

Assignments

What is the Assignments tool?

The Assignments tool allows instructors to create, distribute, collect, and grade online assignments.

Assignments are typically private; student submissions are not visible to other users of the site. However, the instructor has the option to enable peer evaluation of assignments if desired.

Assignments may be submitted via file upload or inline using the [Rich Text Editor](#), depending on instructor preference.

To access this tool, select Assignments in the Tool Menu of your site.

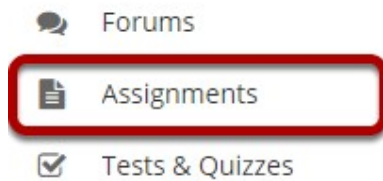
 Forums

 Assignments

Tests & Quizzes

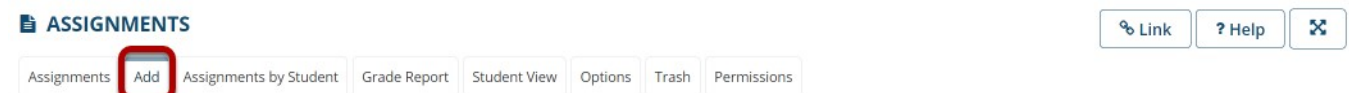
How do I add an assignment?

Go to the Assignment tool.



Select the **Assignments** tool from the Tools Menu in your site.

Click **Add**.



Click the **Add** button to add a new assignment.

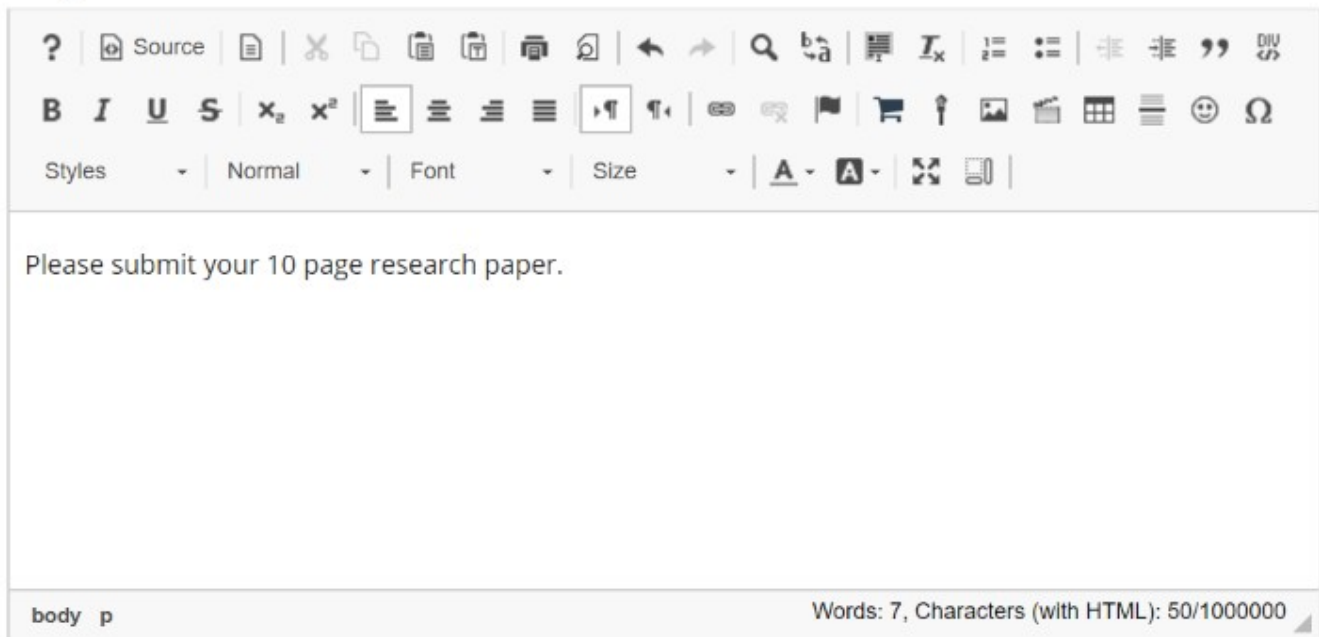
Give your assignment a title.

Title *

The title of your assignment should be something descriptive and unique, as this is the title students will see when they go to the Assignments tool to submit their work.

Add assignment instructions.

Assignment Instructions *



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for editing text, including undo, redo, search, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, insert video, insert table, insert quote, and insert emoji. Below the toolbar, the text area contains the instruction: "Please submit your 10 page research paper." At the bottom of the editor, there is a status bar showing "body p" on the left and "Words: 7, Characters (with HTML): 50/1000000" on the right.

Enter the instructions for the assignment into the [Rich Text Editor](#). You may use the editor to format your assignment description, and add images, links, or other media if desired.

Add honor pledge. (Optional)

Add honor pledge

If you would like to add an honor pledge to your assignment, check the **Add honor pledge** box.

Student View of Honor Pledge

Assignment: Assignment 1

Honor Pledge Accepted

Draft - In progress

Submitted

Returned

Honor Pledge

I have not given, received, or used any unauthorized assistance on this assignment.

Agree

Back to list

When the honor pledge option is selected, students must agree to the statement pictured above that reads "I have not given, received, or used any unauthorized assistance on this assignment" in order to submit their assignment.

Add Attachments. (Optional)

Attachments


No attachments yet

Add Attachments


If you would like to attach any additional files to the assignment, such as a grading rubric or peer review rubric, click the **Add attachments** button to browse for and attach file/s.

