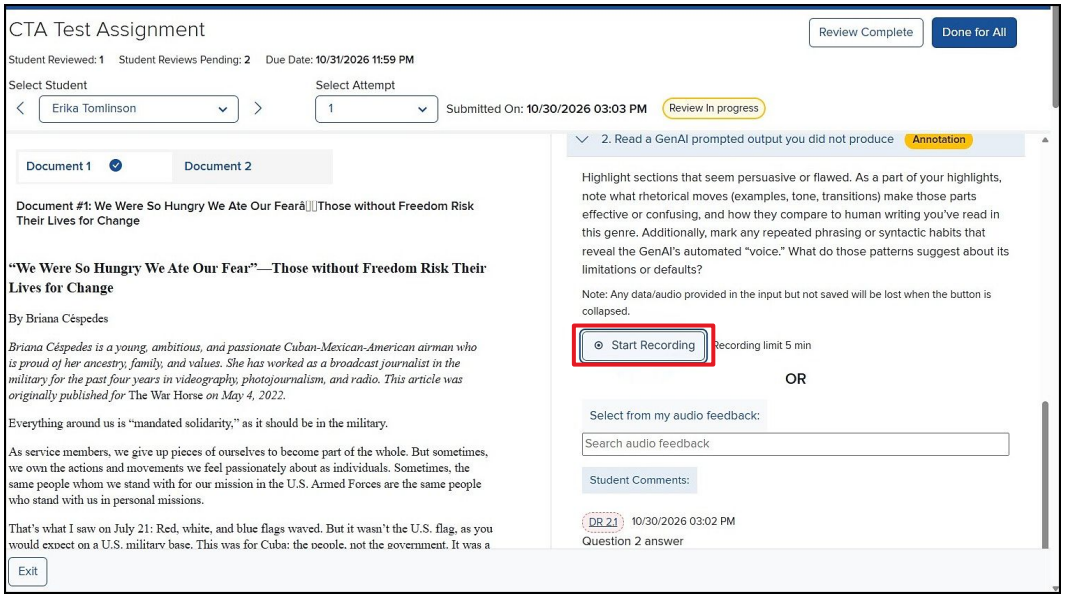
Step 7: Add Audio Feedback

To record a spoken comment instead, click **Add Audio Feedback** under the response.



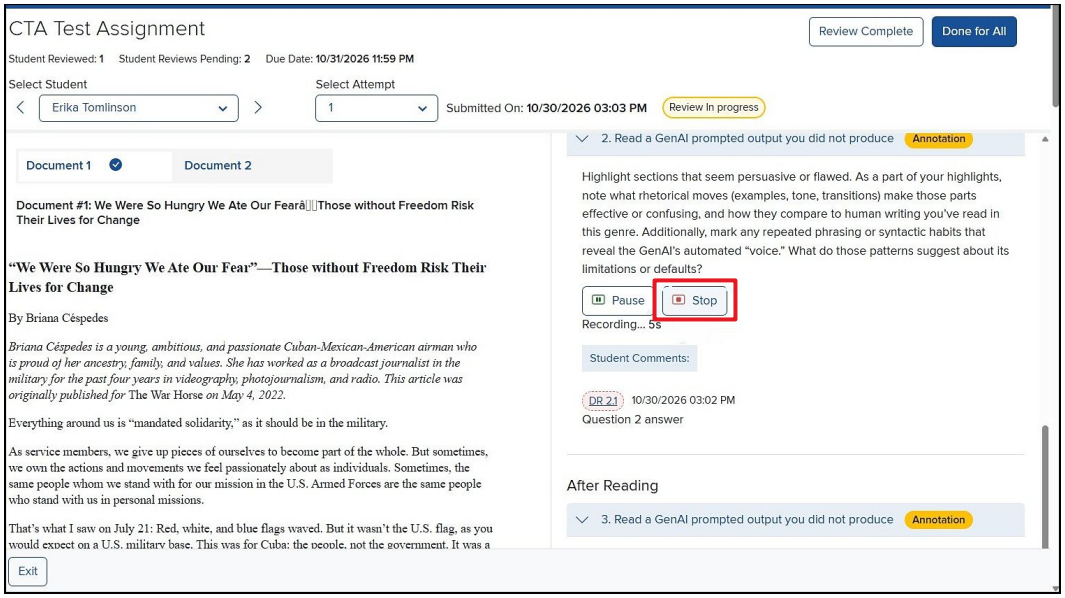
Step 8: Start Recording

Click **Start Recording** and provide your audio feedback. Each recording can be up to 5 minutes long. You can also choose a recording you previously made from **Select from my audio feedback**.



