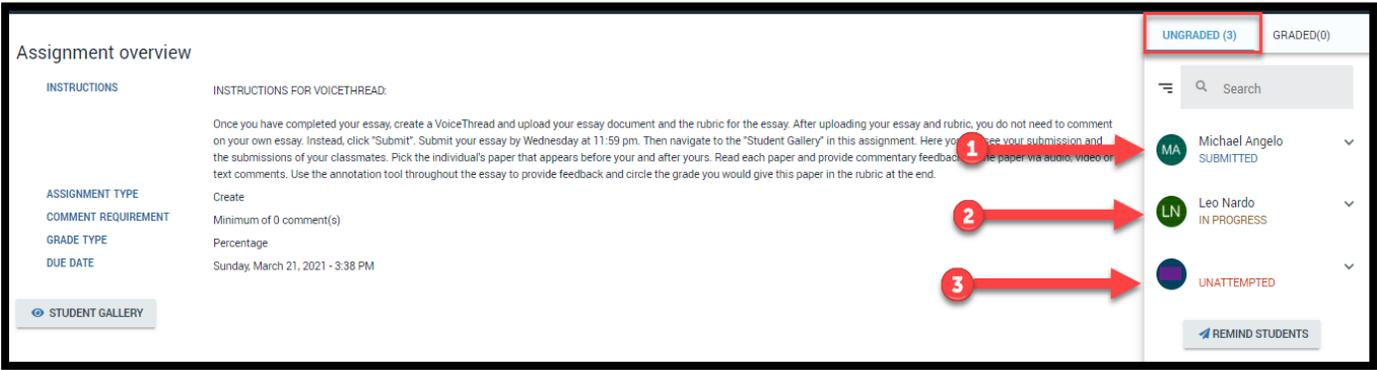


VoiceThread Grading Portal

- 1.) After creating a VoiceThread as an Assignment in Canvas, the VoiceThread Assignment will appear in the "Grades" section of the Canvas course. The VoiceThread must be built through the "Assignment Builder" to register and connect the VoiceThread Grading Portal to the Grade Center in Canvas. For instructions on building a VoiceThread Assignment, reference the Quick Start Guide for Faculty.
- 2.) When a VoiceThread Assignment is live within a course, the Instructor will see the VoiceThread Grading Portal which includes the assignment details, link to the content (if instructor created the VT) or the Student Gallery link. On the right side menu, student's names will appear as they enter the assignment.
 - a. If a student has completed and clicked "Submit" prior to the due date in the assignment instructions, their name will appear in the "Ungraded" tab with the word "Submitted" beneath it.
 - b. If a student has completed and clicked "Submit" after the due date in the assignment instructions, their name will appear in the "Ungraded" tab with the words "Submitted late" beneath it.
 - c. If a student has entered the assignment and began working on the VoiceThread but not clicked "Submit" on the VT Assignment, their name will appear in the "Ungraded" tab with the word "IN PROGRESS" beneath it.
 - d. If a student has not entered the assignment and began working on the VoiceThread, their name will appear in the "Ungraded" section with the word "UNATTEMPTED" beneath it.



Assignment overview

INSTRUCTIONS FOR VOICETHREAD:

Once you have completed your essay, create a VoiceThread and upload your essay document and the rubric for the essay. After uploading your essay and rubric, you do not need to comment on your own essay. Instead, click "Submit". Submit your essay by Wednesday at 11:59 pm. Then navigate to the "Student Gallery" in this assignment. Here you can see your submission and the submissions of your classmates. Pick the individual's paper that appears before your and after yours. Read each paper and provide commentary feedback. Use the annotation tool throughout the essay to provide feedback and circle the grade you would give this paper in the rubric at the end.

ASSIGNMENT TYPE: Create

COMMENT REQUIREMENT: Minimum of 0 comment(s)

GRADE TYPE: Percentage

DUE DATE: Sunday, March 21, 2021 - 3:38 PM

STUDENT GALLERY

UNGRADED (3) GRADED(0)