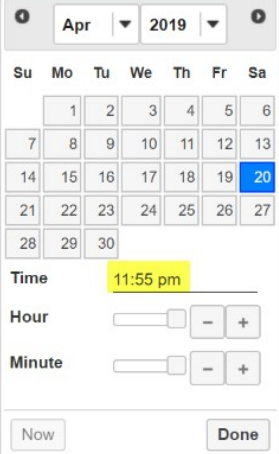
Specify the availability.

Availability

Open Date * **1** 
Students can not save or submit the assignment until the open date.

Due Date * **2** 

Accept Until * **3** 
close date.



Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Time

Hour - +

Minute - +

When you create a new assignment, the Open Date will default to the current day, and the Due Date and Accept Until dates will default to one week later. Change the dates using the calendar icon to bring up the date-picker pop-up calendar.

1. The **Open Date** for your assignment is when it becomes available for students.
2. The **Due Date** is the deadline to turn in the assignment.
3. The **Accept Until** date allows you to accept late submissions after the due date (late student submissions marked as late). If you do not accept late submissions, you may leave the Due Date and Accept Until date the same.

Tip: Often, faculty like to set the time on the due date to 11:55 PM, as that is the latest time you can select on a given day. Selecting 12:00 AM will display the date as the next day, and this may confuse students about the actual due date if they assume they have all day to turn in their work.

Send a reminder email. (Optional)

Send a reminder email 24 hours before the due date.

If you would like a reminder email to be sent 24 hours before the due date, check the box next to **Send a reminder email 24 hours before the due date.**

Hide due date from students. (Optional)

Hide due date from students

If you would prefer for students not to see the assignment due date, check the box next to the **Hide due date from students** option.

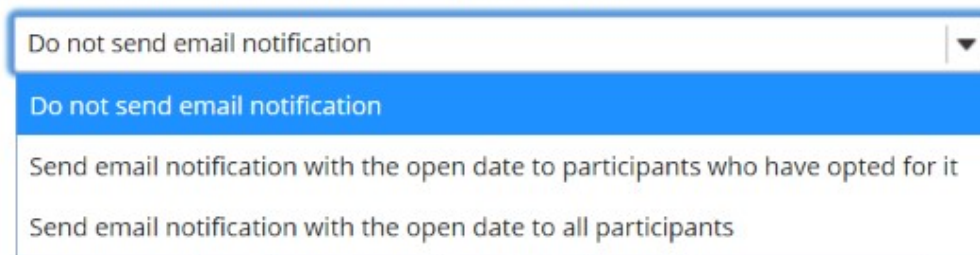
Add due date to Calendar. (Optional)

Add due date to calendar

If you would like your assignment due date to be added automatically to the Calendar in your class, check the **Add due date to calendar** box.

Add an announcement. (Optional)

Add an announcement about the open date to Announcements



The image shows a screenshot of a dropdown menu. The menu is open, displaying four options. The first option, "Do not send email notification", is highlighted in blue. The other three options are "Send email notification with the open date to participants who have opted for it" and "Send email notification with the open date to all participants".

If you would like an announcement to be automatically posted to the site regarding the open date for your assignment, check the **Add an announcement about the open date to Announcements** box. If you enable an announcement about the option date, you will also have the option to choose an email notification for the announcement.

Note: The announcement will be posted immediately when you post your assignment, regardless of the actual open date of the assignment itself. This option is best used to announce changes in a due date, or the availability of a newly posted item.

Choose how to Assign the assignment.

Assign To

Once posted, an assignment cannot be switched between individual and group.

- Each individual member of the site
- Each individual member of the selected group(s)
- The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

You may display your assignment to everyone in the site (the default), or to selected groups.

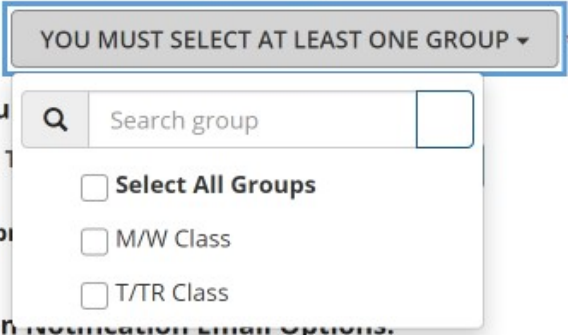
Note: You must have existing groups in your site in order to select the second or third option.

Assign to each individual member of the selected group(s). (Optional)

Assign To

Once posted, an assignment cannot be switched between individual and group.

- Each individual member of the site
- Each individual member of the selected group(s)
- The selected group(s), as a group assignment (one group member submits on behalf of the entire group)



The screenshot shows a form with a dropdown menu that has been triggered, displaying an error message: "YOU MUST SELECT AT LEAST ONE GROUP" with a red asterisk. Below the error message is a search box labeled "Search group" with a magnifying glass icon. Underneath the search box are three checkboxes: "Select All Groups", "M/W Class", and "T/TR Class". The form also includes labels for "Student Submission", "Allow Resubmission", and "Submission Notification Email Options".

If you select the **Each individual member of the selected group(s) option**, the settings will expand to show a list of all existing groups in the site. Select one or more groups to display the assignment to those groups only. If you selected the Group Submission option, you may limit the groups that are allowed to submit here.

Note: This option only controls the visibility of the assignment for users in different groups. By default, each member of the group still submits an individual assignment, but this display setting allows you to identify different assignments for different groups or sections.

Assign to the selected group(s), as a group assignment (one group member submits on behalf of the entire group).

Assign To

Once posted, an assignment cannot be switched between individual and group.

- Each individual member of the site
- Each individual member of the selected group(s)
- The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

ALL THE GROUPS ARE SELECTED (2) ▾ *

Search group

- Select All Groups
- M/W Class
- T/TR Class

The selected groups don't have any participants in common.

If you want students to submit one assignment per group, use **The selected group(s), as a group assignment (one group member submits on behalf of the entire group)** option.