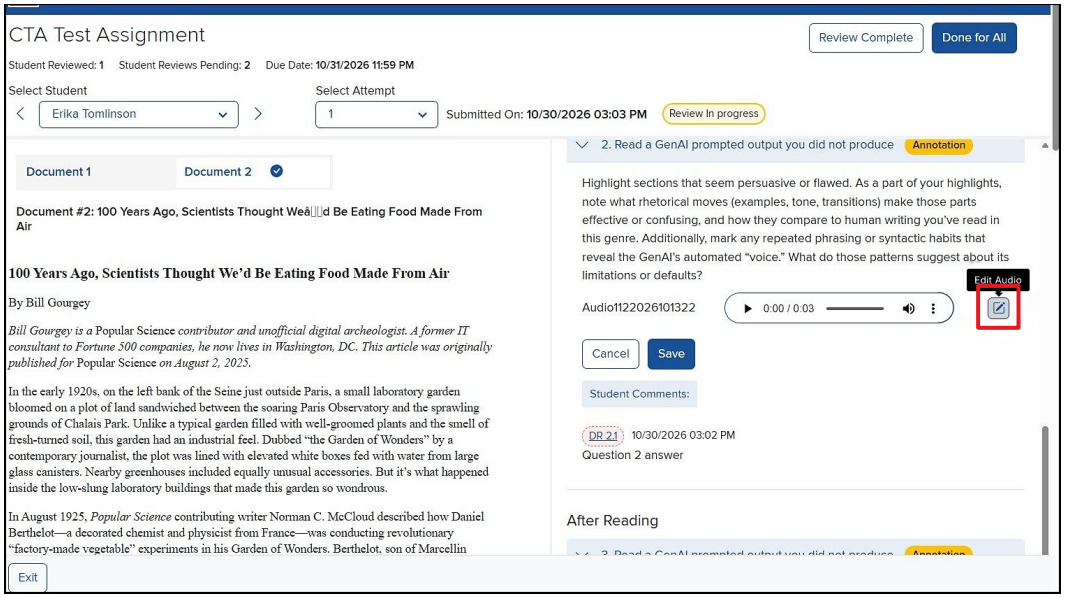
Step 9: Stop Recording

When you finish, click **Stop**. Click **Pause** if you need a break in the middle of a recording.



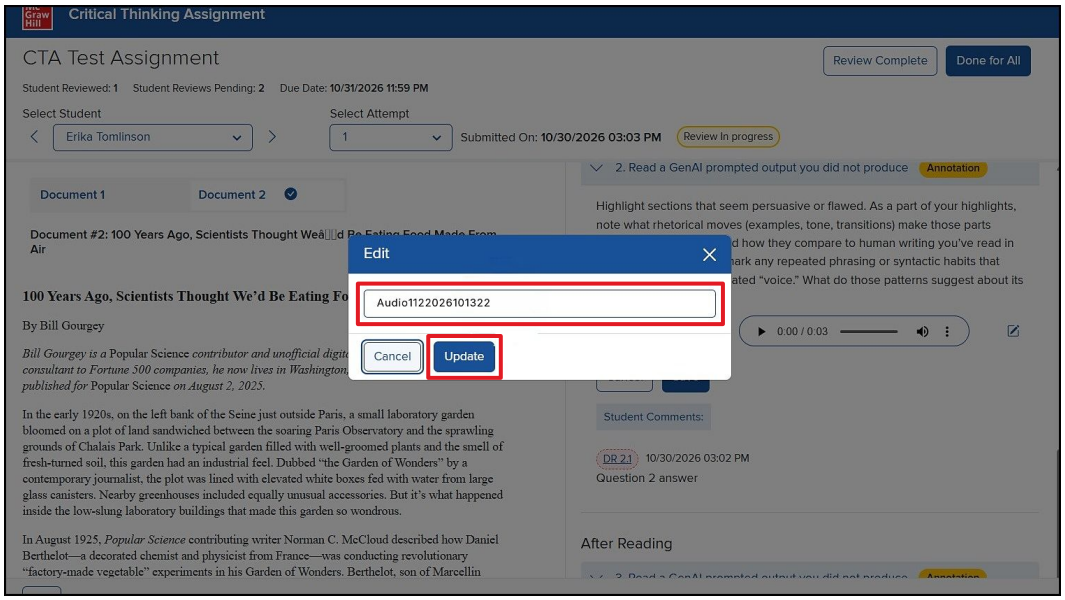
Step 10: Edit the Recording Name

To rename the recording, click the **Edit Audio** icon next to the audio player.



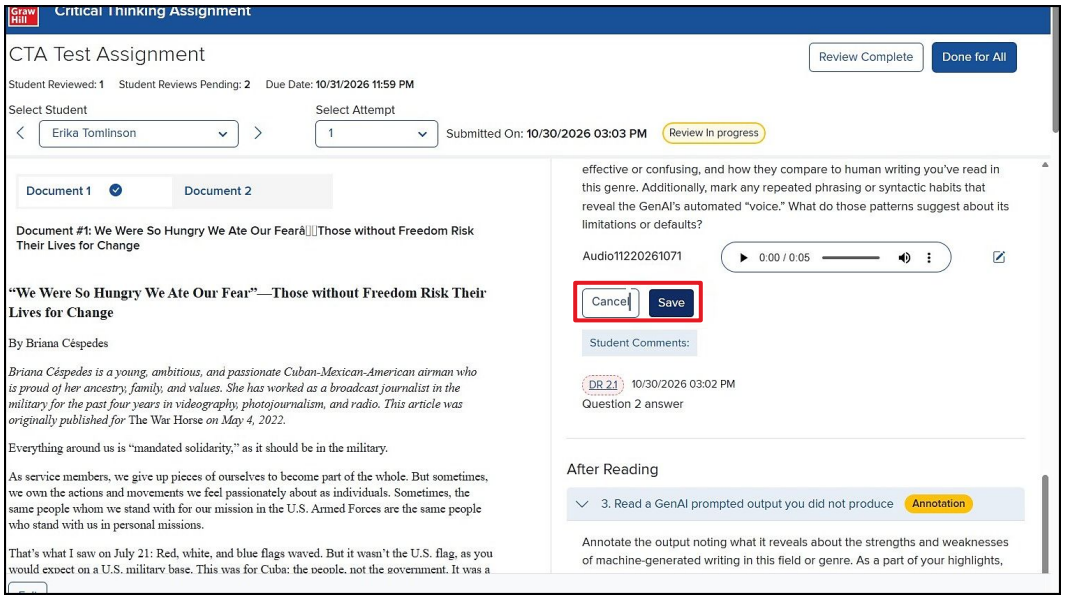
Step 11: Rename the Audio Feedback

In the **Edit** window, type a name you will recognize later, then click **Update**. A clear name makes the recording easy to find if you want to reuse it.



