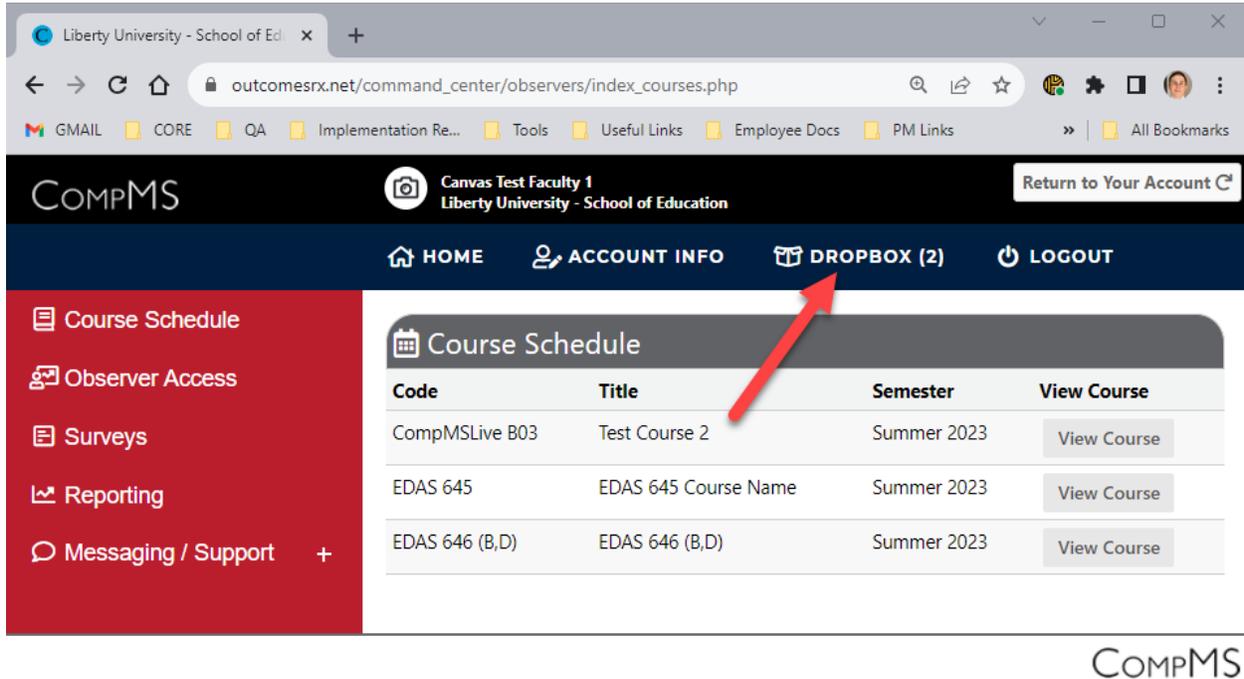
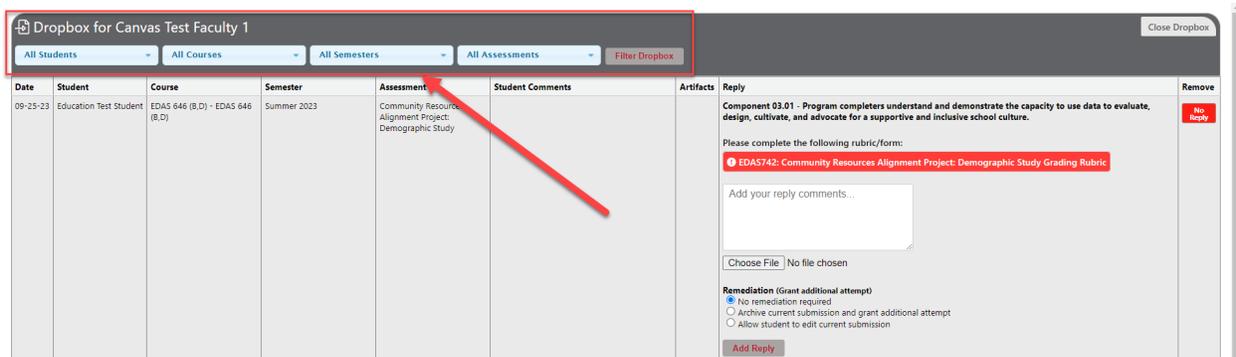