- The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

All the groups are selected (2) ▾ *

Group assignments require that the selected groups don't have any participants in common.

Check Now

If you've chosen more than one group to submit a group assignment, a notice will appear offering to scan the groups for duplicate participants (students who appear in both groups). Select the **Check Now** button.

- The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

All the groups are selected (2) ▾ *

Group assignments require that the selected groups don't have any participants in common.

Check Now

Success! There are no students who are members of more than one of the selected groups.

If there are no duplicate participants, you will receive a **Success** message confirmation.

The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

All the groups are selected (2) ▼ *

Group assignments require that the selected groups don't have any participants in common.

Check Now

The following students are members of multiple selected groups:

- Student01 Demo (M/W, T/TH)

If duplicate participants are present, an alert message will be displayed listing participants and group details. You need to resolve all duplicate entries before the assignment can be posted. To learn more about how to manage groups and participants, go to the [Site Info](#) tool.

Choose the submission format.

Student Submissions

Submission Type *

Allow Resubmission

Submission Notification

- Do not send notification
- Send a notification email
- Send one email per day

Inline and Attachments ▼

Inline only

Attachments only

Inline and Attachments

Non-electronic

Single Uploaded File only

External Tool (LTI)

There are several submission formats that you may accept.

- **Inline only:** Student may only submit a response by entering their content into the Rich Text Editor. The attachment option is not available. This is a good option to choose if you want to be able to grade all of the responses online without having to download or open any files.
- **Attachments only:** This format removes the Rich Text Editor option and leaves only the attachment option available.
- **Inline and Attachments:** This is the default format and it allows students to either enter content into the Rich Text Editor inline, or attach a file, or both.

- **Non-electronic:** This format choice is for assignments that you expect students to submit in person, but you want the option to view assignment details and/or grade the assignment in Sakai.
- **Single Uploaded File only:** If you want students to submit a file, but you only want a single file, this is the option to choose. (Both the Inline and Attachments and the Attachments only option allow students to upload and submit more than one file at a time.)
- **External Tool (LTI):** If you would like to collect submissions from students using a third party tool integrated with Sakai via LTI , you may select the External Tool (LTI) option to configure the tool. See the [What is the External Tool \(LTI\)?](#) article for more information about LTI tools.

Choose your preferred format from the drop-down menu.

Allow Resubmission. (Optional)

Allow Resubmission



1 Number of resubmissions allowed

2 Resubmission Accept Until 

3 Released Resubmission Notification Email Options:

- Do not send notification email to student when the grade is released and resubmission is available
- Send notification email to student when the grade is released and resubmission is available

If you select **Allow Resubmission**, you may specify:

1. The number of resubmissions allowed for the class
2. The deadline for resubmitting
3. Whether to notify students via email when the grade is released and resubmission is available

Tip: You may also choose to allow resubmissions on an individual basis when you grade student submissions.

Submission notification.

Submission Notification Email Options:

- Do not send notification emails for any student submissions
- Send a notification email for each student submission
- Send one email per day summarizing notifications for student submissions

The default notification setting is **Do not send me notification emails for any student submissions**. If you would like to be notified, select either of the following two options:

- **Send me a notification email for each student submission:** This option will send a separate email for each student immediately upon submission.
- **Send me one email per day summarizing notifications for student submissions:** This option will send a digest email listing all student submissions for that day.

Choose the radio button for the notification setting you prefer.

Note: The notification email message will be sent to the external email address for your Sakai user account. It does not send the notification to the Sakai Messages tool.

Choose Grading details.

Grading

- Hide submitters' identities (e.g. for anonymous grading)
- Grade this assignment

The Grading section includes two options. The first option, **Hide submitters' identities**, allows the instructor to grade student submissions without seeing the associated student name in the grading interface.

Choose grade scale.

Grading

Hide submitters' identities (e.g. for anonymous grading)

Grade this assignment

Grade Scale* Checkmark ▼

Points

Letter grade

Pass/Fail

Checkmark

Released Grade M

Do not send notif

Send notification

Mail Options:

student when the grade is released

when the grade is released

Additional information

The second option in the Grading section allows you to choose a specific grade scale for the assignment. There are several grade scales to choose from:

- **Points:** Allows you to assign points to an assignment for grading. This is the option you should choose if you plan to send the assignment to the gradebook.
- **Letter grade:** You may select this option if you like to grade your assignments by letter grade only.
- **Pass/Fail:** Designates an assignment as pass/fail.
- **Checkmark:** Allows you to mark assignments with a checkmark for completion.

Select the assignment's grade scale from the drop-down menu.

*Note: The only grade scale option that can be added to the gradebook automatically is **Points**.*

Enter maximum points.

Grade this assignment

Grade Scale* Points ▼

Max Points*

Send grades to the Gradebook

Use peer assessment

If you select **Points** as the grade scale, you must enter a maximum number of points for the assignment.

Use grading rubric.

Grade Scale*

Max Points*

1 Do not use a rubric to grade this assignment

Use the following rubric to grade this assignment

2 **3**

4 Adjust individual student scores

Hide Rubric from student **5**

Send grades to the Gradebook

Use peer assessment

1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Send grades to the Gradebook.

Grade Scale* ▼

Max Points*

Send grades to the Gradebook

- Create new Gradebook item
- Associate with existing Gradebook item

▼

Use peer assessment

Within the points grade scale, there is also the option to **Send grades to the Gradebook**. Once selected, this reveals two additional options:

- **Create new Gradebook item:** This will create a new item in the gradebook with the same name as your assignment title.
- **Associate with existing Gradebook item:** This option allows you to link your assignment to an existing gradebook item. This is useful if you have already created items in your gradebook and you want to use one of them, rather than creating a new assignment. You may only link an assignment to a single gradebook item, and vice versa.