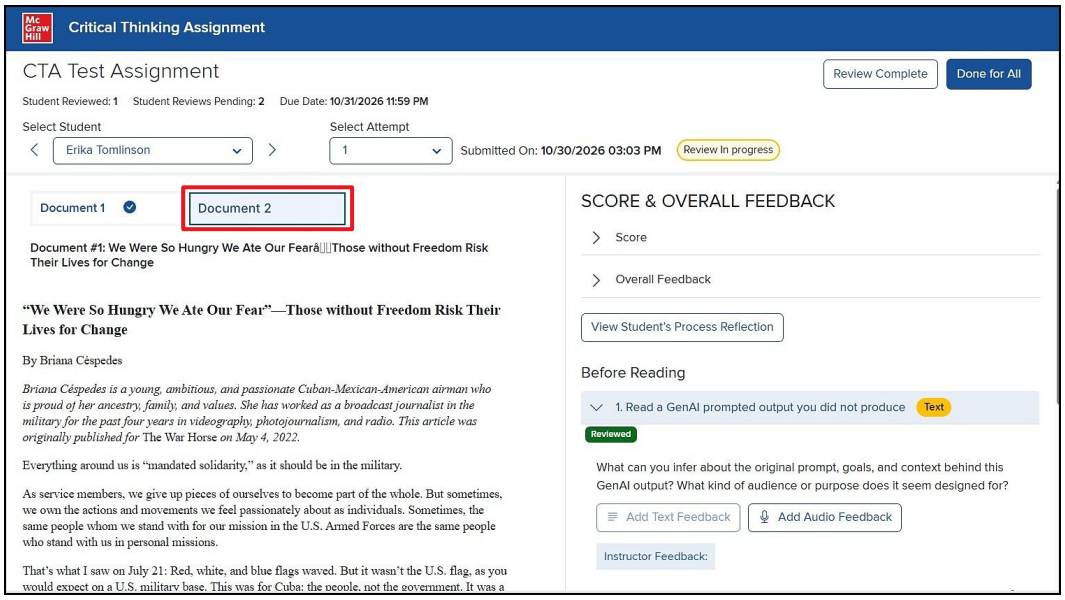
Step 12: Save the Audio Feedback

Click **Save** to keep the recording, or **Cancel** to discard it.



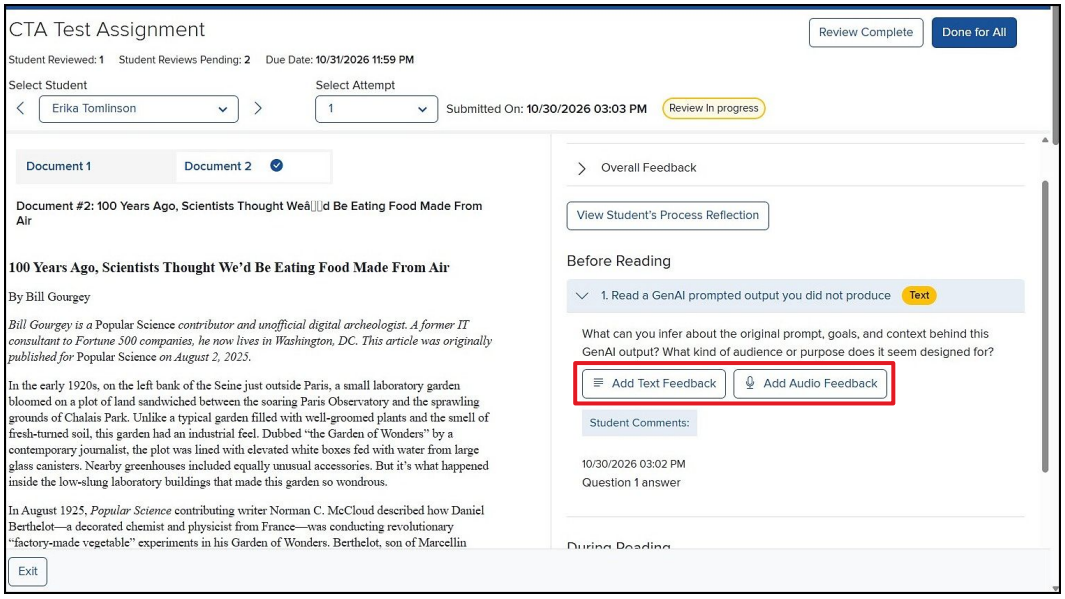
Step 13: Open Document 2

If your assignment uses two readings, click the **Document 2** tab at the top left to grade the student's answers for the second document.



