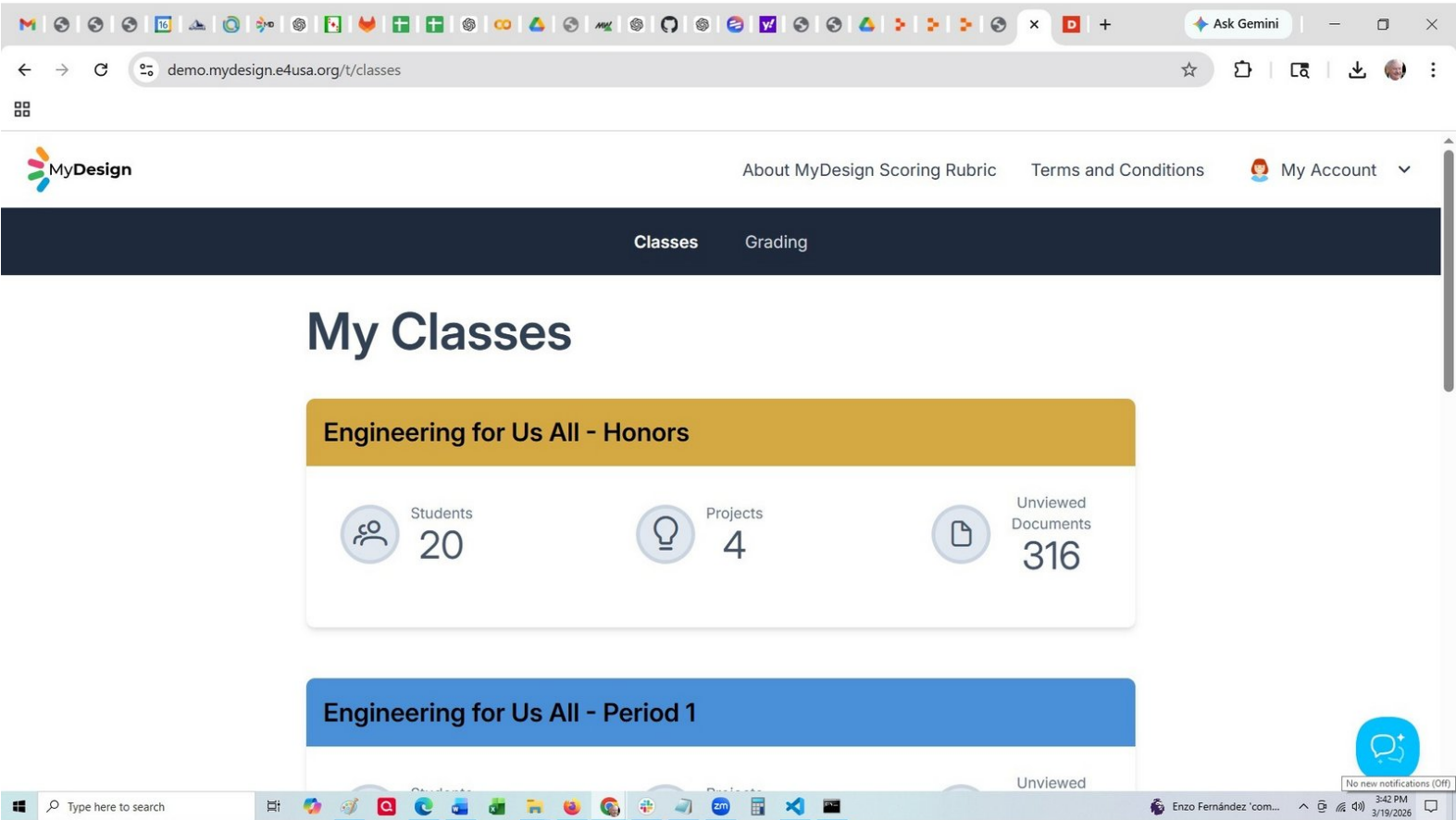




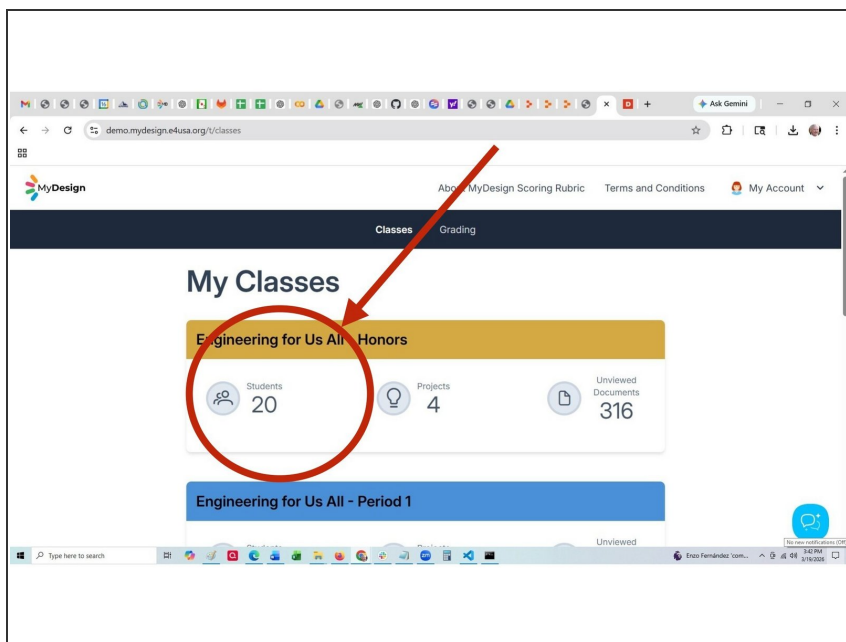
Scoring and Reviewing Student Submissions in e4usa MyDesign®

You will be able to view and markup student submissions, score them against the EDPPSR rubric , provide comments and review class progress

