



# CLICK SHEET

## How to Use AI Grading for Written Responses

1. By default, AI grading is turned “ON” for all AI Options.
2. From the left navigation bar, under the Teacher tools, select Assignments.
3. Find the assignment that needs to be reviewed and click the eyeball icon.
4. To review the AI score, go to the “Grade” column and click the marked paper icon.
5. Read the Assessment Criteria Rubric and scroll down to view individual student responses.
6. Decide if you want to accept (✓), or decline (✗) and modify the AI score. Repeat for each student.
7. You can even modify an AI score after it’s been applied. Teacher-assigned grades take priority over AI scores.
8. If the teacher has not reviewed the AI score within 3 days, it will be automatically applied.
9. PAS Assignments and Assessments are scored and applied immediately.
10. Administrators can turn off AI grading for the entire account in the left navigation bar, under “Options.” Under AI tools, set the toggle button to “Off.” If preferred, uncheck the boxes to disable the immediate auto-grading of PAS assignments and Assessments, allowing teachers to review those AI scores. Admins can also turn off auto-grading when creating a PAS Plan.
11. Teachers can turn off AI tools when creating an assignment by turning off the “Auto-Grade” option at the end of the first screen of the Penda Assignment Wizard.

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