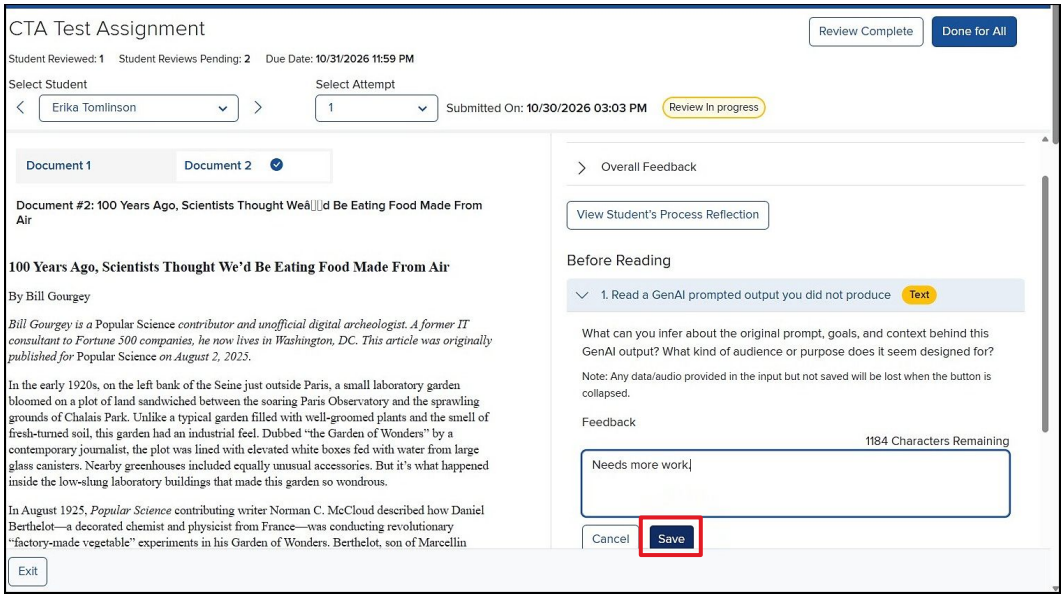
Step 14: Add Feedback for Document 2

Click **Add Text Feedback** or **Add Audio Feedback** under each response, just as you did for Document 1.



Step 15: Save the Feedback

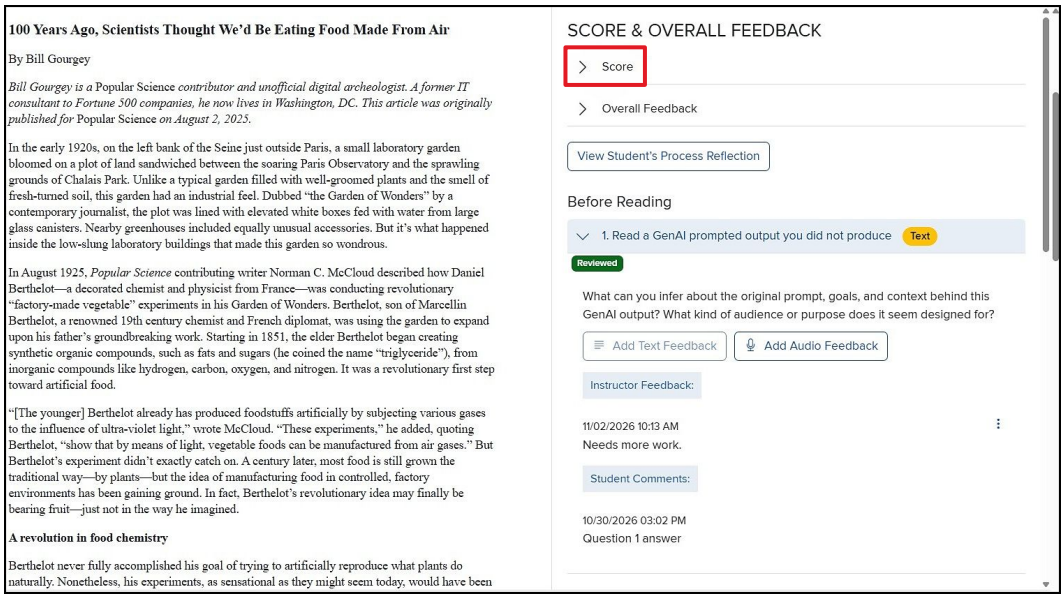
Type or record your feedback, then click **Save**.



Score the Assignment and Finish

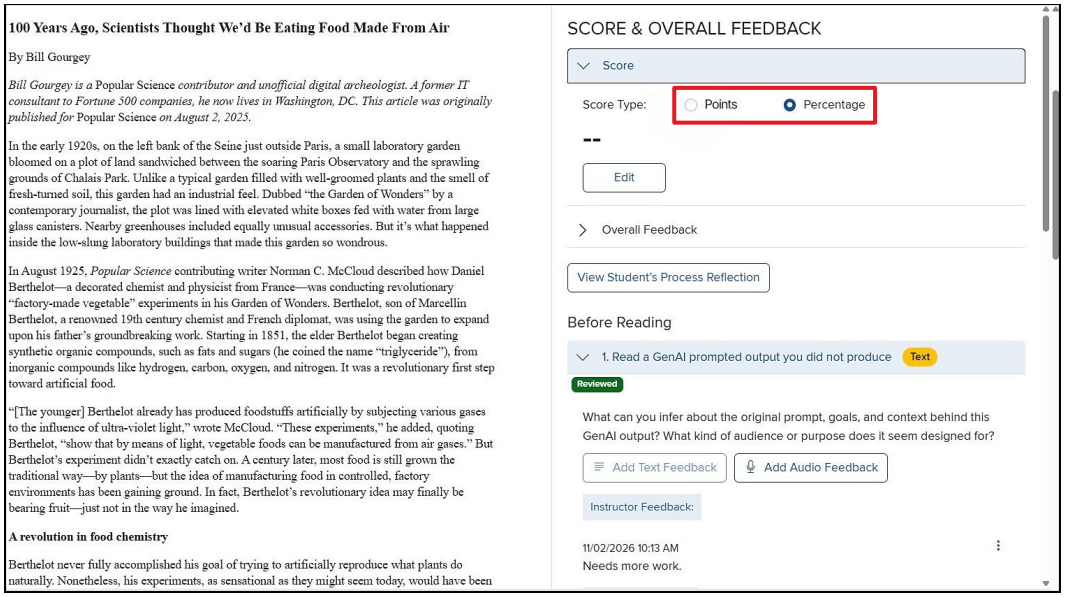
Step 16: Open the Score Section

At the top of the right panel, under **Score & Overall Feedback**, expand **Score** to enter a score for the whole assignment.