Written By: Michael Bitner

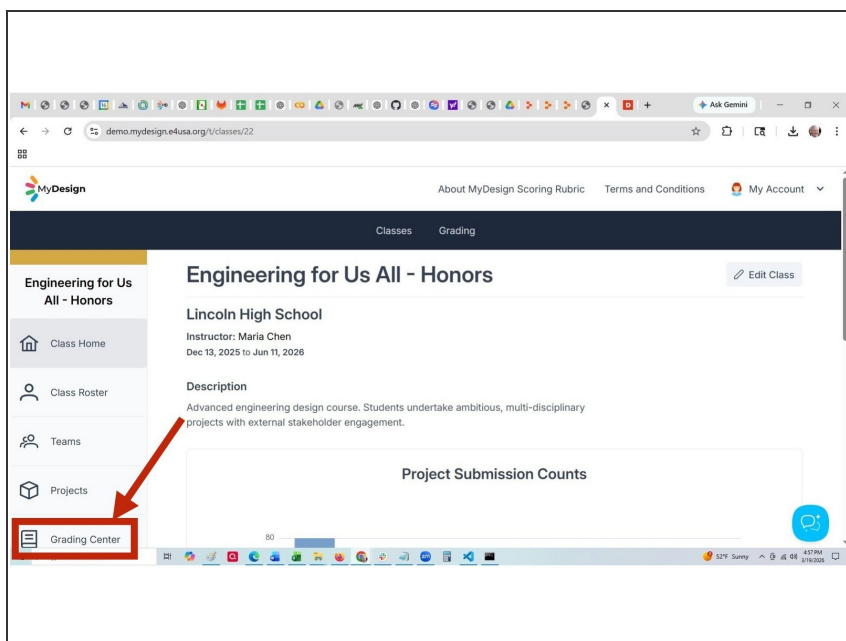


Step 1 — Select Class



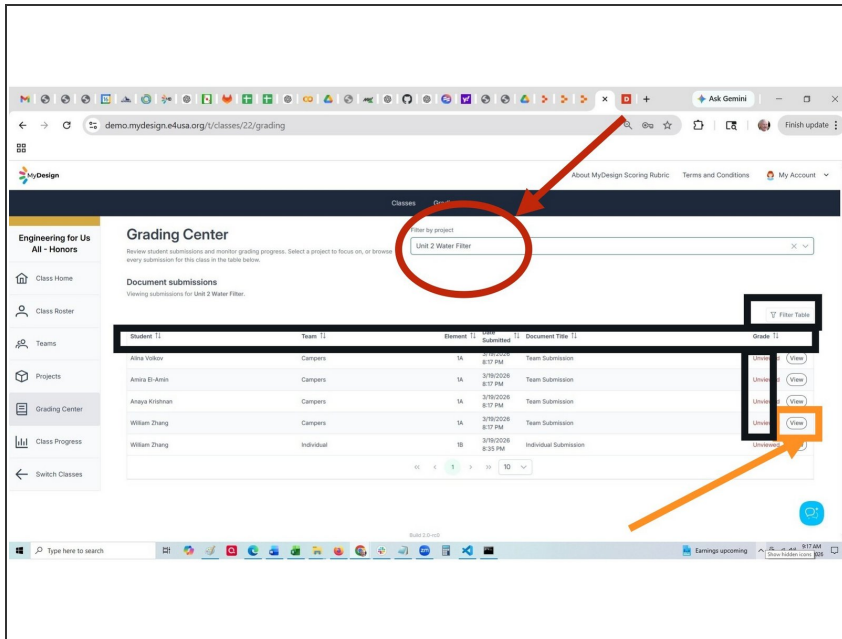
- Navigate to My Classes in e4usa MyDesign®
- Select anywhere within the chosen class card

Step 2 — Navigate to Grading Center



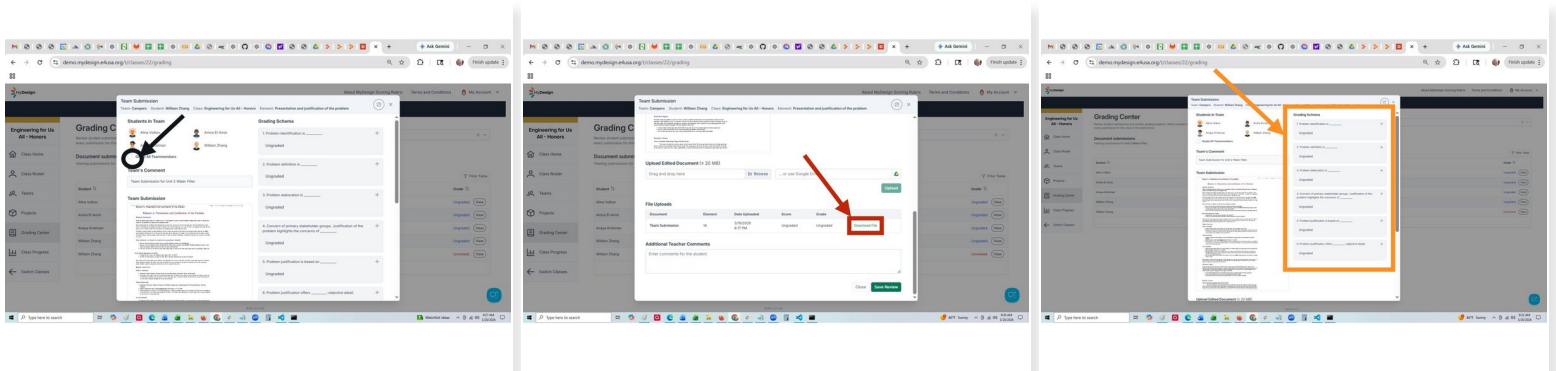
- Class Home page appears
- Select **Grading Center**

