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# Manual Grading in Connect

Liberty University Digital Training Series

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Instructor



# Step 1

Log into your Canvas course. On the left-hand menu, select the **McGraw Hill Connect** link. This link will also contain the course ID code.

The screenshot shows the Canvas course interface for EDUC710\_LUO\_MASTER\_202040B. The left-hand menu is visible, with the 'McGraw Hill Connect: EDUC710' link highlighted by a red box and a red arrow pointing to it. The main content area shows the course title, recent announcements, and a 'Faculty Resources' section containing several links, including 'McGraw Hill: Connect'. The right-hand side of the page features various utility buttons and a 'COMING UP' section.



# Step 2

Click “Go to my Connect Section”.

The screenshot shows a Canvas LMS course page for EDUC710\_LUO\_MASTER\_202040B. The top navigation bar includes links for Account, Dashboard, Courses (highlighted), Calendar, Inbox, Commons, and Resources. The course menu on the left lists various course elements. The main content area features the McGraw Hill Connect logo and a 'Quick links' section. A red box highlights the 'Go to my Connect section' link, which is paired with the section 'EDUC 710 - Fall B 2020 (119803057)'. Other links in the Quick links section include 'Learn about Connect', 'SmartBook / LearnSmart', 'Connect Library', and 'Lecture Captures'. The 'Tools' section contains links for 'Sync with my Connect section', 'Reset section pairing', 'Check out our course copy guide!', and 'Unlink automatic sign-in'.



## Step 3

Your Connect Section Home Page will notify you when assignments are ready to be graded. Click “**Assignments to grade**” for the full list of assignments, and then select the assignment to get started.

The screenshot displays the McGraw Hill Connect interface for a Spanish course. The page title is "SPANISH 101 PUNTOS CONNECT" with a course ID "SPAN101 #79354 (M&W @7:00...". The navigation bar includes "Library" and "Performance" options. A red arrow points to the "Assignments to grade" section, which is highlighted with a red box. Below this, a table lists assignments:

Title	Shared	Info	Start due	Showhide
BB IM			12/23/13- none	
UNNAMED ASSIGNMENT			03/06/15- none	
Manual Grading			04/01/15- none	

The "Manual Grading" assignment is highlighted with a red box. The right sidebar contains "Section info" for Instructor Courtney Tucker, a "Textbook" section for "Connect PLUS for Puntos de partida", and a "my course resources" section.



## Step 4

In the “**student activity**” tab (A), you will see the number of students who are ready to be graded (B). Click “**show the grading queue**” to begin grading.

connect®  
| SPANISH

SPANISH 101 PUNTOS CONNECT  
SPAN101 #79354 (M&W @7.00...

Home

### Manual Grading

(2 questions, 20.00 points)

**A** student activity preview policies message history assignment options

student assignment view

#### student progress

1 student(s) not started

2 student(s) submitted

#### reports

[Assignment Results](#)  
View and edit graded submissions, and see all student scores in high, medium and low ranges.

[Assignment Statistics](#)  
Mean, highest, lowest scores on each assignment.

Home

You have **B** 2 students to grade

show the grading queue

# Step 5

You can grade by student name (A), or you can grade all questions individually by clicking “grade by question” (B). For file attachment questions, click “download your students’ responses to these questions” (C).

The screenshot shows the 'Manual Grading' page for 'SPANISH 101 PUNTOS CONNECT'. It includes a 'grading queue' section with the following elements:

- grading queue** (with a 'GO' icon):
  - Student responses are ready to grade!
  - You may choose to grade by student or by question.**
  - Once you score a student's *latest attempt*, the student's status becomes "graded." To score student's other attempts, go to the **student performance** report. Remember, all ungraded attempts will be included in student's average score as a zero.
  - Buttons: **grade by student** (labeled A) and **grade by question** (labeled B).
  - Student list:
    - Townsend, David
    - Yonick, Roman
  - A red box highlights a link: **if you assigned any file attachment questions, download your students' responses to those questions** (labeled C).



## Step 6

When grading by student, you will see the student's most recent assignment attempt and submission date **(A)**.

- To grade a question, enter the student's score **(B)** and add optional comments **(C)**.
- Once a score is entered, the box will turn green and a check mark with the word graded will appear next to the score box **(B)**.
- If there is more than one page of questions, click next **(D)** to continue grading the student.
- Once you've finished grading, click next student **(E)** to move on. You can also select the next student you wish to grade by clicking his/her name at the top of the page **(F)**.
- If you've scored every question and graded the student's most recent attempt, the student will disappear from the grading queue.
- Students who submit additional attempts will reappear in the grading queue.

