

Grading Student Assignments



LMS
Learning Management System
تعلیم سے کاروبار تک
Education to Entrepreneurship

Grading Student Assignments

1) After Login to LMS(<https://glms.gift.edu.pk>) then go to **My Courses**.

2) Now, click on the **course** in which you want to **grade the student's assignment**.

3) Now, you are inside the **course** you selected to **grade students** in it.

4) You will see the **assignments** you already created.

My courses

Course overview

All Search Sort by course name Card

F25-SS-421-A - Creative Writing Fall 2025

F25-SS-421-B - Creative Writing Fall 2025

F25-SS-421-A - Creative Writing

Course Settings Participants Grades Activities More

Course Introduction Collapse all

Announcements

Course Introduction DOCX

Course Introduction Description

Assignments

Create a flowchart to find the largest of three numbers.

Opens: Monday, 1 December 2025, 8:00 AM Due: Monday, 8 December 2025, 8:00 AM

Grading Student through Single Student View



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1) After click on the **assignment**.

2) Click on **Grade** button.

The screenshot displays the LMS interface for an assignment. At the top, there is a dropdown menu labeled 'Assignments'. Below it, a red box highlights the assignment title 'Create a flowchart to find the largest of three numbers.' and its due date 'Monday, 8 December 2025, 8:00 AM'. The main content area shows the assignment title in a large font, with a red box around it. Below the title, there is a navigation menu with options: 'Assignment', 'Settings', 'Submissions', 'Advanced grading', and 'More'. The 'Assignment' option is selected. Below the navigation menu, the assignment details are shown: 'Opens: Monday, 1 December 2025, 8:00 AM' and 'Due: Monday, 8 December 2025, 8:00 AM'. A submission entry is visible: 'format of flowchart' submitted on '24 October 2025, 2:53 PM'. At the bottom, a red box highlights the 'Grade' button.



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1) Now, you will see **course** name on the **top right corner** along with **Student name**.

2) **Note:** If the attachment is not in PDF then you must download it to view it. If you click on the link, then it will be downloaded.

3) Give grades in the text box for example (95)

4) Then, Click on **save and show next** (to get next student for grading).

The screenshot displays the LMS interface for grading a student submission. At the top, the course is identified as 'F25-SS-421-B - Creative Writing' and the assignment as 'Create a flowchart to find the largest of three n...'. The student's name is 'Fahad Ali' with email 'fahadali@gmail.com' and a due date of '5 September 2025, 12:00 AM'. The submission list on the right shows a folder named 'New folder' containing two documents: 'Mid Term Internship Report Summer-2025 (1) (1).docx' and 'module 1 self (1).docx', both submitted on '4 October 2025, 11:08 PM'. The 'Grade' section shows a 'Grade out of 50' with a text input field containing '46.00'. The 'Feedback comments' section is currently empty. At the bottom, there are buttons for 'Notify student', 'Save changes', 'Save and show next', and 'Reset'. Red annotations with arrows point to the file links, the grade input field, and the 'Save and show next' button.



Grading Student Assignments

1) **Note:** If the attachment is in PDF then it will be shown as in the left side panel.

2) You can Grade it as define.

Course: F25-SS-421-B - Creative Writing
Assignment: Create a flowchart to find the largest of three n...
View all submissions

Fahad Ali
fahadali@gmail.com
Due date: 5 September 2025, 12:00 AM

Change user
1 of 5 Reset table preferences

Page 1 of 4

Canvas of Change Myself Module

1. Vision Statement: Write your statement

To describe a selfless, assigned, and responsible person who contributes positively to society.

To develop a strong character, good manners, and leadership skills for a successful future.

To live a balanced life with honesty, respect, and continuous self-improvement.

To manage my time, habits, and manners effectively so that I can live a disciplined, healthy, and successful life.

i want to achieve later a good life with success and happiness

2. Character Building: The Maturity Model

- Select five things (Virtues) from the attitude and behavior list to work on this semester

- Helps me stay hopeful and confident.**
- Makes me handle problems calmly.**

Submitted for grading
Not graded
Assignment was submitted 19 days 12 hours late
Student cannot edit this submission

Canvas mid report .pdf 27 October 2025, 12:40 PM
Mid report .docx 27 October 2025, 12:40 PM

Comments (0)

Grade
Grade out of 50
Current grade in gradebook
Not graded

Feedback comments

Edit View Insert Format Tools Table Help
B I ...

Notify student Save changes Save and show next Reset

3) When you grade all the students then click on **Save Changes Button**.

4) Then click on the Course showing in Top Left Corner to go back to the course.



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Grading Student through Submission Portion



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Grading Student Assignments

1) You can also grade the students by another way,
Go to **Assignment**.

F25-SS-421-B Assignments

Assignments

Create a flowchart to find the largest of three numbers.
Opened: Friday, 29 August 2025, 12:00 AM Due: Friday, 5 September 2025, 12:00 AM

2) Go to **Submissions**.

F25-SS-421-B > Assignments Create a flowchart to find the largest of three numbers.

Create a flowchart to find the largest of three numbers.

Assignment Settings **Submissions** Advanced grading More ▾

3) Check **Quick Grading** checkbox.

F25-SS-421-B > Assignments > Create a flowchart to find the largest of three numbers. Submissions

Create a flowchart to find the largest of three numbers.

Assignment Settings **Submissions** Advanced grading More ▾

Submissions Search users Filter by name Status All Advanced ▾

Quick grading Download submissions in folders Actions ▾



Grading Student Assignments

Here you see in the marked area:

If a student **submit the assignment**, then the relevant file shows in the **File Submission Column** and if a student **not submit the assignment** then **File Submission Column** be blank and also, its **Status column** shows **No submission**.

Select	First name / Last name	Email address	Status	Grade	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Final grade
<input type="checkbox"/>	FA Fahad Ali	fahadali@gmail.com	Submitted for grading 69 days 12 hours late Graded	95.00 / 100.00	Thursday, 13 November 2025, 12:27 PM	BoldPrint.pdf 13 November 2025, 12:27 PM	> Comments (0)	Thursday, 13 November 2025, 12:42 PM	95.00 / 100.00
<input type="checkbox"/>	AS Awais Shafique	awais@gmail.com	No submission Assignment	/ 100.00	-		> Comments (0)	-	-

Show 10

Notify students **Save**

1) Here you need to download the attachment to view it. Click on the file link in **File Submission Column** to download it

2) Enter the grades in the **textbox** next to **student name**.

3) When you graded all the students who submit their assignment or if you grade a single student only then Click on **Save** button for final submission.