Step 3 — View Grading Center



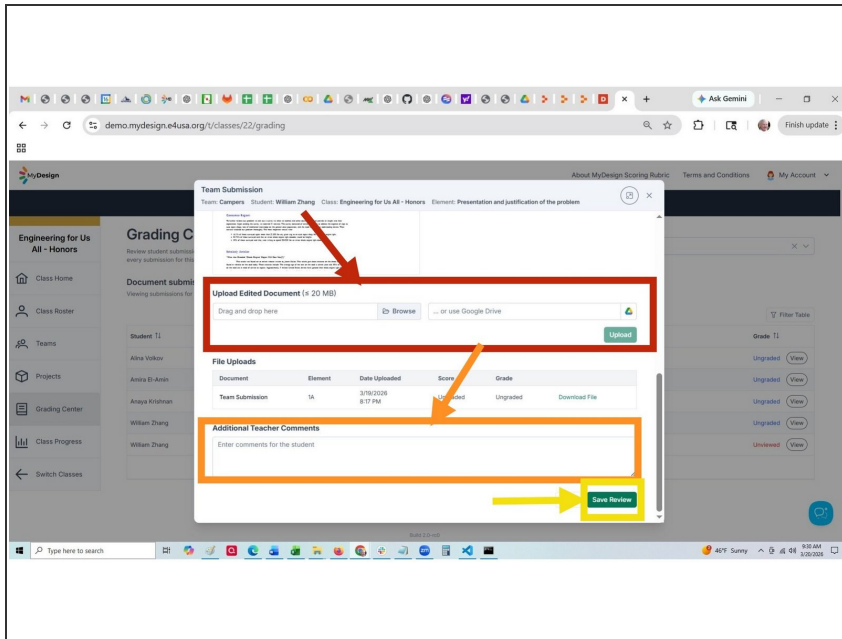
- Sort columns and create filters with the Filter Table to declutter the display. See the Guide for "Filtering Tables of Student Submissions in e4usa MyDesign®".
- Select "Unit 2 Water Filter" from **Filter by project** dropdown list
- A document has been submitted by team "Campers" for Element B. The Grade is **Unviewed** for the four students in the team.
- Select **View** for one of the students

Step 4 — Review Submission for Scoring



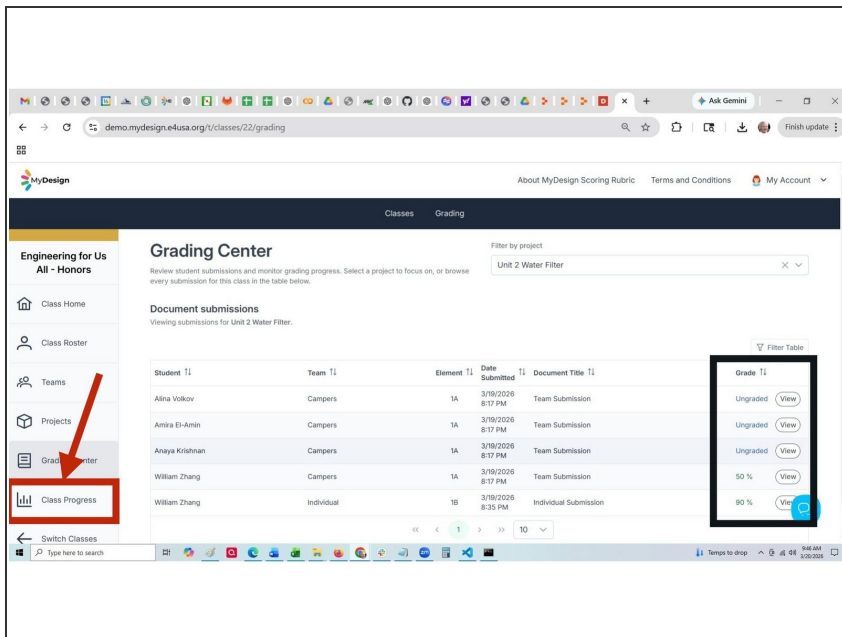
- A check box is provided for **Grade All Teammembers**. The score for this session can be applied to just the student selected or to the whole team.
- DO NOT Select the **Grade All Teammembers** checkbox
- Scroll down to the bottom of the scoring template and select **Download File** to view the team submission for scoring. You can download to your local drive, Google Drive, USB, etc.
- Scroll to the top and score the student submission against the EDPPSR rubric using the **Grading Schema**

Step 5 — Submit Review of Student Submission



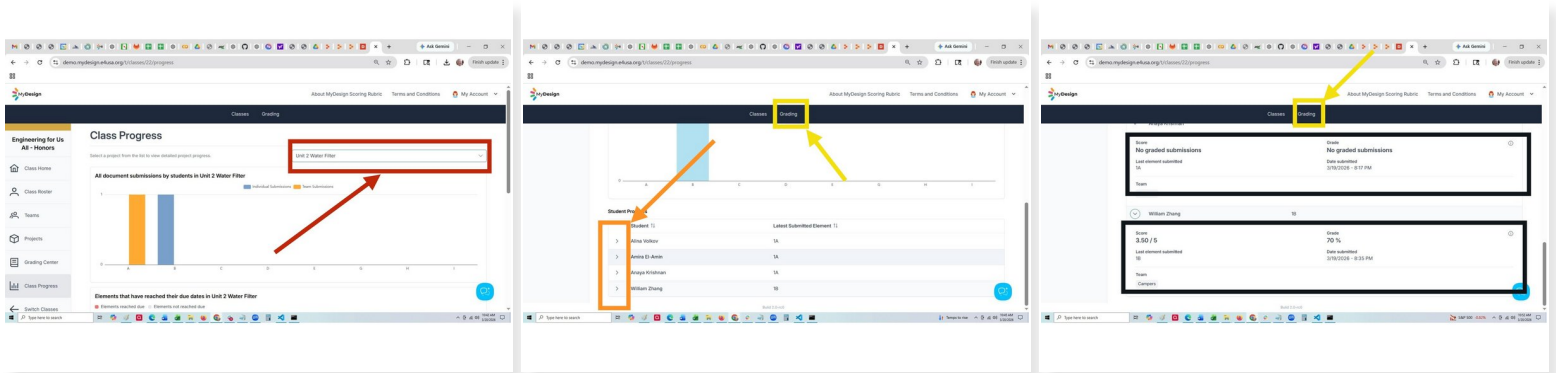
- Markup a downloaded student submission on either a local disk or Google Drive if desired. Scroll down to **Upload edited document** to upload a copy.
- Provide **Additional Teacher Comments** if desired
- Select **Submit Review**
- Repeat Steps 3, 4 and 5 to review the Individual Submission

