



GRADING ASSIGNMENT SUBMISSIONS

WITH ATTACHMENTS



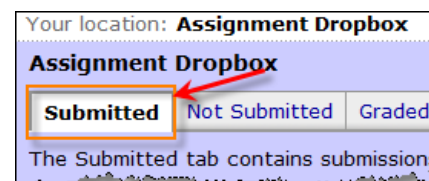
GRADING INDIVIDUAL ASSIGNMENTS WITH ATTACHMENTS

1. From your course Home Page, **click on Teach Tab.**

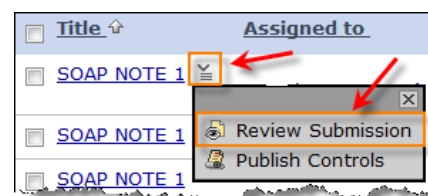
2. Select **Assignment Dropbox** from the **Instructor Tools Menu (Lower-Left Menu)**



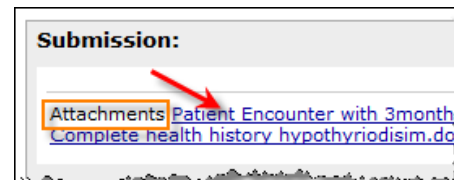
3. From the **Assignment Dropbox** screen, select the **Submitted** tab.



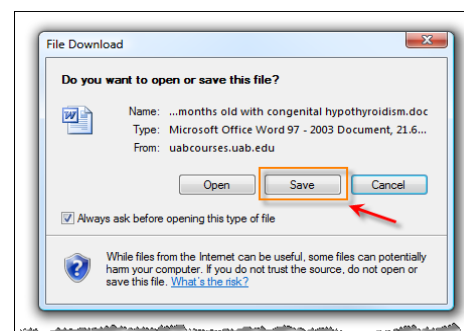
4. To review/grade **individual** assignments with attachments, click the **Actionlink** drop-down to the right of the Assignment Title, then select **review submission**.



5. Click on the student's attachment under "**Submission:**"



6. Click **Save** from the Dialog Box to save the student's document to your computer.



TIP: Create a folder on your computer desktop to save documents to. This will help you locate documents you wish to return to students after grading.

TIP: When saving student documents, add the assignment # and student name to the document name. For example:

Soap_1_Dan_Murphy.doc

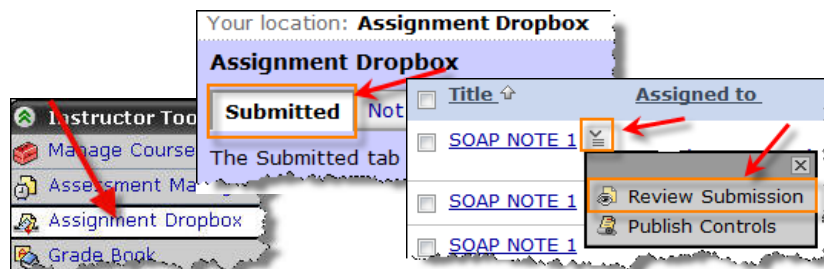
Assignment_1_Dan_Murphy.ppt

TIP: Do not use special characters in the file name.

UPLOADING GRADED ASSIGNMENT ATTACHMENTS

Important: If students are allowed to take back submitted assignments and revise them before the due date, do not grade submissions until the due date has passed.

7. Repeat steps 1 – 4 above:

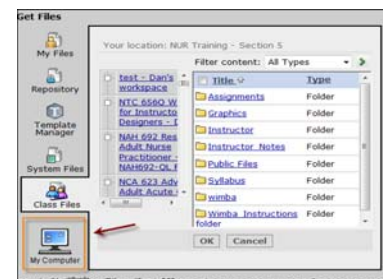


8. Enter your comments in the “Grader/Reviewer Comments:” dialog box.

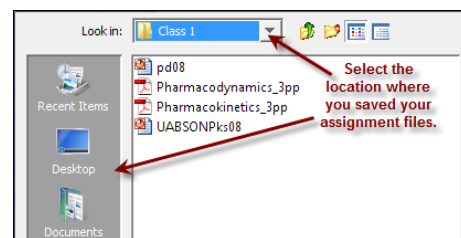
9. Click on the “Add Attachments” button



