CompMS Grading Process

1) Once logged in, click Dropbox along the top banner to pull up all currently pending submissions:

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M GMAIL _ CORE _ QA _ Implementation Re Tools _ Useful Links _ Employee Docs _ PM Links > _ All Bookmark								
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Course Schedule	💼 Course Sch	edule						
প্র Observer Access	Code	Title	Semester	View Course				
E Surveys	CompMSLive B03	Test Course 2	Summer 202	23 View Course				
L [™] Reporting	EDAS 645	EDAS 645 Course N	Name Summer 202	23 View Course				
O Messaging / Support +	EDAS 646 (B,D)	EDAS 646 (B,D)	Summer 202	23 View Course				

CompMS

2) From here, you will be presented with a list of currently pending submissions. You may use the filters at the top of the screen to filter for specific students, courses, semesters, or assignments:

Dropbox for Canvas Test Faculty 1				Close	Dropbox			
All St	udents	All Courses	✓ All Semester	s 👻 All A	ssessments 👻 Filter Dropbox			
Date	Student	Course	Semester	Assessment	Student Comments	Artifacts	Reply	Remove
09-25-23	Education Test Student	EDAS 646 (B,D) - EDAS 646 (B,D)	Summer 2023	Community Resource Alignment Project: Demographic Study			Component 03.01 - Program completers understand and demonstrate the capacity to use data to evaluate, design, cultivate, and advocate for a supportive and inclusive school culture.	No Reply
							Please complete the following rubric/form:	
							EDAS742: Community Resources Alignment Project: Demographic Study Grading Rubric	
							Add your reply comments	
							Choose File No file chosen	
							Remediation (Grant additional attempt) © No remendiation required O Archive current submission and grant additional attempt O Allow student to edit current submission Add Repty	

3) You can review what files or links students have uploaded within the 'Artifacts' column:

Date	Student	Course	Semester	Assessment	Student Comments	Artifacts	Reply	Remove
09-25-23	Education Test Student	EDAS 646 (8,D) - EDAS 646 (8,D)	Summer 2023	Community Resources Alignment Project: Demographic Study			Composent 93.01 - Poggam completers understand and demonstrate the capacity to use data to evaluate, edign, cultivate, and advocate for a supportive and inclusive school culture. Please complete the following rubric/form: • EnXS-122: Community Resources Alignment Project: Demographic Study Grading Rubric Add your reply comments Choose File No file chosen Remediation (Gean deditional attempt • No remediate regized • Arche current submission and grant additional attempt • Aliev Suger to edit current submission Add Reply	No. Regly
06-07-23	Canvas Test Student 1	CompMSLive 802 - Test Course 2	Summer 2023	Test Assessment 2	test	View	Test - Test Outcome Verefully Schedule AND LESSON PLAN GRADING RUBRIC (6) EVALUATION Choose File No file chosen Permediation (Seara additional attempt Archive current tubmission Updates Reply	No Reply

4) Click on the red bar that is the assignment grading rubric:



4) This will open up a new window with the specific grading rubric. Simply fill out all of the required fields, and then click 'Submit' at the bottom of the form to finalize the rubric. You may click 'Save Changes' if you need to return and complete the rubric later:

	Advanced	Proficient	Developing	Not Present	
Mechanics	The body of the paper consists of 5–8 pages. There are no errors in grammar, spelling, or mechanics that distract the reader from the content.	The body of the paper consists of m than 8 pages. There are some errors per page in grammar, spelling, or mechanics that distract the reader from the content.	nore The body of the paper consists of less than 5 pages. There are many errors per page in grammar, spelling, or mechanics that distract the reader from the content.	Not Present	Required
Comments	5:				
Enter co	mments				
			<i>ii</i>		
Evalua	ntion Score Summ	nary			
Title: Prima	Score ry Evaluation 0.00	Adj. Score 0.00 Required			
	SCORE: 0.00	0.00			
					Save Changes Submit Score

5) Once you have finalized the grading rubric, you can select your remediation options. If there is no remediation required, select that button and then click 'Update Reply'. If there is remediation required, you can either set it to archive the current submission (force the student to restart) or unlock it (allow the student to simply overwrite the existing submission

Reply					
Component 03.01 - Program completers understand and demonstrate the capacity to use data to evaluate, design, cultivate, and advocate for a supportive and inclusive school culture.					
Please complete the following rubric/form:					
EDAS742: Community Resources Alignment Project: Demographic Study Grading Rubric					
Add your reply comments					
Choose File No file chosen					
Remediation (Grant additional attempt) No remediation required Archive current submission and grant additional attempt Allow student to edit current submission Add Reply					