Tip: Remember that you must have a Points grade scale in order to add the assignment to the gradebook!

Use peer assessment.

The screenshot shows the configuration interface for peer assessment. At the top, the checkbox "Use peer assessment" is checked and highlighted with a red box. Below it, the "Evaluation Period Finishes" field is set to "03/05/2020 12:20 pm" with a calendar icon. The "Anonymous evaluation" checkbox is checked. The "Allow students to see reviews of their submissions" checkbox is also checked. The "Number of submissions students must review" field is set to "1". The "Instructions for reviewers" text box contains the text: "Review one student submission and add a comment, constructive feedback, or a question about the submission content." Below the text box is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. At the bottom right, the word count is "Words: 17, Characters (with HTML): 129/1000000".

1 Evaluation Period Finishes: 03/05/2020 12:20 pm

2 Anonymous evaluation

3 Allow students to see reviews of their submissions

4 * 1 Number of submissions students must review

5 Instructions for reviewers:

Review one student submission and add a comment, constructive feedback, or a question about the submission content.

body p Words: 17, Characters (with HTML): 129/1000000

Within the Points grade scale, there is also the option to **Use peer assessment**. Selecting this option will allow students to review their peers' assignment submissions.

1. The **Evaluation Period Finishes** section notes the date when the last peer reviews can be submitted. (This date must be after the Accept Until date for the assignment.)
2. **Anonymous evaluation** allows students to submit their reviews without their names appearing to those they are evaluating.
3. **Allow students to see reviews of their submissions** enables students the ability to view evaluations from their peers of their submitted assignment.
4. The **Number of submissions students must review** is the total number of peer evaluations required.
5. The **Instructions for reviewers** text box allows instructors to outline specific instructions to students regarding peer assessments.

Note: You must be using a Points grade scale in order to enable peer review.

Released grade notification.

Released Grade Notification Email Options:

- Do not send notification email to student when the grade is released
- Send notification email to student when the grade is released

The default notification setting is **Do not send notification email to student when the grade is released.**

If you would like students to be notified, select the radio button for **Send notification email to student when the grade is released.**

Note: The notification email message will be sent to the external email address for the student's Sakai user account. It does not send the notification to the Sakai Messages tool.

Include Additional information. (Optional)

Additional information

Supplement Items

Model Answer	Add
Private Note	Add
All Purpose Item	Add

This section gives you the option of including additional information, such as a **Model Answer**, **Private Note**, or **All Purpose Item**.

Click the **Add** link to add any of these items.

Model Answer

Model Answer

1 Provide a model answer or a solution to the assignment *

Attachments

2 No attachments yet

Add Attachments

3 Show to students *

--select one--

4 Save Cancel

The model answer can provide an example of the ideal correct answer or solution for a particular assignment.

1. You may enter your model answer in the text box provided.
2. You may also click the **Add Attachments** button to browse for and select a file containing the model answer and/or solution.
3. Use the **Show to students** option to select when you would like the model answer to be displayed: Before student starts assignment, After student submits, After submission is graded and returned, or After accept-until date.
4. Click **Save** to save your changes.

Private Note.

Private Note

1 You can use a note to track assignment issues, thoughts, etc. Available to those you specify while grading. *

2 Share *

3

The screenshot displays a 'Private Note' form. At the top, the title 'Private Note' is followed by a blue line. Below this, a numbered list of instructions is provided. Step 1 points to a large, empty rectangular text area. Step 2 points to a dropdown menu labeled 'Share *' with the text '-- select one --'. Step 3 points to a 'Save' button, which is highlighted with a red box. A 'Cancel' button is also visible next to the 'Save' button.

If you would like to make any private notes, which are not visible to students, you may enter them here.

1. Enter your notes in the space provided.
2. Select who can read and edit the notes from the drop-down menu: Keep private to myself, Allow other instructors to read, or Allow other instructors to read and edit.
3. Click **Save** to save your changes.

All Purpose Item.

The screenshot shows the 'All Purpose Item' configuration form with the following elements:

- 1** Title: A text input field.
- 2** Information displayed at a specific time to whomever you choose: A large text area.
- 3** Attachments: A section with 'No attachments yet' and an 'Add Attachments' button.
- 4** Show this item: A section with radio buttons for 'From' (03/25/2019 12:00 pm) and 'Until' (04/20/2019 11:55 pm), and a 'Hide this Item' option.
- 5** Show to: A section with three user selection options: 'Instructor (0 selected)', 'Teaching Assistant (0 selected)', and 'Student (0 selected)'. Each option has a dropdown arrow and a checkbox.
- 6** Save: A 'Save' button and a 'Cancel' button.

You may also create an **All Purpose Item** that can be displayed based on specific dates or users.

1. Enter a **Title** for your item.
2. Enter the content of the item in the text box provided.
3. You may also click **Add Attachments** to browse for and attach file/s.
4. Select when the item should be displayed.
5. Choose which users can see the item.
6. Click **Save** to save your changes.

Post your assignment.




Once you have entered all of your assignment settings, scroll down to the bottom and click **Post** to save your changes and post the assignment.

How do I edit an existing assignment?

Go to Assignments.

 Forums

 Assignments

 Tests & Quizzes

Select the **Assignments** tool from the Tool Menu of your site.

Select the **Edit** link for the assignment you want to edit.

Assignments

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Assignment 1 Edit Duplicate View Submissions	Entire Site	Open	Feb 19, 2020 10:40 AM	Feb 26, 2020 10:40 AM	0/0	No Grade	<input type="checkbox"/>

Make your changes to the assignment.

Assignment 1 - Edit

Alert: You are making an assignment after the open date.

Title: Assignment 1

Assignment Instructions

Read the short story "The Yellow Wallpaper" and prepare a copy of discussion.

