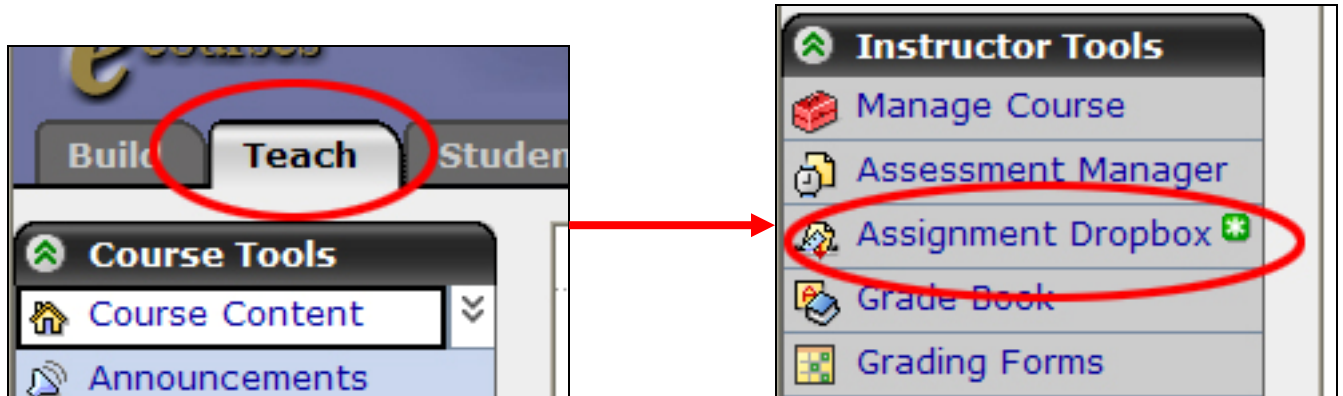


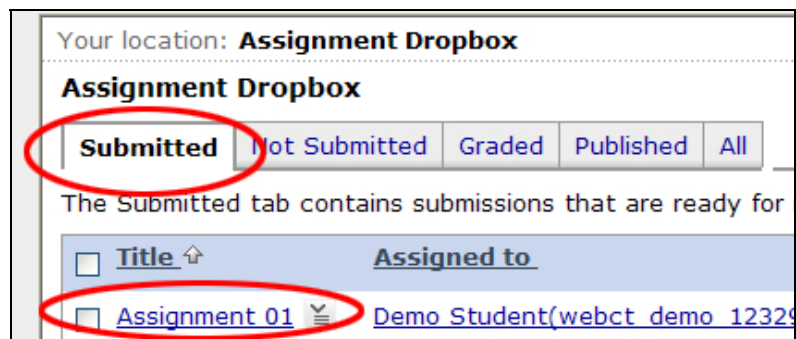
## Grading Assignments

After students have submitted assignments, instructors can grade the assignments and provide feedback by following the steps below:

1. Go to the **Teach** tab and click the **Assignment Dropbox** link from the **Instructor Tools** area.



2. Click the **Submitted** tab.



3. Next, click the title of the assignment you are grading. This will take you to the **Assignment Submission:** page (see image on next page).

From the **Assignment Submission:** page you can download the assignment - or read the assignment from the **Submission:** area if the student typed their submission directly into eCourses.

**Assignment Submission: Assignment-02** [Student's Name](#)

Due Date: October 14, 2008 11:07 AM  
 Type: Work individually  
 Grading Criteria: out of 40

Status: Submitted on October 6, 2008 11:43 AM (Attempt #1)

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**Instructions:**

Follow the instructions on the attached document to complete the assignment. Be sure to submit the completed assignment through the assignment page.

**Submission:**

The completed assignment is attached. ← If the student types their submission directly into eCourses, This is where it will be visible to the instructor.

Attachments: [Action Assignments.doc](#) Student's Name - October 6, 2008 11:43 AM

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**Most Recent Comment:**

Author: Student's Name Date: October 6, 2008 11:43 AM  
 Thank you.

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**Grader/Reviewer Comments:**

← Grader and Reviewer Comments are added here.

← Click here to upload a corrected assignment or any other document to provide additional feedback.

4. Add comments if necessary in the **Grader/Reviewer Comments:** area and then enter the grade.
  - a) After downloading and reviewing the assignment, use the  button to upload a file into the assignment page that student can later download and/or view online. This file could be a corrected version of the student's submission with added feedback.

**Note:** The corrected version of the file, along with any other instructor comments, is transmitted only to the student the student who submitted the assignment.

- b) Once you have reviewed the assignment and are ready to grade, see the **\*Save Options:** area near the bottom of the window.

**\*Save Options:**

Return to Student for further editing

Save for further review and editing

Return graded submission to Student with the following grade:  out of 40

**\* Required field**

The three options are listed above. If you are ready to assign a grade for the assignment, click the radio button next to “Return graded submission to Student with the following grade:” and enter a grade in the text field. Otherwise select one of the first two options.

5. When the desired option has been selected, click the  button.
6. Using Email and Discussion for Assignment Submission
- a) Email can be used in a similar fashion as the Assignment tool. Like the assignment tool, the communication is private between the instructor and the student. However, the Assignment tool adds the convenience of conducting the communication, course submission, and grading information all in one location.
- b) Discussion does not provide the type of private communication that the Email and Assignment tools provide. Discussion can, however, be useful for feedback that might be restricted to students participating in group assignments. It can also be useful for general feedback intended for the entire class.

**NOTE:** For quizzes and assignments, the best way to ensure that they are configured the way you intend is to view them as a student. The “Student View” tab provides a view from a student’s perspective for all student eCourses elements and allows instructors and designers to participate in the course as a “demo” student.