The screenshot shows the grading interface for a student named Packer, Mike. At the top, there is a navigation bar with 'Home', 'Search', and 'Packer, Mike'. Below this, the student's name 'Packer, Mike' is displayed along with the course 'Economics 201 Spring 2013 MWF 2pm', due date '06/13/13 11:15 AM', and submitted date '06/13/13 11:07 AM'. The main content area shows a question titled 'Study Question 1-3' with a text input field for the answer. Below the question, there is a score display showing '8.00 out of 10.00 points' and a 'next student' button. A comment box is also present. At the bottom, there are 'save & exit' and 'next student' buttons. Red callout letters A-F are placed over the interface to highlight specific features: A points to the student name, B points to the score, C points to the comment box, D points to the 'next' button, E points to the 'next student' button, and F points to the student name in the top navigation bar.



# Step 7

Click “Return to Canvas” when finished.

EDUC Liberty | My account | Help | Sign out

McGraw Hill connect EDUC 710 - Orientation to Doctoral Study and Research  
EDUC 710 - Fall B 2020

« My courses | Switch sections

section overview

Instructor view Student view ?

no messages to show

no assignments to grade

Assignments + Add Assignment

Title	Shared	Info	Start-due	Show/hide	Deployed
<----- Drop an assignment here to remove from a group ----->					
Prepare: Register for Connect			08/04/20-08/30/20		
▶ Week 1					

Section info

Instructor  
**EDUC Liberty**  
Add your photo, email address, office hours

Sections and colleagues

eBook  
How to Design and Evaluate Research in Education (SmartBook)  
Jack Fraenkel, 10e



## Step 8

Your grades should automatically update in Canvas. If they do not, this can be remedied with a sync. To begin, click on the “**Sync with my Connect section**”.

The screenshot shows the Canvas LMS interface for a course. At the top, there are navigation links: Account, Dashboard, **Courses**, Calendar, Inbox, Commons, and Resources. Below this is a breadcrumb trail: COURSE MENU > EDUC710\_LUO\_MASTER\_202040B > EDUC710\_LUO\_MASTER\_202040B. On the left is a course menu with links to Home, Announcements, Assignments, Discussions, Quizzes, Grades, People, Modules, My Media, Purchase Course Materials, and Writing Style Guides. The main content area features the McGraw Hill Education logo and the 'connect' logo. Under 'Quick links', there are several options: 'Go to my Connect section' (paired with EDUC 710 - Fall B 2020 (119803057)), 'Learn about Connect', 'SmartBook / LearnSmart', 'Connect Library', and 'Lecture Captures'. A 'Tools' section is highlighted with a red box, containing the 'Sync with my Connect section' link, which is also highlighted with a red box. Below this link is a sub-link: 'Check out our course copy guide!'. To the right of the 'Tools' section are two other links: 'Reset section pairing' and 'Unlink automatic sign-in', both with brief descriptions.



## Step 9

The system will confirm the assignments that are being updated. Click **“Submit”** to continue.

The screenshot shows the McGraw Hill Connect interface. On the left is a navigation menu with items like Home, Announcements, Assignments, Discussions, Quizzes, Grades, People, Modules, My Media, Purchase Course Materials, Writing Style Guides, McGraw Hill Connect: EDUC710, Rubrics, Assignment Scheduler, Pages, Files, Outcomes, Syllabus, Conferences, Collaborations, and Settings. The main content area is titled "Review and confirm changes" and contains three sections: "Deployed Assignments" (5 assignment(s) will be updated with the latest information from Connect, including start and due dates, points and student grades. List: Chapter 25: Preparing Research Proposals ..., Chapter 2: The Research Problem, Chapter 3: Locating and Reviewing the Literature. Link: Show all), "Undeployed Assignments" (There are no undeployed assignments.), and "Unlinked assignments" (There are no unlinked assignments.). At the bottom right, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red box and a red arrow points down to it.



# Step 10

Now your assignments are completely updated. Click **“Ok”** to return to the main menu.

The screenshot shows the Canvas LMS interface. At the top, there are navigation links: Account, Dashboard, Courses (highlighted), Calendar, Inbox, and Commons. Below this is a course menu for EDUC710\_LUO\_MASTER\_202040B. The main content area displays the McGraw Hill Connect logo and the text 'Syncing in progress'. A note below reads: 'Note: Exiting this page will not affect syncing progress.' A large message box contains the text: '5 Deployed assignments are being updated.' followed by 'Please check your assignment list and gradebook to view them.' A red arrow points down to a blue 'Ok' button, which is highlighted with a red border.

# McGraw Hill's Dedicated Support for Liberty Instructors

## **TECH SUPPORT & FAQ:**

**CALL:** (844) 329-2528

**EMAIL:** [cxg.liberty@mheducation.com](mailto:cxg.liberty@mheducation.com)

**CHAT :** <https://mhedu.force.com/CXG/s/ContactUs>

**MONDAY-THURSDAY:** 24 hours

**FRIDAY:** 12 AM - 9 PM ET

**SATURDAY:** 10 AM - 8 PM ET

**SUNDAY:** 12 PM – 12 AM ET

## **SUBMIT A SUPPORT TICKET:**

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## **FIND MORE SUPPORT:**

[supportateverystep.com](https://supportateverystep.com)

## **FIND MORE TIPS:**

[mhhe.com/collegesmarter](https://mhhe.com/collegesmarter)