Attachments

ADD ATTACHMENTS

Availability

Open Date: 02/19/2020 10:40 am

Due Date: 02/26/2020 10:40 am

Accept Until: 02/27/2020 10:40 am

Send a notification email 24 hours before the due date

Hide due date from students

ADD due date to calendar

ADD an announcement about the open date to Announcements

Assign To

Each individual member of the site

Each individual member of the selected groups

The selected groups, as a group assignment (one group member submits on behalf of the entire group)

Student Submissions

Submission Type: Files and Attachments

Allow Resubmission

Submission Notification Email Options

Use text and notification emails for any student submissions

Send a notification email for each student submission

Send one email per day summarizing notifications for student submissions

Grading

Hide submitter identities (e.g. for anonymous grading)

Grade this assignment

Released Grade Notification Email Options

Use text and notification emails to students when the grade is released

Send notification email to student when the grade is released

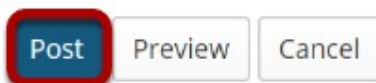
Additional Information

Supplement Items	
Model Answer	ADD
Private Note	ADD
All Purpose Item	ADD

POST PREVIEW CANCEL

The assignment settings window will appear. Make any necessary changes. For more information on assignment settings, see [How do I add an assignment?](#)

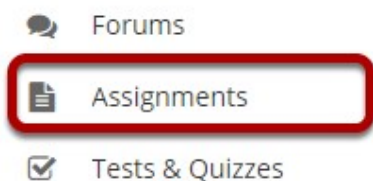
Click Post.



Click **Post** to save your changes.

How do I enable student peer review for an assignment?

Go to the **Assignment tool**.



Select the **Assignments** tool from the Tools Menu in your site.

Add a new assignment or edit a draft assignment.

Click Add to create a new assignment.

ASSIGNMENTS



Or, click Edit to edit a draft assignment.

Assignments

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Assignment 1 Edit Duplicate View Submissions	Entire Site	Open	Feb 19, 2020 10:40 AM	Feb 26, 2020 10:40 AM	0/0	No Grade	<input type="checkbox"/>

Note: You can only select the peer assessment option for a new or draft assignment. Once the assignment has been posted for students, you cannot change this setting.

Choose Points as the grade scale and enter a maximum

point value.

Grade this assignment

Grade Scale* Points ▼

Max Points* 100.00

- Do not use a rubric to grade this assignment
 Use the following rubric to grade this assignment

New Rubric ▼

PREVIEW RUBRIC

- Adjust individual student scores
 Hide Rubric from student

 Send grades to the Gradebook

 Use peer assessment

In order to use Peer Assessment, the assignment must be set to a **Points** grade scale.

Select Use peer assessment.

Use peer assessment

Evaluation Period Finishes: 03/05/2020 12:20 pm

Anonymous evaluation

Allow students to see reviews of their submissions

* 1 Number of submissions students must review

Instructions for reviewers:

Review one student submission and add a comment, constructive feedback, or a question about the submission content.

body p Words: 17, Characters (with HTML): 129/1000000

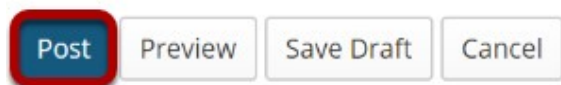
Peer assessment facilitates student peer review of assignments.

When you select **Use Peer Assessment**, the settings will expand to show additional options. You may indicate the following items here:

1. The **Evaluation Period Finishes** section notes the date when the last peer reviews can be submitted. (This date must be after the Accept Until date for the assignment.)
2. **Anonymous evaluation** allows students to submit their reviews without their names appearing to those they are evaluating.
3. **Allow students to see reviews of their submissions** enables students the ability to view evaluations from peers of their submitted assignment.
4. The **Number of submissions students must review** is the total number of peer evaluations required.
5. The **Instructions for reviewers** text box allows instructors to outline specific instructions to students regarding peer assessments.

Note: You must be using a Points grade scale in order to enable peer review and it cannot be a group assignment.

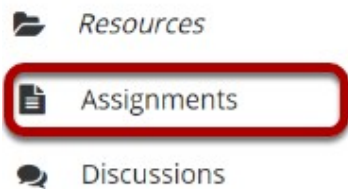
Post your assignment.



Once you have entered all of your assignment settings, scroll down to the bottom and click **Post** to save your changes and post the assignment.

How do I enable group submissions for an assignment?

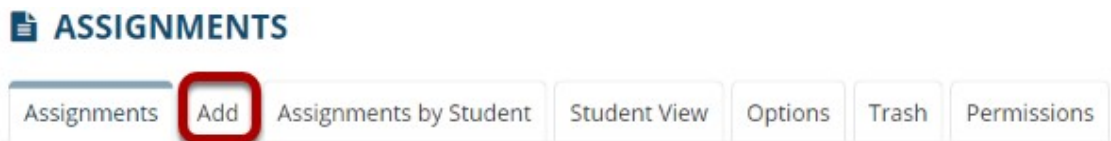
Go to the **Assignment tool**.



Select the **Assignments** tool from the Tools Menu in your site.

Add a new assignment or edit a draft assignment.

Click Add to create a new assignment.



Or, click Edit to edit a draft assignment.

Assignments

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Assignment 1 Edit Duplicate View Submissions	Entire Site	Open	Feb 19, 2020 10:40 AM	Feb 26, 2020 10:40 AM	0/0	No Grade	<input type="checkbox"/>

Note: You can only select the group submission option for a new or draft assignment. Once the assignment has been posted for students, you cannot change this setting.

Display only to selected groups.

Assign To

Once posted, an assignment cannot be switched between individual and group.

