How to grade a paper

► Read in browser -	Select the exam that you are working on. Select the student/group to grade.
U Udeblevet F For sent afmeldt -3 00 02	Select a grade from the drop-down menu. Repeat selecting grades for remaining group members/ individual papers.
 Submit assessments 	Complete grading by clicking on "Submit assessments". You may submit one or more grades at a time.
Submit assessments Grade Status Anod Status Anod Status Anod Status Come Status Come Status	Confirm grades by clicking on "Submit" in the pop- up-window. The status box will indicate that the submission was successful (see below).
Indberet bedommelser × Fornern Fornern Eksemenssprog Karakter Status Forlende studerende har af anden bedømmer fået indberettet en karakter forskellig fra den du ønsker at indberette.	An error message is displayed, if your grade is not identical to the one submitted by the co-examiner Select the correct grade, and click on "Submit assessments".
- • [] 7 • []	Colums "Grade" og "Status" No grade selected. Use mouse-over in the status box to see detailed information. The examiner has graded, but not submitted the grade.
- • -	The co-examiner has graded, but not submitted the grade.
7 •	Both examiners have graded, but not yet submitted the grade.
7 🗙 🖉 –	Both examiners have graded. The examiner has submitted the grade, the co-examiner has not. "X" indicates that the grade still may be altered.
7	Both examiners have graded and submitted the assessment. The grade can only be altered by the administration (STADS-office) upon request.
Export students	Choose "Export students" to save a spreadsheet with all names and student code-numbers. If you add grades in the spreadsheet, save the file in .csv-format, and the import the file to DE, all grades automatically are
	added to DE. (But they are not submitted until you click on "Submit assessments").
	deadline, the system automatically emails a reminder to the examiners and the exam administrator.

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15	17:04		Help	Dansk	Simon Hellesen (simonhel) +	
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	All students	Click to include/exclude		Click on "Submit to confirm grade(s)		mit assessments
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