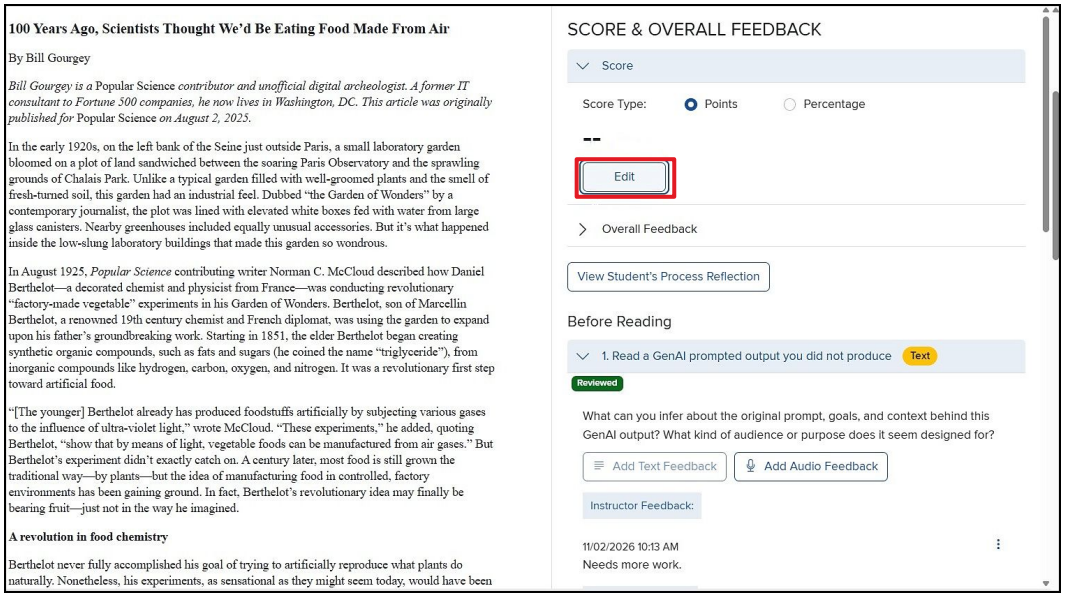
Step 17: Choose Points or Percentage

Next to **Score Type**, select **Points** or **Percentage** to choose how you enter the grade.



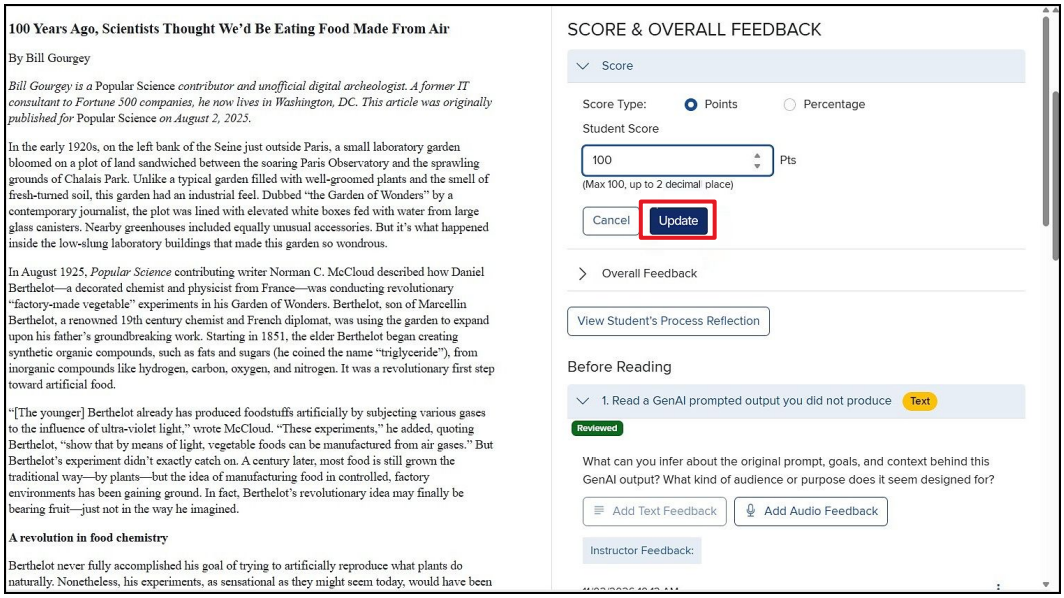
Step 18: Edit the Score

Click **Edit**.