- Each individual member of the site
- Each individual member of the selected group(s)
- The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

You must select at least one group ▼ *

Student Su
Submission T
Allow Resub
Submission

Q Search group

- Select All Groups
- Team-1
- Team-2

If you select **Each individual member of the selected group(s)** option, a drop-down box appears. Clicking the down arrow will show a list of all existing groups in the site. Select one or more groups to display the assignment to those groups only.

Note: The first two options only control the visibility of the assignment for users in different groups. By default, each member of the group still submits an individual assignment, but this display setting allows you to identify different assignments for different groups or sections.

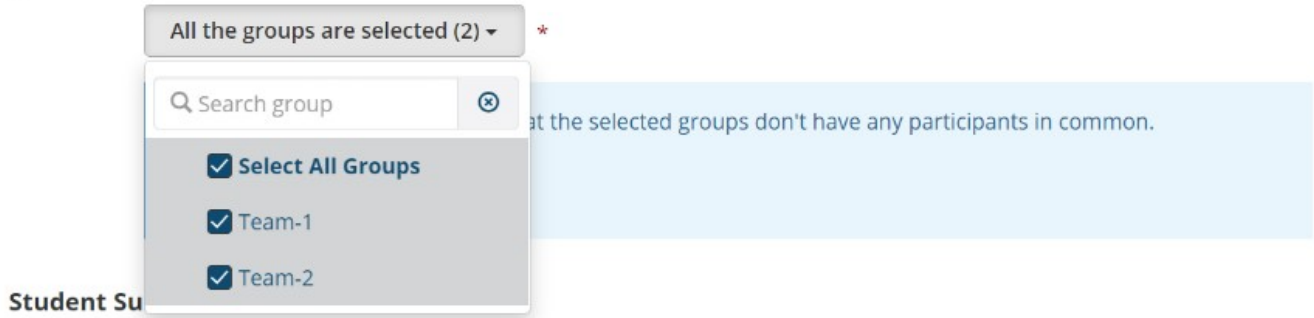
*Tip: If you want students to submit one assignment per group, use the **The selected group(s), as a group assignment** option below.*

Select group submission - one submission per group.

Assign To

Once posted, an assignment cannot be switched between individual and group.

- Each individual member of the site
- Each individual member of the selected group(s)
- The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

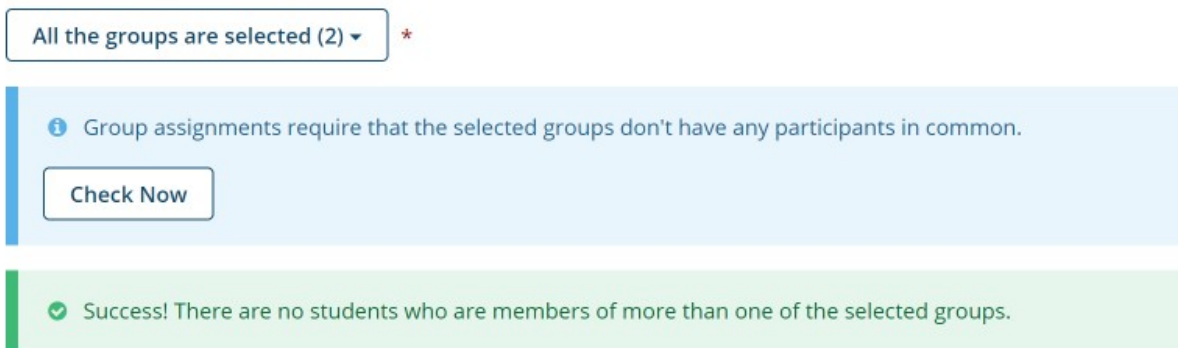


If you select the radio button for **The selected group(s), as a group assignment** it will allow any member of a group to submit an assignment on behalf of the group. By default, the same grade is applied to all group members when the item is graded. However, the instructor can also override the group grade for any individual member of the group.

Note: You must have existing groups in your site in order for the group option to appear.

Check for duplicate participants.

- The selected group(s), as a group assignment (one group member submits on behalf of the entire group)



After selecting more than one group, a note will appear prompting you to check for duplicate participants. Click the Check Now button to scan for names that appear in both groups. If there are no duplicate names, you will receive a Success message.

The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

All the groups are selected (2) ▾ *

i Group assignments require that the selected groups don't have any participants in common.

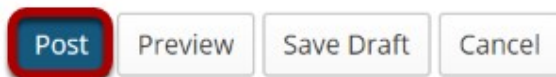
Check Now

⊘ The following students are members of multiple selected groups:

- Student01 Demo (M/W, T/TH)

If a duplicate name is detected, you will get an alert. You will not be able to post the assignment until the error is resolved. To find out more about managing group participants, learn more about the [Site Info](#) tool.

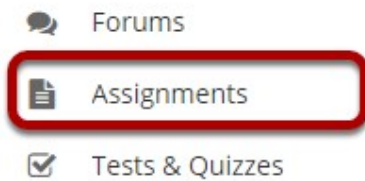
Post your assignment.



Once you have entered all of your assignment settings, scroll down to the bottom and click **Post** to save your changes and post the assignment.

How do I delete an assignment?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu of your site.

Select the assignment(s) you want to delete.

Assignments

Viewing 1 - 2 of 2 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Assignment 2 Edit Duplicate View Submissions	▶ 2 Selected Groups	Open	Feb 20, 2020 9:15 AM	Feb 27, 2020 9:15 AM	0/0	No Grade	<input checked="" type="checkbox"/>
Assignment 1 Edit Duplicate View Submissions	Entire Site	Open	Feb 19, 2020 10:40 AM	Feb 26, 2020 10:40 AM	0/0	No Grade	<input type="checkbox"/>

REMOVE SELECTED

In the "Remove?" column, click to place a check in the box for the item(s) you want to delete.

Click Remove Selected.



Click the **Remove Selected** button at the bottom of the assignment listing.