Step 6 — Grading Center Status Review



- Note that the team document submission for the student who was scored is shown with an actual grade, while the Grade is shown as "Ungraded" for the remaining three students in the team who were not graded.
- An actual grade is shown for the Individual Submission.
- Select **Class Progress**

Step 7 — Review Class Progress



- Select "Unit 2 Water Filter" from the **Please select a project** dropdown list
- Scroll down and note the latest element submitted for each student.
- Expand each student to view details
- Note that only the student who was scored (individual and team) has scores and grades. The student who was scored for both team and individual submissions shows the average scores and grades for submitted documents.
- Select **Grading**

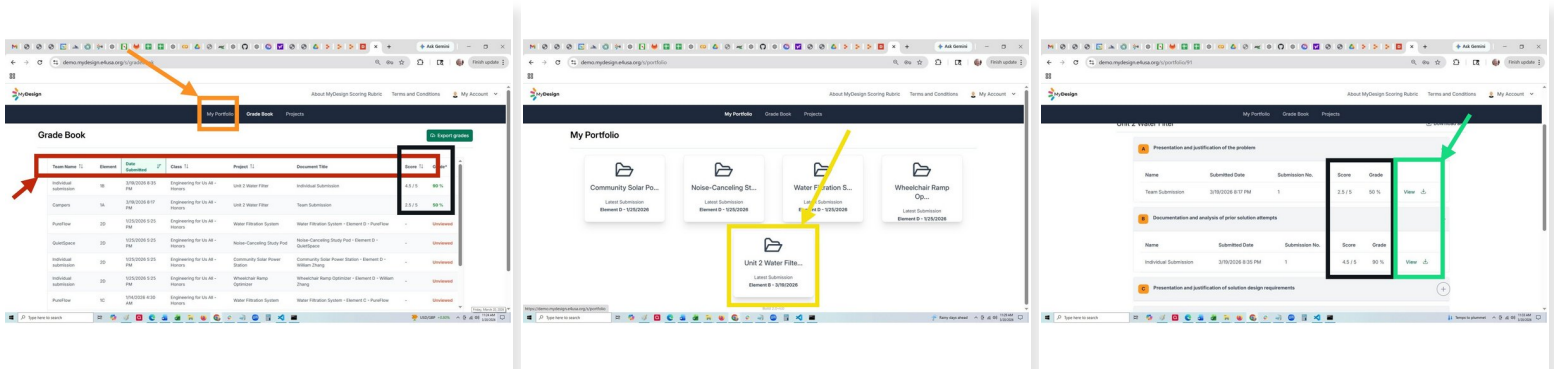
Step 8 — Review Grading Overview

The screenshots show the 'Grading Overview' interface in MyDesign. The table displays student submissions and their grading status. The 'Grade' column shows 'Ungraded' for most entries, with one entry showing '50 %' and another '90 %'. The 'View' button is used to access the document for grading.

Student	Team	Element	Date Submitted	Class	Project	Document Title	Grade	View
Amita El-Amin	Campers	1A	3/16/2026 8:17 PM	Engineering for Us All - Honors	Unit 2 Water Filter	Team Submission	Ungraded	View
Amya Krishnan	Campers	1A	3/16/2026 8:17 PM	Engineering for Us All - Honors	Unit 2 Water Filter	Team Submission	Ungraded	View
William Zhang	Campers	1A	3/16/2026 8:17 PM	Engineering for Us All - Honors	Unit 2 Water Filter	Team Submission	50 %	View
William Zhang	Individual	1B	3/16/2026 8:35 PM	Engineering for Us All - Honors	Unit 2 Water Filter	Individual Submission	90 %	View

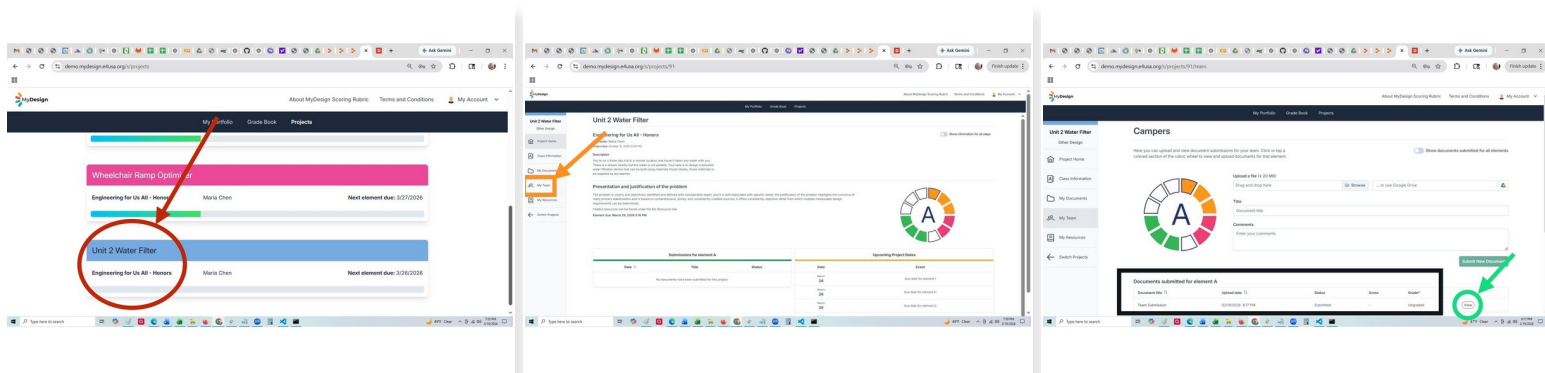
- Use column sorting and create filters with the Filter Table to declutter the display. See the Guide for "Filtering Tables of Student Submissions in e4usa MyDesign®".
- Grading Overview screen shows **Grade** as the actual grades for the student who was scored and "Ungraded" for the students who were not.
- The document can also be graded by selecting **View** from the Grading Overview.