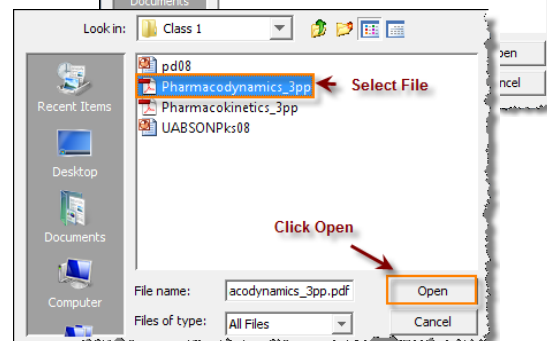
10. When the **Get Files** screen appears, Click on **My Computer**.



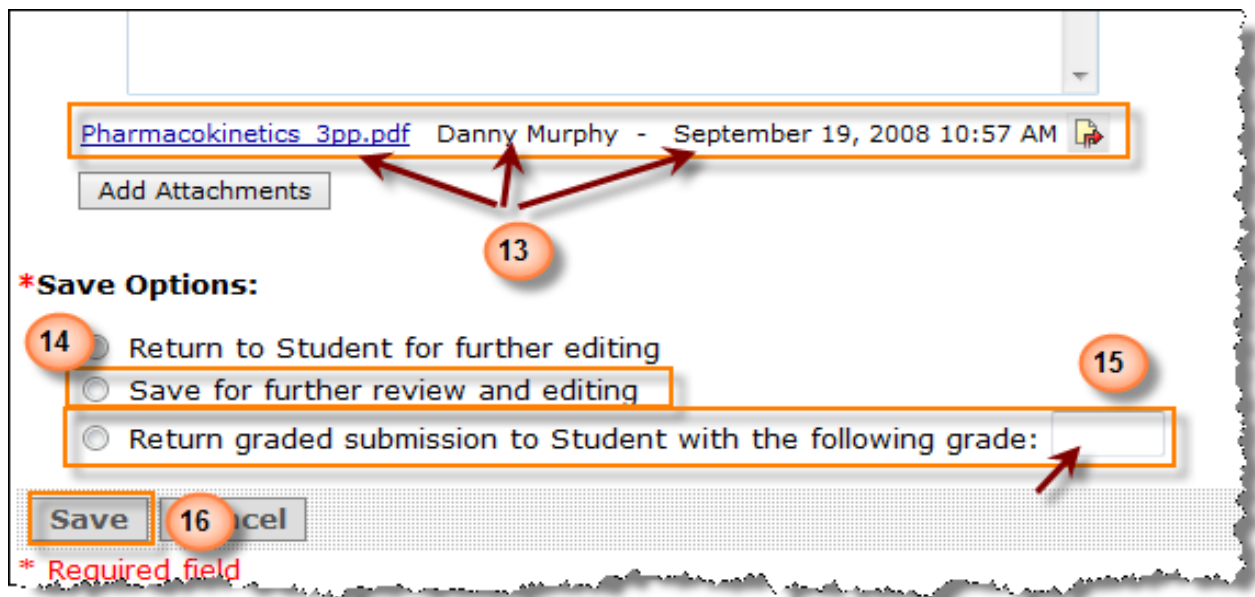
11. Select the location where you saved the student's assignment.



12. Then, **select** the file and click **Open**.



13. The Assignment screen will re-appear and display your attachment. The Instructor Name will appear to the right of the attachment along with the date and time you uploaded the document.
14. If you want to continue evaluating the submission later, select the “Save for further review and editing” option.



15. If you want to assign a grade, select **Return graded submission to Student with the following grade** and **enter the grade**.
16. Click **Save** when finished.