Confirm the deletion.

ASSIGNMENTS

Link

Help



Delete an assignment...

Are you sure you want to delete this assignment?

Title	Due Date	Status	Submissions
Assignment 1	Jan 16, 2021 4:45 PM	Closed	0

Delete

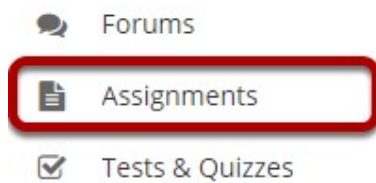
Cancel

Click the **Delete** button to confirm the removal of the assignment(s) you have selected.

Note: Removing an assignment with student submissions will also delete the submissions for that assignment.

How do students submit an assignment?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu in your site.

Click on the title of the assignment.

Assignments

Select an assignment to view details, start working or edit your previous work.

1 Assignment Title	2 Status	3 Open Date	4 Due Date
Assignment 2	Not Started	Feb 20, 2020 9:15 AM	Feb 27, 2020 9:15 AM
Assignment 1	Not Started	Feb 19, 2020 10:40 AM	Feb 26, 2020 10:40 AM

Viewing 1 - 2 of 2 items
|< < Show 200 items... > >|

You will a list of all assignments in the site. The following information will be displayed for each assignment.

1. **Assignment Title**, or name of the assignment
2. **Status** (i.e., Not Started, Assignment submission required, Returned, etc.)
3. **Open Date** when the assignment becomes available to students
4. **Due Date**, or deadline to turn in the assignment

Select the assignment you want to submit by clicking on the title of the assignment in the list.

Or, click the direct link to the assignment in Lessons.

LESSONS



If your instructor has included a link to the assignment in the Lessons tool, you may also access it from this location within the course content.

Enter and/or attach your assignment.

Assignment - In progress
Complete the form, then choose the appropriate button at the bottom.

	Draft - In progress	Submitted	Returned
Title	Assignment 1		
Due	Feb 26, 2020 10:40 AM		
Number of resubmissions allowed	0		
Status	Not Started		
Grade Scale	No Grade		

Instructions
Read the short story "The Yellow Wallpaper" and prepare a topic of discussion.

Additional resources for assignment
No attachments yet

Submission

Assignment Text 1

This assignment allows submissions using both the text box below and attached documents. Type your submission in the box below and/or use the Browse button or the "select files" button to include other documents. **Save frequently** while working.

Rich Text Editor toolbar and text area containing the text: "The completed assignment is attached."

Attachments 2

No attachments yet

Select a file from computer Choose File No file chosen OR SELECT FILES FROM 'HOME' OR SITE


Proceed Preview Save Draft Cancel Don't forget to save or proceed!

Depending on the assignment settings, you may be allowed to enter your submission in-line and/or attach a file or files.

1. Enter your submission text into the **Assignment Text** area using the [Rich Text Editor](#).
2. Under **Attachments**, click the **Choose File** button to browse for an select a file to upload from your computer. (Alternately, you may also click the **or select files from 'Home' or site** button to select a file you have already uploaded.)

View attached file.

Attachments

 [Assignment1_DemoStudent.docx](#) (11 KB; Feb 20, 2020 10:40 am) [Remove](#)

Select more files from computer Choose File No file chosen OR SELECT MORE FILES FROM 'HOME' OR SITE

Once you have attached your file, the name of the file, as well as the file size and upload time stamp will be displayed under **Attachments**.

*Tip: You may click **Remove** to remove the attachment if you selected the wrong file.*

Submit your assignment.



When you are ready to turn in your assignment, click the **Proceed** button to complete your assignment submission.

*Tip: If you are not yet ready to submit, you may click **Preview** to preview the submission, or **Save Draft** to save your submission and submit it later. Click **Cancel** to exit the assignment without saving or submitting.*

Confirm submission.

Submission Confirmation

Draft - In progress Submitted Returned

Alert: If you are ready to submit the completed assignment, click "Submit". Otherwise, click "Edit" and you will then be able to make any changes or save it as a draft.

Title	Assignment 2
Due:	Jan 31, 2021 9:55 AM
Status	Draft - In progress
Grade Scale	Checkmark
Modified by instructor	Jan 24, 2021 10:19 AM

Submission

No attachments yet

Submit Edit

Review the submission details and, when you're ready, click the **Submit** button.

Submission confirmation.

📁 ASSIGNMENTS

🔗 Link

? Help



Submission Confirmation

Draft - In progress

Submitted

Returned

You have successfully submitted your work. You will receive an email confirmation containing this information.

User: Demo Student 1 (demostudent01)
Class site: TEST 003 015 Summer 2020
Assignment: Assignment 1
Submission ID: **d62eda3e-2639-4952-a1d3-5b6a2759e467**
Submitted on: Feb 20, 2020 10:46 AM

Your submission included the following:

The completed assignment is attached.

Submitted Attachments

Assignment1_DemoStudent.docx (11 KB; Feb 20, 2020 10:46 am)

[BACK TO LIST](#)


Once you have submitted your assignment, you will receive a confirmation message on screen. In addition, if you have opted to receive email notifications, you will also receive an email confirmation of your submission.

How do I submit an assignment on behalf of a student?

Go to Assignments.

 Forums

 Assignments

 Tests & Quizzes

Select the **Assignments** tool from the Tool Menu in your site.

Click **Assignments by Student**.

ASSIGNMENTS

 Link

 Help



Assignments

Add

Assignments by Student

Grade Report

Student View

Reorder

Options

Trash

Permissions

Assignments by Student

View

Search

Student	Assignment	Submitted	Status	Grade
▶ Johnson, Steven (student02)				
▶ Martin, Erin (student03)				
▶ Smith, Jeremy (student04)				
▶ Thompson, Mary (student01)				

Select a student.