Step 9 — Viewing Student Grade Book and My Portfolio



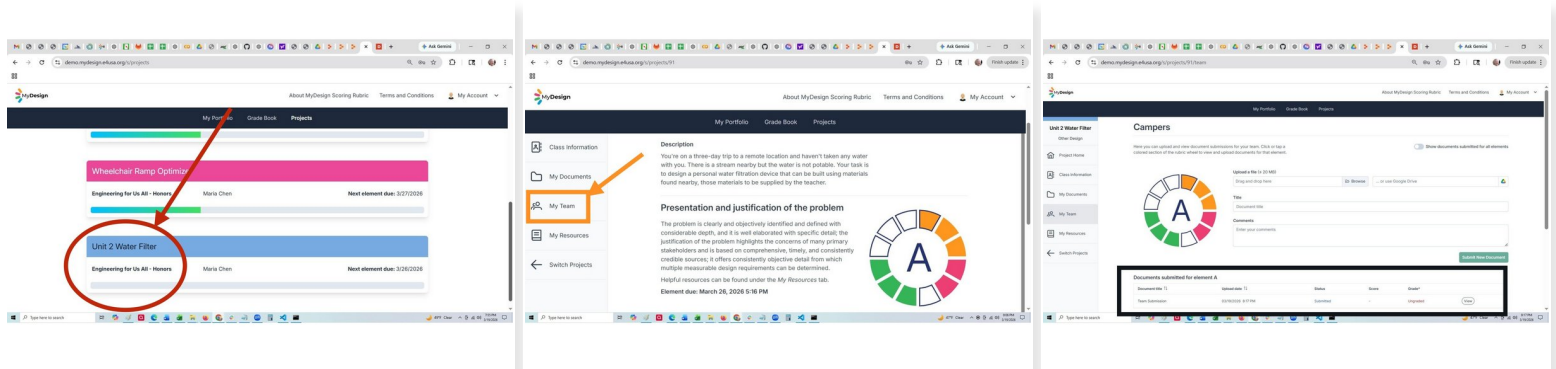
- Navigate to the student **Grade Book** screen
- Sort the columns to isolate the submissions of interest
- **Score** and **Grade** columns show the actual scores and grades for students that were scored and "Ungraded" for the others.
- Select **My Portfolio**
- Select the Unit 2 Water Filter card
- "Element A and B Team and Individual " **Score** and **Grade** columns show the actual score and grade for students who were scored and "Ungraded" for other students in the team who were not scored.
- You can select **View** to review detailed scoring, teacher document markups and teacher comments.

Step 10 — Viewing Student Progress in My Team

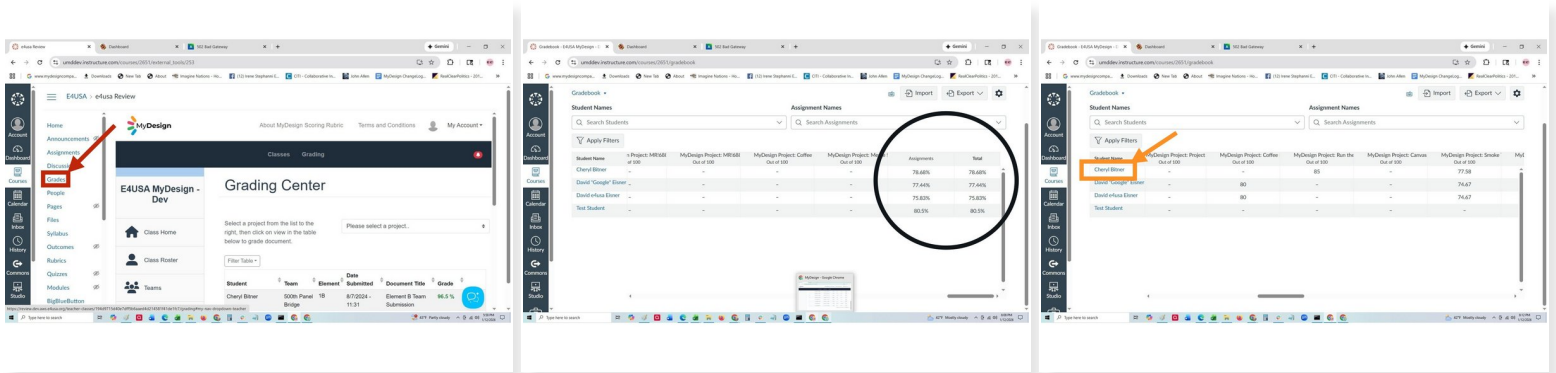


- Navigate to student view My Projects in e4usa MyDesign®
- Select anywhere within the desired project card
- Select **My Team**
- "Status", "Score" and "Grade" are "Graded" with actual scores and grades, for the student who was scored; "Ungraded" and "No Graded Submissions" for other students in the team who were not scored.
- View scoring details, teacher markups and teacher comments by selecting **View**

