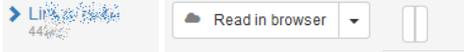
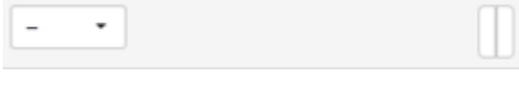
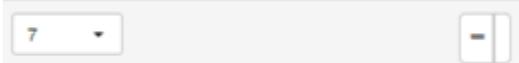
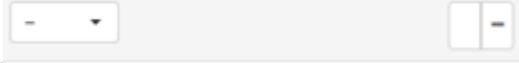
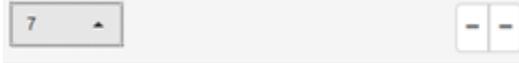
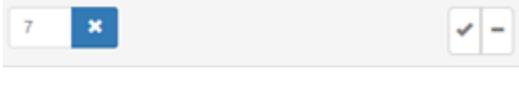
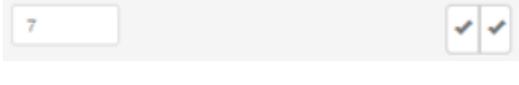


## How to grade a paper

	<p>Select the exam that you are working on. Select the student/group to grade.</p>
	<p>Select a grade from the drop-down menu. Repeat selecting grades for remaining group members/ individual papers.</p>
	<p>Complete grading by clicking on "Submit assessments". You may submit one or more grades at a time.</p>
	<p>Confirm grades by clicking on "Submit" in the pop-up-window. The status box will indicate that the submission was successful (see below).</p>
	<p>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".</p>
	<p><b>Columns "Grade" og "Status"</b> No grade selected. Use mouse-over in the status box to see detailed information.</p>
	<p>The examiner has graded, but not submitted the grade.</p>
	<p>The co-examiner has graded, but not submitted the grade.</p>
	<p>Both examiners have graded, but not yet submitted the grade.</p>
	<p>Both examiners have graded. The examiner has submitted the grade, the co-examiner has not. "X" indicates that the grade still may be altered.</p>
	<p>Both examiners have graded and submitted the assessment. The grade can only be altered by the administration (STADS-office) upon request.</p>
	<p>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").</p>
	<p>If assessment has not been completed before the deadline, the system automatically emails a reminder to the examiners and the exam administrator.</p>

14:10 Help Dansk Simon Heilesen (simonhei) digital exam

My exams / 3. kandidatmodul: Intern mundtlig prøve med udgangspunkt i praktikprojekt

### 3. kandidatmodul: Intern mundtlig prøve med udgangspunkt i praktikprojekt

Show exam information Show details for all hand-ins

All students Download all hand-ins Export students feedback Submit assessments

Given name	Hand-in	Grade	Notes	Feedback	Status
Ce... 442P	Read in browser	-	Add	Add	
Lir... 445P	Read in browser	-	Add	Add	
Lis... 445P	Read in browser	-	Add	Add	
Lo... 445P	Read in browser	-	Add	Add	
Ma... 441P	Read in browser	-	Add	Add	
Me... 426P	Read in browser	-	Add	Add	

Submit one or more grades

Select grade from drop-down menu

Use mouse-over to display names of examiners and additional information

17:04 Help Dansk Simon Heilesen (simonhei) digital exam

My exams / 3. kandidatmodul: Intern mundtlig prøve med udgangspunkt i praktikprojekt

### 3. kandidatmodul: Intern mundtlig prøve med udgangspunkt i praktikprojekt

Submit assessments

Given name	Exam languages	Grade	Status
<input checked="" type="checkbox"/> 44... Simon Heilesen	da Danish	7	- ✓

Close Submit

Click to include/exclude names from the list

Click on "Submit" to confirm grade(s)