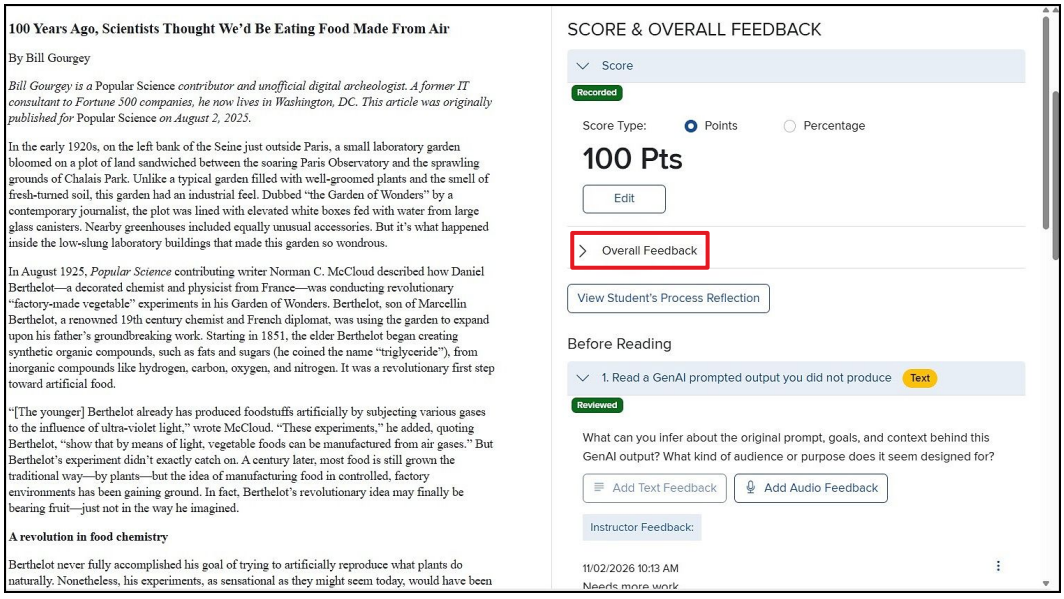
Step 19: Enter and Update the Score

Type the score in the **Student Score** box, then click **Update**. The score shows a green **Recorded** label when it is saved.



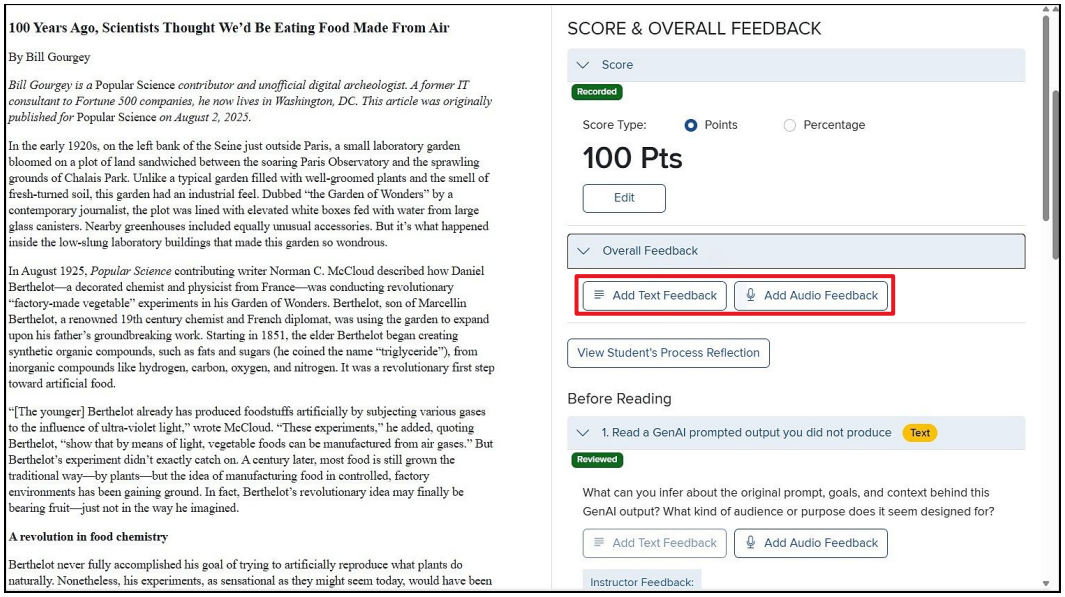
Step 20: Open Overall Feedback

Expand **Overall Feedback** to leave a comment on the assignment as a whole.



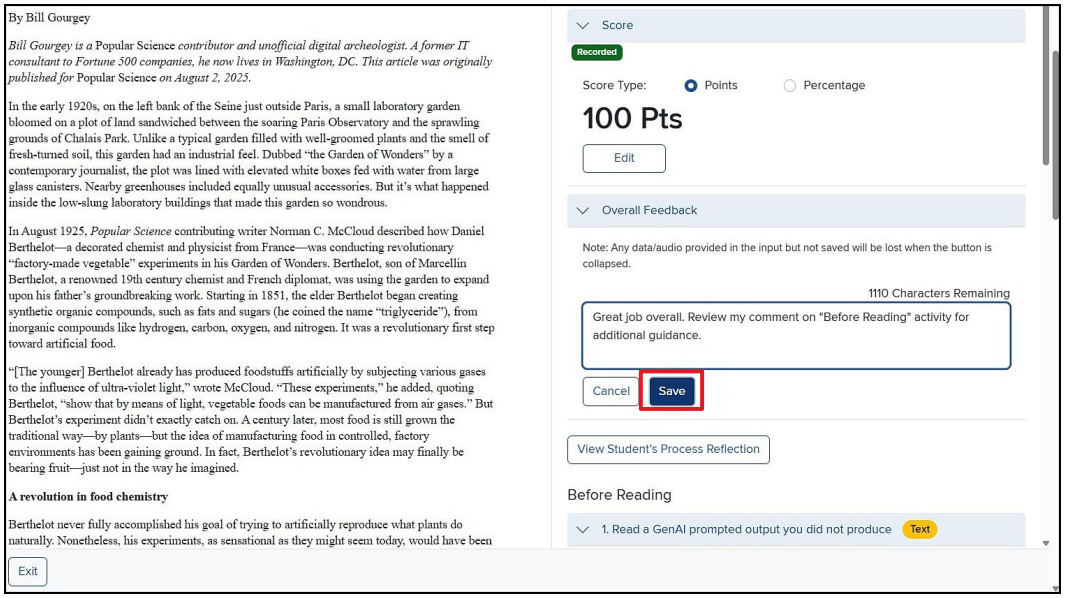
Step 21: Add Overall Feedback

Click **Add Text Feedback** or **Add Audio Feedback**.