Step 11 — Viewing Student Progress in My Documents

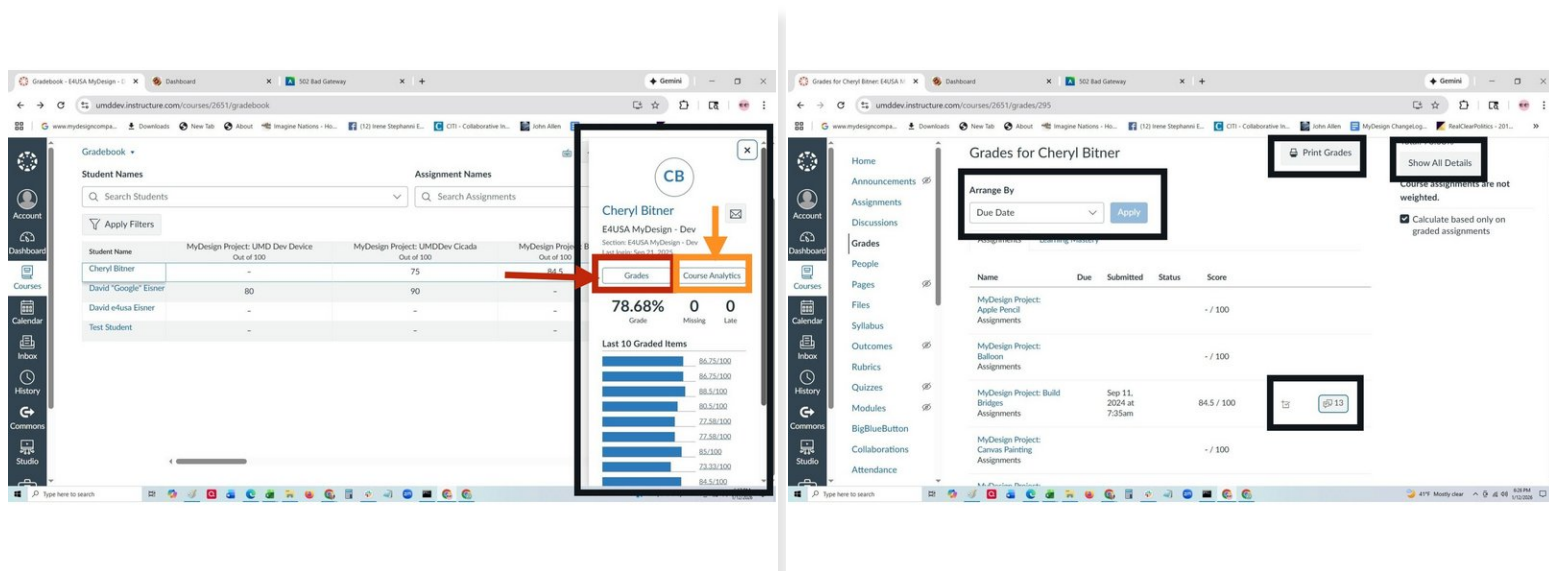


- Navigate to My Projects in e4usa MyDesign®
- Select anywhere within the desired project card
- Select **My Team**
- The process for viewing Individual document "Status", "Score" and "Grade" is the same as for team submissions



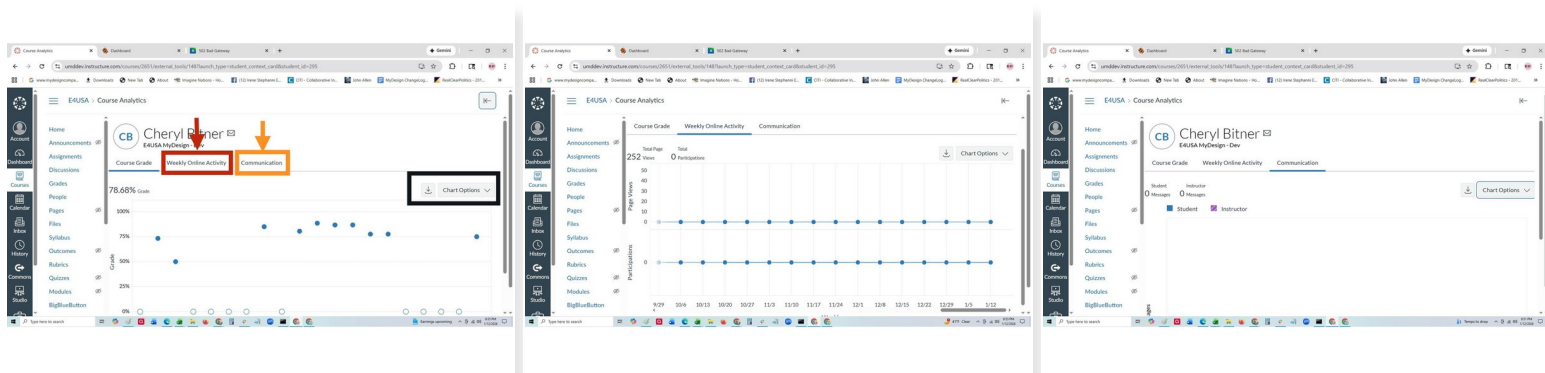
- For teachers using the Canvas LMS version of MyDesign®, select **Grades** in the Canvas panel on the left of the screen.
- The Canvas Grade Book appears with a table of student grades for all project.
- select a **Student Name**

Step 13 — Individual Student Grade History for Teachers using Canvas LMS



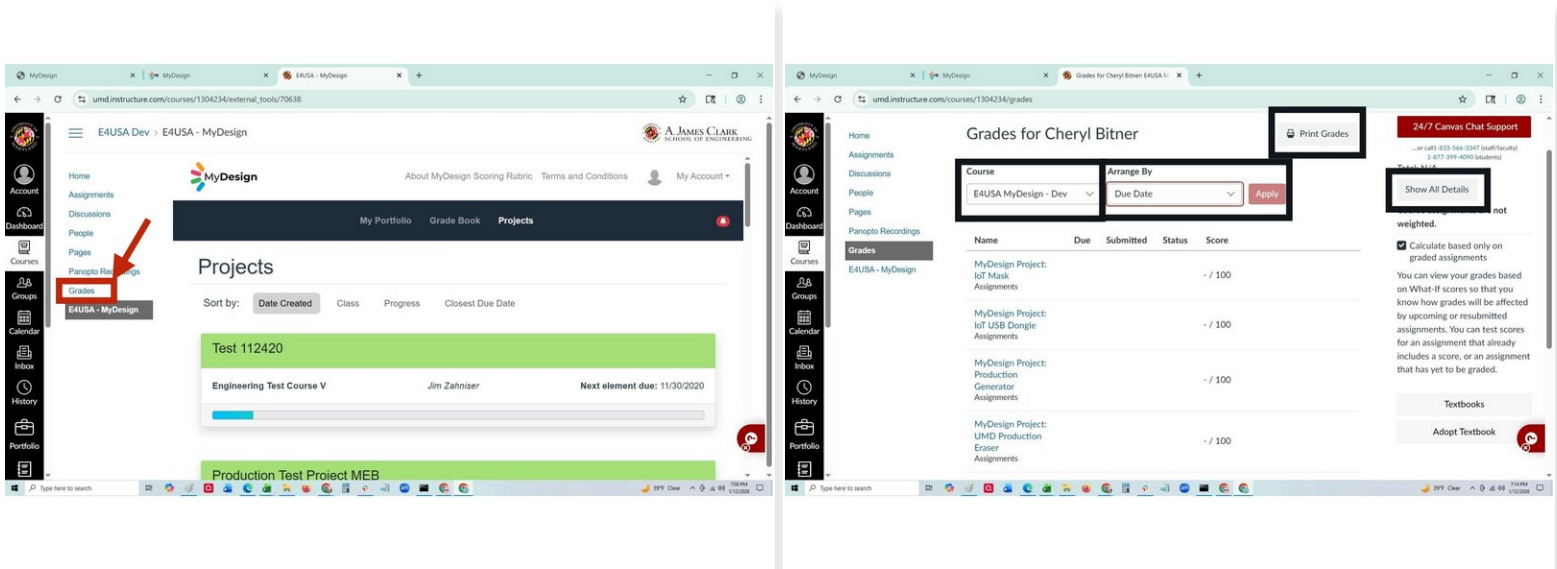
- Observe grade history for an individual student for the most recent 10 submitted documents
- Select Grades on the individual student screen
- A table appears with historical grading data for the selected student. The table can be **Arranged** in different ways, **Show All Details** displays details for each grade, a selection is provided for **Viewing Comments** and a **Print** option is offered.
- Alternatively, select **Analytics** on the individual student screen