CompMS Grading Process

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



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:



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 (B.D) - EDAS 646 (B.D)	Summer 2023	Community Resources Alignment Project: Demographic Study			<p>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.</p> <p>Please complete the following rubric/form:</p> <p>EDAS742: Community Resources Alignment Project: Demographic Study Grading Rubric</p> <p>Add your reply comments...</p> <p>Choose File No file chosen</p> <p>Remediation (Grant additional attempt)</p> <p><input checked="" type="radio"/> No remediation required</p> <p><input type="radio"/> Archive current submission and grant additional attempt</p> <p><input type="radio"/> Allow student to edit current submission</p> <p>Add Reply</p>	No Reply
06-07-23	Canvas Test Student 1	CompMSLive 802 - Test Course 2	Summer 2023	Test Assessment 2	test		<p>Test - Test Outcome</p> <p>WEEKLY SCHEDULE AND LESSON PLAN GRADING RUBRIC (6)</p> <p>EVALUATION</p> <p>Add your reply comments...</p> <p>Choose File No file chosen</p> <p>Remediation (Grant additional attempt)</p> <p><input checked="" type="radio"/> No remediation required</p> <p><input type="radio"/> Archive current submission and grant additional attempt</p> <p><input type="radio"/> Allow student to edit current submission</p> <p>Update Reply</p>	No Reply

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

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 Resources Alignment Project: Demographic Study			<p>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.</p> <p>Please complete the following rubric/form:</p> <p>EDAS742: Community Resources Alignment Project: Demographic Study Grading Rubric</p> <p>Add your reply comments...</p> <p>Choose File No file chosen</p> <p>Remediation (Grant additional attempt)</p> <p><input checked="" type="radio"/> No remediation required</p> <p><input type="radio"/> Archive current submission and grant additional attempt</p> <p><input type="radio"/> Allow student to edit current submission</p> <p>Add Reply</p>	No Reply

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 more than 8 pages. There are some errors per page in grammar, spelling, or mechanics that distract the reader from the content.	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:

Enter comments

Evaluation Score Summary

Title:	Score	Adj. Score	
Primary Evaluation	0.00	0.00	Required
SCORE:	0.00	0.00	

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	Remove
<p data-bbox="191 508 1279 562">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.</p> <p data-bbox="191 596 626 625">Please complete the following rubric/form:</p> <div data-bbox="198 630 1117 676" style="border: 2px solid red; padding: 2px;"><p data-bbox="198 638 1117 667">EDAS742: Community Resources Alignment Project: Demographic Study Grading Rubric</p></div> <div data-bbox="198 705 646 865" style="border: 1px solid #ccc; padding: 5px; min-height: 76px;"><p data-bbox="198 714 513 743">Add your reply comments...</p></div> <div data-bbox="198 877 626 911" style="border: 1px solid #ccc; padding: 2px;">Choose File No file chosen</div> <div data-bbox="191 940 760 1119" style="border: 2px solid red; padding: 5px;"><p data-bbox="191 949 555 978">Remediation (Grant additional attempt)</p><ul data-bbox="198 978 743 1058" style="list-style-type: none"><li data-bbox="198 978 457 1008"><input checked="" type="radio"/> No remediation required<li data-bbox="198 1008 743 1037"><input type="radio"/> Archive current submission and grant additional attempt<li data-bbox="198 1037 597 1058"><input type="radio"/> Allow student to edit current submission<div data-bbox="198 1083 344 1117" style="border: 1px solid #ccc; padding: 2px; width: fit-content;">Add Reply</div></div>	<div data-bbox="1289 516 1367 562" style="border: 1px solid #ccc; padding: 2px; text-align: center;">No Reply</div>