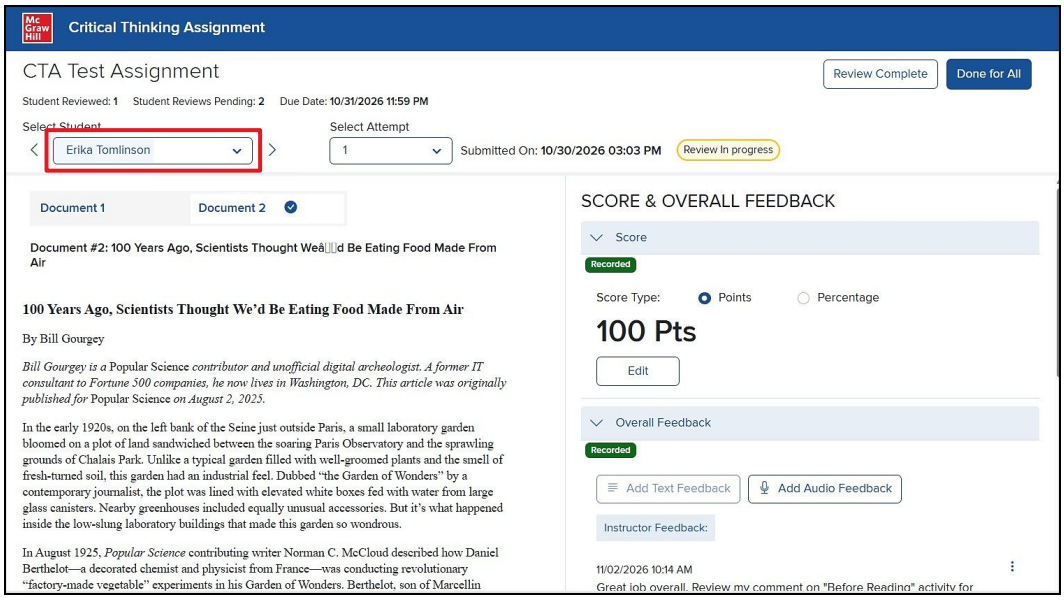
Step 22: Save the Overall Feedback

Type or record your overall feedback, then click **Save**.



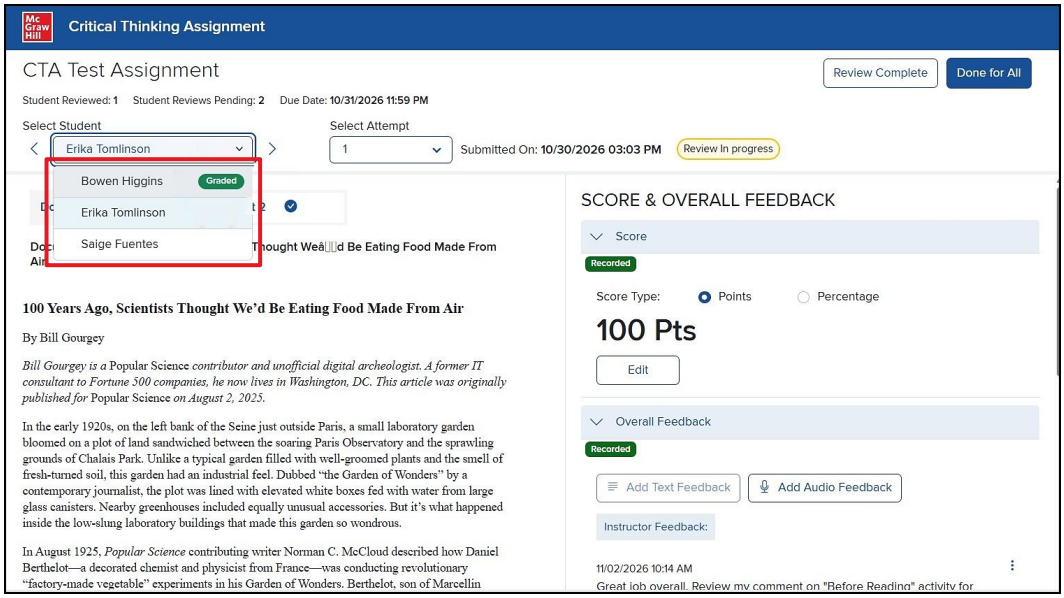
Step 23: Open the Student Selector

To move to another student, click the **Select Student** menu at the top left. You can also use the arrows on either side of the menu.



