

## Grading Options for Assignments

To grade assignments, you must be either an Instructor or a TA in the course. You will also work from the Teach tab.

There are several methods to access the Assignment Dropbox.


1. The first method is to select the assignment itself from the homepage and then select a student submission that you want to grade.


< Your location: [Course Content Home](#) > **Assignment Dropbox**


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**Submitted** Not Submitted Graded Published All View by:

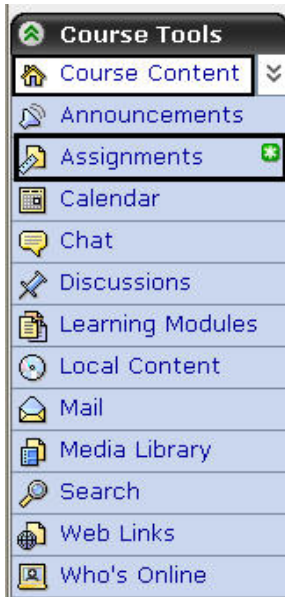
The Submitted tab contains submissions that are ready for review and have not been Students.

<input type="checkbox"/>	<u>Title</u> ↑	<u>Assigned to</u>	<u>Attem</u>
<input type="checkbox"/>	<b>Sample Assignment</b>	 <u>Student 756330011, Demo(webct demo 756330011)</u>	2

 [Create Printable View](#)

 = Student can take back for editing

2. The second method is to select **Assignments** under Course Tools.



3. The final method is to select the **Assignment Dropbox** under Instructor Tools.



When you get to the submissions area, you will have different viewing options for all the assignments:

1. **Submitted:** Students who have submitted their assignment(s).
2. **Not Submitted:** Students who have not started their assignment(s) or who have saved their work but have not submitted it yet.
3. **Graded:** Graded assignment(s) for a particular student.

4. **Published:** You or your students have published their work for the rest of the class to view it.
5. **All:** All assignments no matter what the stage of completion.

## Grading

To grade a submission, select the **Title** of the assignment from the individual student that you want to grade. You can view information from the submission box and all attachments. To view attachments, click the title of the document. You can add a comment in the Grader Comments box or download the document, make edits or add comments, and upload it back for the student.

Assignment Submission: Sample Assignment [Demo Student 756330011\(webct demo 756330011\)](#) ☰

<b>Instructions:</b> You will include instructions to the assignment here...	<b>Status:</b> Submitted on June 1, 2006 2:05 PM (Attempt #2)
<b>Attachments:</b> None	<b>Submission:</b> <a href="#">View Start Page</a>
<b>Due Date</b> June 1, 2006 4:30 PM	<b>Grader/Reviewer Comments:</b> <div style="border: 1px solid gray; height: 80px;"></div>
<b>Type:</b> Work individually	<b>*Save Options:</b> <input type="radio"/> Return to Student(s) for further editing <input type="radio"/> Save for further review and editing <input type="radio"/> Return graded submission to Student(s) with the following grade: <input type="text"/> out of 100
<b>Grading Criteria:</b> out of 100	<div style="border: 1px solid gray; padding: 5px;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></div> <p><small>* Required field</small></p>

Once you have read submissions, made edits or added comments, and uploaded any additional attachments, you have three options:

1. You can return the assignment to the student for editing and resubmission.

2. You can save the information you have added, but do not assign a grade.
3. You can assign a grade and send it back so the student can view their grade. The grade will be automatically recorded in the Grade Book.

When you grade the submission, the assignment will be put under the Graded sub-tab. You can click the sub-tab at any time and change information for assignments that have already been graded.

### **Not Submitted**

When students have saved their work, their assignment is filed under Not Submitted, which means they have uploaded documents and/or entered text into the submission box and selected **Save as Draft** instead of selecting **Submit**. You can look under Not Submitted to view who has not submitted the assignment.

### **Graded**

As you grade submissions, they are filed under the Graded tab. You can enter this area and re-grade student submissions if necessary. You can also view which student assignments have been graded and re-examine how you graded particular assignments.

### **Published**

When you create an assignment, you decide who has access to publish student work, which can be either you or your students. When an assignment has been published, it is placed under the Published tab and everyone in the course can view it. You should generally grant students access rights to publish their own work if it is part of the instructions for an assignment. If student publishing is not part of the instructions, you should only allow yourself to publish it.

## **All**

The All tab allows you to look at all assignments. You also have access to the settings within assignments just in case you need to change something.

These are all the areas under the Assignments Dropbox. The Assignments Dropbox allows you to keep tabs on your students' work and progress.