Search

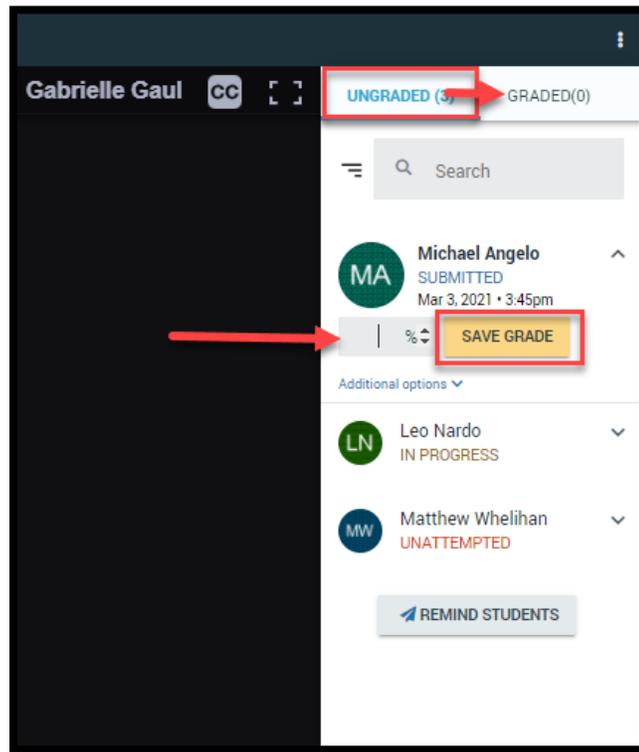
MA Michael Angelo SUBMITTED

LN Leo Nardo IN PROGRESS

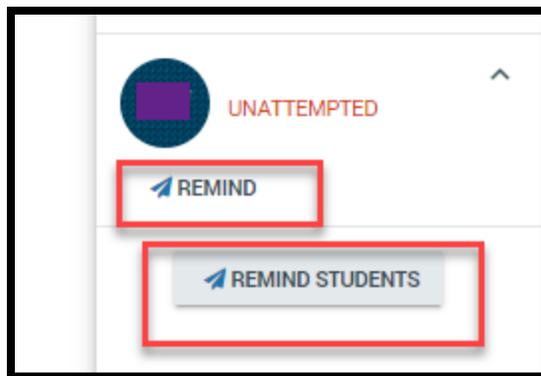
UNATTEMPTED

REMININD STUDENTS

- 3.) Clicking on the student's name (for submitted, submitted late or in progress submissions) will bring the Instructor to the student's VoiceThread submission. After the Instructor watches the student's submission, they will enter a grade (percentage, points or complete/incomplete) in the box and click "Save Grade". This will move the submission from the "Ungraded" tab to the "Graded" tab. **Note:** for Instructors to provide feedback on a VoiceThread Assignment, the Instructor should comment on the student's submission or reply to the student's comment submissions.

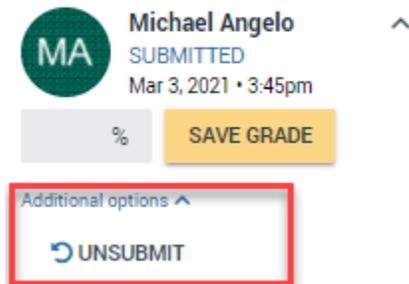


- 4.) Instructors also have the option to enter a grade for In Progress or Submitted late submissions. This might occur if a student forgets to click "Submit" on their VoiceThread Assignment, submits after the due date on the assignment or if they do not fully complete the assignment, the instructor can still click the student's name and enter a grade in the grade box for this completion.
- 5.) An instructor cannot enter a grade for a student who has not attempted the submission. Instead, they can click the student's name and click "Remind" to send the individual student a reminder message to complete the VoiceThread Assignment. They can also select "Remind Students" at the bottom of the list to remind all students who have not submitted. If after the due date of the assignment, the instructor can navigate to the "Grades" section of Canvas and enter a 0 for the assignment.



- 6.) Note on the VT Grading Portal: Clicking on the student's name will bring you to the VoiceThread Submission by that student or the comments the student has provided on the VoiceThread created by the Instructor. If the student is required to create a VoiceThread and also comment on other peer's VT submissions through the Student Gallery, the Instructor should keep track of additional comments in the Student Gallery when viewing submissions.

7.) Instructors also have the option to "Unsubmit" a student's submission if they would like to make additional changes to their VoiceThread. If the Instructor enables this setting in the creation of the VT, the student can withdraw the submission on their own, if the VoiceThread has not been graded yet. The Instructor can click on the student's name in the "Ungraded" tab, click "Additional Options" and click "Unsubmit". Note: If the VoiceThread has been graded, the Instructor will need to navigate to the "Graded" tab and click "Additional Options" and click "Unsubmit". A student cannot withdraw their submission on their own after it has been graded. Clicking "Unsubmit" will move the student's name to the "Ungraded" tab and update the status to "In Progress".



8.) After saving a grade for the student's submitted VoiceThread in the VoiceThread Grading Portal, the grade will automatically populate in the Grade Center within Canvas. If you embedded a Canvas Rubric in the VoiceThread Assignment, you will not see the rubric in the VoiceThread Grading Portal. Navigate to the Grade Center, and select the student's submission, then select "View Rubric". Note: a preview of the student's VoiceThread will not appear here. To view the VoiceThread navigate back to the VoiceThread Grading Portal. When entering a score via the rubric, the saved rubric grade will be the grade that applies to the VoiceThread Assignment in the Grade Center and VoiceThread Grade Portal.