Completing Assessments

Students complete assessments by accessing the Assessment tool in WebCT. An instructor may opt to place links to individual assessments in the **Course Content Home** area as well. For additional information on placing links to individual assessments within the **Course Content Home** area, see the manual section called *File Management and Content*.   Students can only access assignments that have been made visible.

Taking an Assessment as an Instructor

Assessments can be submitted as an instructor, under the **Student View** tab. Assessments submitted under the **Student View** tab are submitted under the **Demo Student** ID. To view assessments submitted under the **Student View** tab, follow the instructions listed in the next section of this document (*Viewing Student Submissions*).

Viewing Assessment Submissions

To view a student submission,

Step 1: Click the **Teach** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu.

Step 3: Locate the assessment to view and click the **ActionLinks** ⩬ menu to the right of the assessment title.

Step 4: Choose **View Submissions** from the **ActionLinks** menu. The **Assessment Manager** screen will appear.

Step 5: Click the **Not Graded** tab to view Assessment submissions that have not been graded (or click any of the other tabs, such as the **Graded** tab, to view those submissions).

Step 6: Locate a student submission to view on the **Assessment Manager** screen and click the **View Attempt** link (corresponding to the student in question) to view the student's submission (graded or "not graded" submission). The student's submission will be listed.

To view *Survey* submissions, choose **View Reports** from the **ActionLinks** menu (Step 4 above).

To grade a student submission (that has not been automatically graded),

Step 1: Follow the steps above to view a student submission.

Step 2: On the submission screen for a student, scroll through the listed submission, entering scores where necessary into the corresponding question **Score** or **Override score** text boxes.
    a. Comments can be input for each question as well (into corresponding question **Comments** text boxes).

Step 3: Click the **Update Grade** button at the bottom of the screen.

> **NOTE:** For additional information or information regarding settings not covered, click the **Help** link in the upper right-hand corner of the WebCT window.