Accessing Student Submissions

To view a student submission,

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

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

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

Step 4: Choose **View Submission** from the **ActionLinks** menu. The **Assignment Dropbox** screen will appear.

Step 5: Click the **Submitted** tab from the **Assignment Dropbox** screen.

Step 6: Locate a student submission to view on the **Assignment Dropbox** screen and click the assignment title listed under the **Submitted** tab.

Step 7: The text and/or attachments submitted by the student will be listed.

To grade a student submission,

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

Step 2: On the submission screen for a student, enter comments for the submitted work in the **Grader/Reviewer Comments** text box.

Step 3: Click the **Add Attachments** button to attach a file to the submission. This file will be submitted to the student upon the grading of the submission. (This is the option to use if an
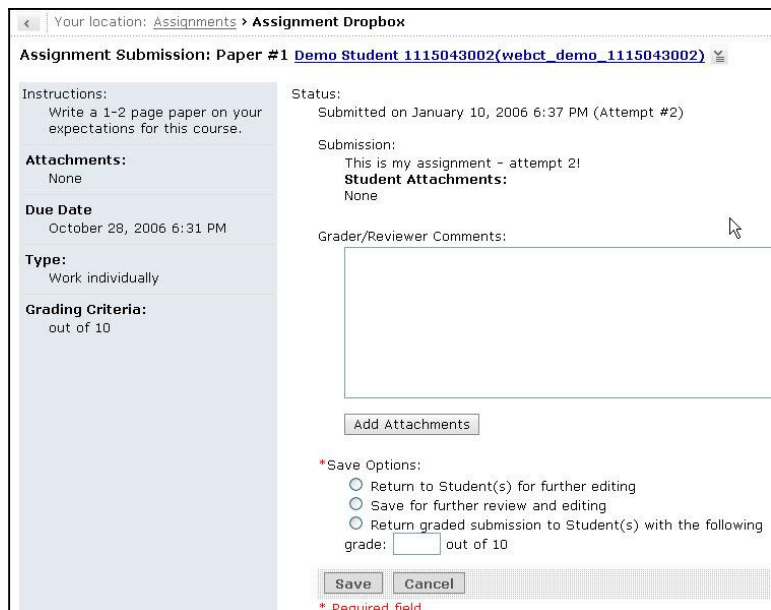
assignment document needs to be returned to a student, perhaps with comments included.)

Step 4: Choose an option under the **Save Options** section at the bottom.

    a. Select **Return to Student(s) for further editing** if additional submissions are required.
    b. Select **Save for further review and editing** to save the submission.
    c. Select **Return graded submission to Student(s) with the following grade** to submit a final grade for the student.
        i. Enter the number of points the student earned in the **Out of** text box.

Step 5: Click the **Save** button at the bottom of the **Assignment Dropbox** screen.