




Accessing Student Submissions

To view a student submission,

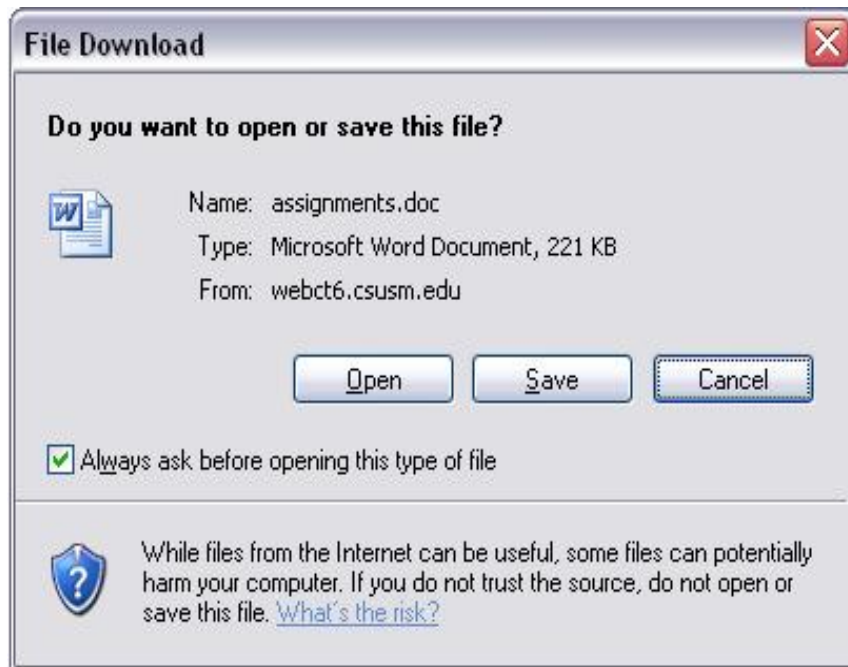
- Step 1:** Click the **Teach** tab.
- Step 2:** Click the **Assignments** button located under the **Course Tools** menu.
- Step 3:** Locate the assignment to view and click the **ActionLinks**  menu to the right of the assignment title.
- Step 4:** Choose **View Submission** from the **ActionLinks** 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 and make comments on the submission,

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



Step 2: When the document opens, click **Save**.

Step 3: Save the document using a new name onto your computer.

Step 4: Open the document and make comments and save the document

Step 5: 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.

Step 6: 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 7: Click the **Save** button at the bottom of the **Assignment Dropbox** screen.