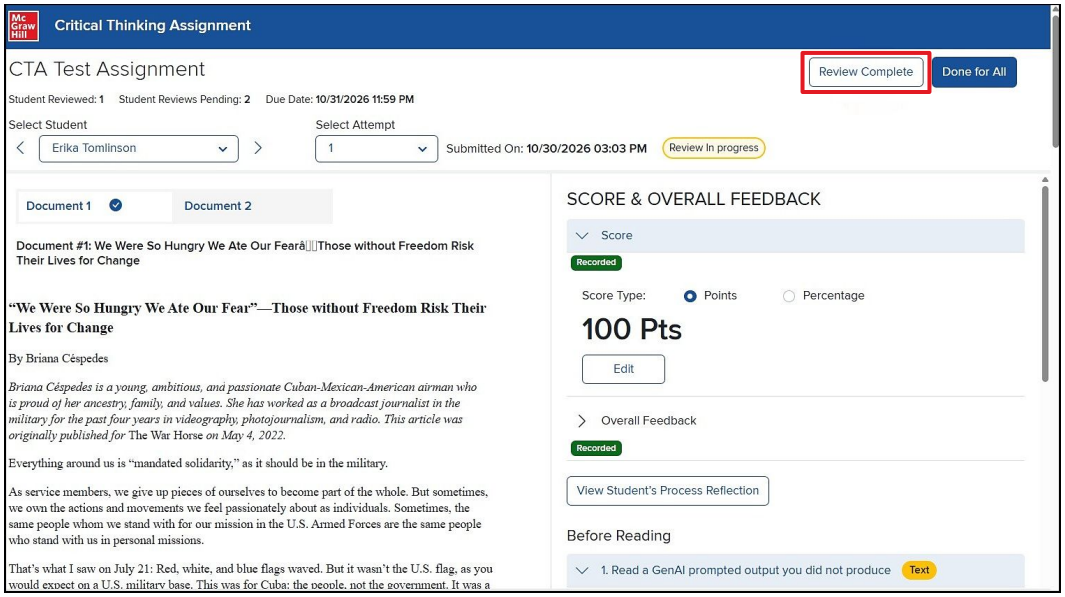
Step 24: Choose Another Student

Select a student from the list. A green **Graded** label marks each student you have already graded, so you can see your progress at a glance.



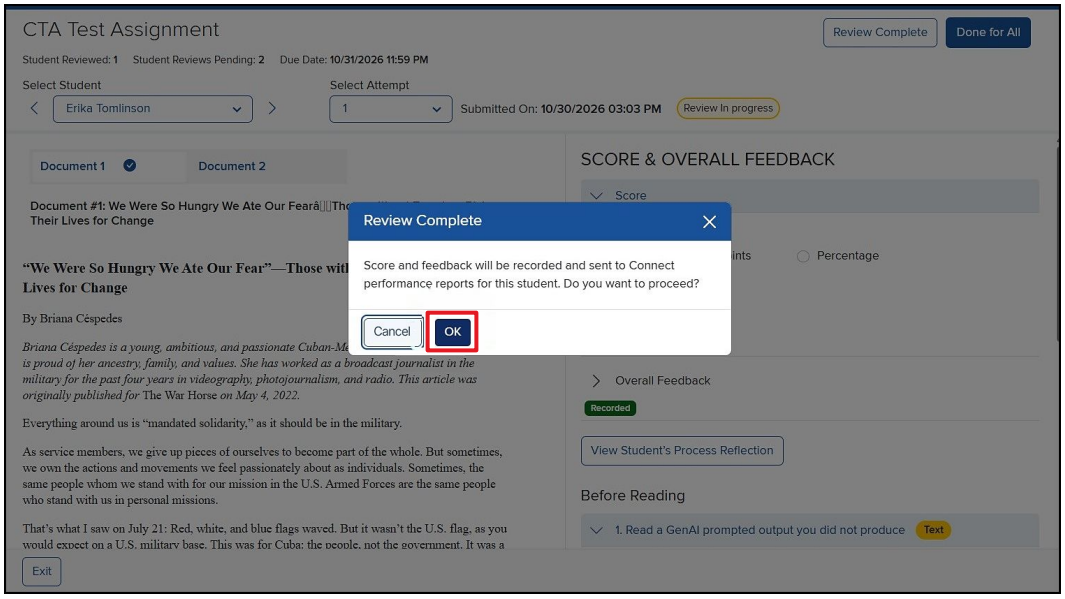
Step 25: Mark the Review Complete

When you finish grading a student, click **Review Complete** at the top right.



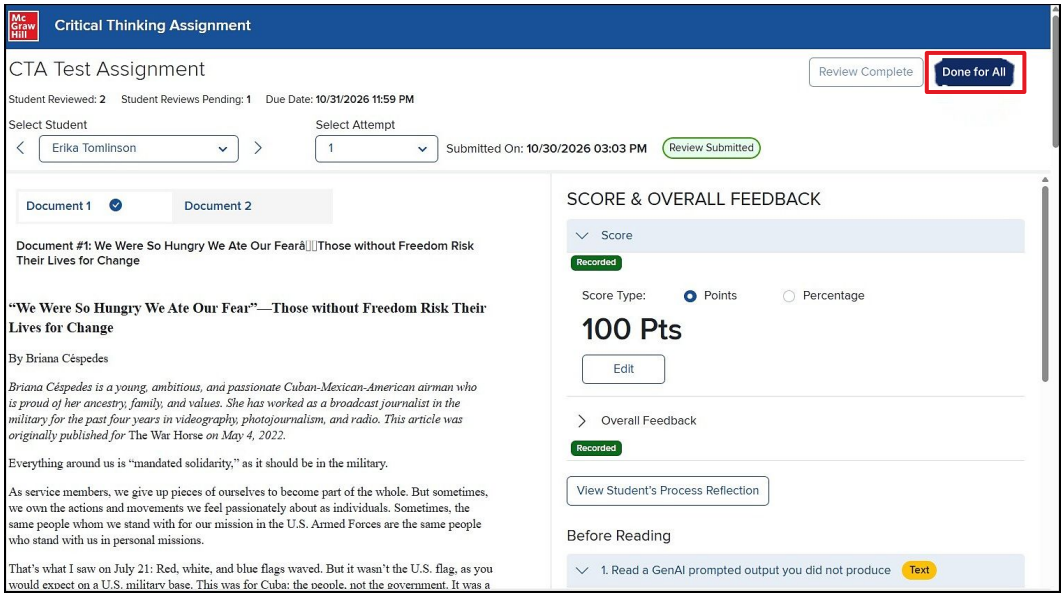
Step 26: Confirm the Review

Click **OK** to confirm. The score and feedback are recorded and sent to Connect performance reports for this student.



Step 27: Finish Grading All Students

When you have graded every submission, click **Done for All**.



Step 28: Finish Any Missing Scores

If any student still has no score, a **Done for All** message tells you how many scores are blank. Click **OK**, then go back and score those students. You must finish every grade before you click **Done for All.**