Step 14 — Grade Analytics



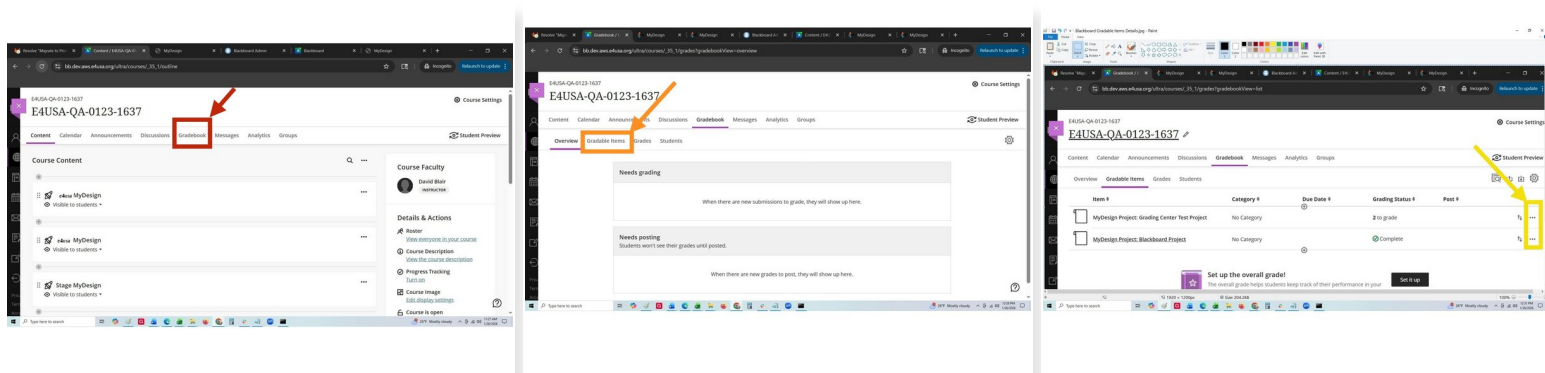
- Analytics are provided for the selected student grades. For **Course Grade**, a graph for table are options for display and a download service is provided.
- Select **Weekly Online Activity** to observe a table or plot of number of views.
- Select **Communications** to observe a table or plot of student and instructor messages

Step 15 — Student Access to Student Grade History in LMS Canvas



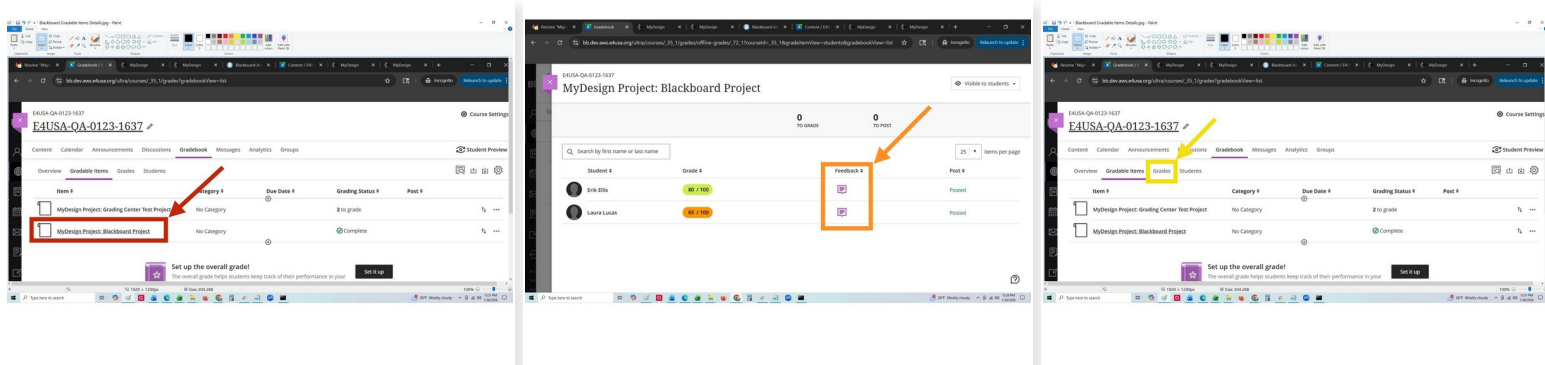
- For students using the Canvas LMS version of MyDesign®, select **Grades** in the Canvas panel on the left of the screen.
- A table appears with historical grading data for the selected student and **Course**. The table can be **Arranged** in different ways, **Show All Details** displays details for each grade and a **Print** option is offered.

Step 16 — Teacher Access to Student Grade History in LMS Blackboard



- For teachers using the Blackboard LMS version of MyDesign®, select **Gradebook** from the Course Content page
- In Gradebook Overview, select **Gradable Items**
- In Gradebook Gradable Items, select ... on the right to see statistics and manage items.

Step 17 — Gradeable Items Details



- Select **Project** to view student details
- Select **Feedback** to inform students
- Select **Grades** from Gradeable Items page

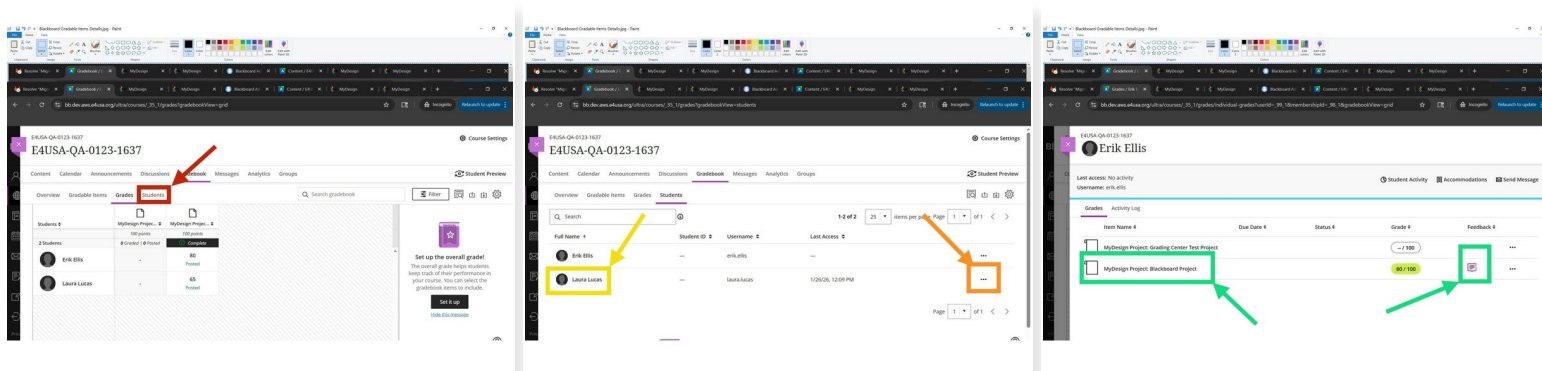
Step 18 — Grades

The left screenshot shows the Blackboard Gradebook interface for course E4USA-QA-0123-1637. The 'Grades' tab is selected, and the 'Students' column is highlighted with an orange box. A red arrow points to the 'Laura Lucas' student entry. The 'Grades' column shows a grade of 80 for Erik Ellis and 65 for Laura Lucas. The 'MyDesign Project' column shows a grade of 100 for Erik Ellis and 65 for Laura Lucas. The 'MyDesign Project' column is also highlighted with an orange box.

The right screenshot shows the Blackboard Gradebook interface for course E4USA-QA-0123-1637, specifically for student Erik Ellis. The 'Grades' tab is selected, and the 'Grades' column is highlighted with an orange box. A red arrow points to the 'MyDesign Project: Blackboard Project' entry. The 'Grades' column shows a grade of 80/100 for Erik Ellis. The 'MyDesign Project: Blackboard Project' entry is also highlighted with an orange box.

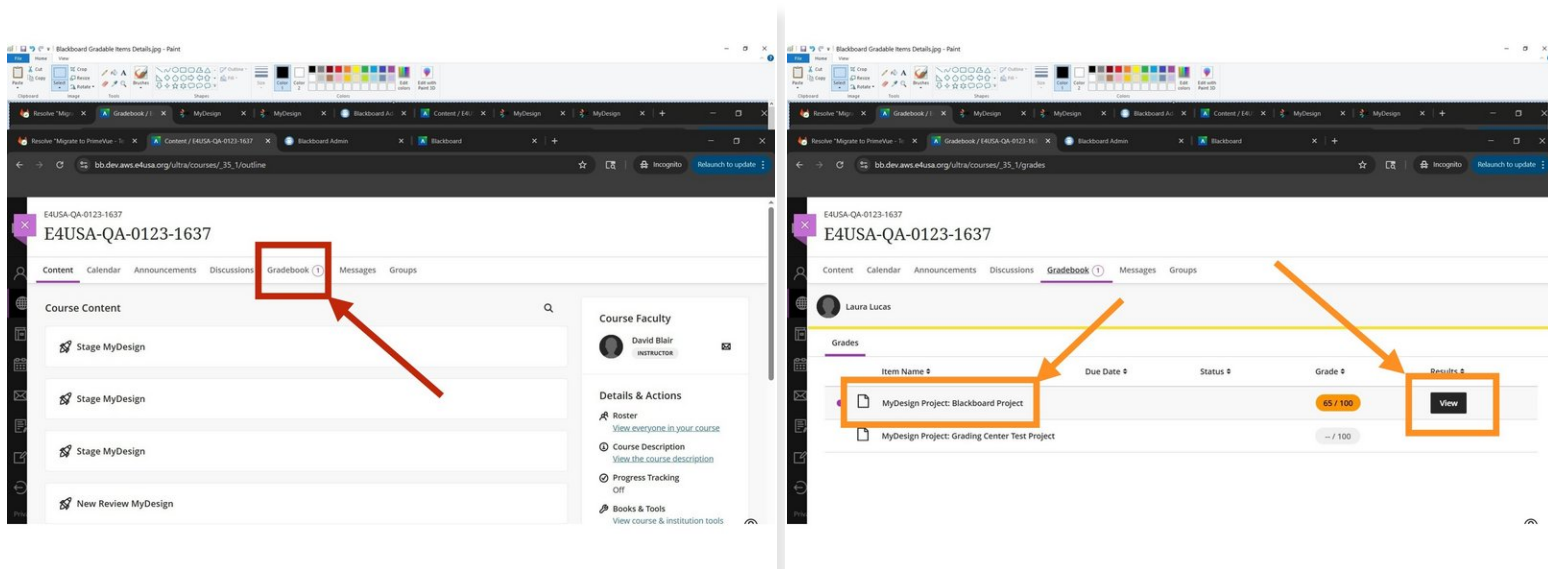
- Select **Student** to view individual grades on projects
- Select **Project** or **Feedback** icon to provide feedback to student

Step 19 — Students



- Select **Students** on Grades Student page
- Select ... to provide feedback to students
- Select **Student** to view student details
- Select **Project** or **Feedback** icon to provide feedback to student

Step 20 — Student Access to Student Grade History in LMS Blackboard



- In Course Content screen, select **Gradebook**
- Select **Project** or **View** to provide feedback to students