Assignments by Student

View ▾

Search Search

Student	Assignment	Submitted	Status	Grade
▶ Johnson, Steven (student02)				
▶ Martin, Erin (student03)				
▶ Smith, Jeremy (student04)				
▶ Thompson, Mary (student01)				

You will see a list of all the students in the class. Click on the student's name to view submission information for that student.

Click Submit on behalf of Student.

Assignments by Student

View ▾

Search Search

Student	Assignment	Submitted	Status	Grade
▼ Johnson, Steven (student02)				
	Group Assignment 1 Submit on behalf of Student			No Grade
	Peer Review Assignment 1 Submit on behalf of Student		No Submission	
	Assignment 1 Submit on behalf of Student		No Submission	
▶ Martin, Erin (student03)				
▶ Smith, Jeremy (student04)				
▶ Thompson, Mary (student01)				

Submit the student assignment.

Submit Example Assignment

Complete the form, then choose the appropriate button at the bottom.

Title	Assignment 2
Due	Feb 27, 2020 9:15 AM
Number of resubmissions allowed	0
Status	Not Started
Grade Scale	No Grade

Instructions
Please submit your 10 page research paper.

Additional resources for assignment

No attachments yet

Submission

Submit on behalf of Student

Steven Johnson

Assignment Text

This assignment allows submissions using both the text box below and attached documents. Type your submission in the box below and/or use the Browse button or the "select files" button to include other documents. **Save frequently while working.**

1

Rich text editor toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and others.

This is an example of an in-line submission.

body 0 Words, 8 Characters (with HTML): 52/1000000

Attachments

No attachments yet

2

Select a file from computer Choose File, No file chosen or select files from "Home" or site

3

Proceed Preview Save Draft Cancel Don't forget to save or proceed!

1. Enter an inline submission (if applicable).
2. Select a file to attach (if applicable).
3. Click **Proceed** to submit the student assignment.

A submission confirmation will display.

Submission Confirmation

You have successfully submitted your work.

User: Steven Johnson (student02)
Class site: Discussion 1 SMPL101
Assignment: Assignment 1
Submission ID: **9a09ee19-8e46-4b17-bee5-d93bdcffc32b**
Submitted on: Feb 20, 2020 11:11 AM

Your submission included the following:

This is an example of an inline submission.

Submitted Attachments

No attachments yet

[Back to list](#)

When you view the list, you will see the date and time of the submission next to the assignment.

Assignments by Student

View ▾

Search

Student	Assignment	Submitted	Status	Grade
▾ Johnson, Steven (student02)				
	Group Assignment 1 Submit on behalf of Student			No Grade
	Peer Review Assignment 1 Submit on behalf of Student		No Submission	
	Assignment 1 Submit on behalf of Student	Feb 19, 2020 10:40 AM	Ungraded	
▶ Martin, Erin (student03)				
▶ Smith, Jeremy (student04)				
▶ Thompson, Mary (student01)				


How do I grade an assignment?

This article describes how to grade an assignment using the new grader interface. For instructions on grading using the older interface, please see [How do I grade an assignment using the legacy grading interface?](#)

Go to Assignments.

 Forums

 Assignments

 Tests & Quizzes

Select the **Assignments** tool from the Tool Menu in your site.

Select the assignment to grade.

ASSIGNMENTS Link Help Close

Assignments Add Assignments by Student Grade Report Student View Reorder Options Trash Permissions

Assignments

Viewing 1 - 2 of 2 items

|< < Show 200 Items... > >|

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Assignment 2 Edit Duplicate View Submissions	▶ 2 Selected Groups	Open	Feb 20, 2020 9:15 AM	Feb 27, 2020 9:15 AM	1/1	No Grade	<input type="checkbox"/>
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Feb 19, 2020 10:40 AM	Feb 20, 2020 2:40 PM	1/1	0-100.00	<input type="checkbox"/>

Click the **Grade** link for the assignment you would like to grade.

Note: If you have yet to choose a grading scale for an assignment, it will say **View Submissions** instead of Grade.

Check the box next to Use new Grader to grade submissions.

Assignment 2 - Submissions

Found 3 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

The new Grader interface is the default setting, so this option may already be selected.

Tip: If you open a submission to grade and don't see the new interface, try deselecting and then reselecting the option to use the new Grader.

Select a student to grade.

Assignment 2 - Submissions

Found 3 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

[Download All](#) | [Upload All](#) | [Release Grades](#)

▶ Send Feedback to Multiple Students

▶ Set Resubmission Options for Multiple Students

Search Viewing 1 - 3 of 3 items

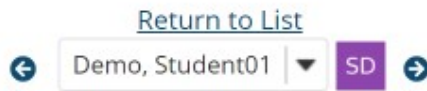
<input type="checkbox"/>	<input type="checkbox"/>	Student	Submitted Date	Status	Grade	Released
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student 1, Demo (demostudent01)	Mar 31, 2020 2:17 PM	Ungraded	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Student 2, Demo (demostudent02)		No Submission	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Student 3, Demo (demostudent03)		No Submission	<input type="checkbox"/>	<input type="checkbox"/>

▶ Assignment Details

You will see a list of all the students in the class, along with the submission date, status, grade, and release columns for each student. You may sort by any of these columns by clicking on the title of the column if desired.

Click on the student that you would like to grade.

Navigate submissions.



The navigation options at the top right of the page allow you to quickly cycle through student submissions. You may use the arrows to jump to the next or previous student submission. You may also use the drop-down menu to jump to any student in the list, or, you can select **Return to List** to return to the full listing of all student submissions.

Customize grader view.

A screenshot of the grader interface. At the top left, it says "ASSIGNMENTS" and "Discussion 6 SMPL101 Assignment 2". A red circle highlights a settings cog icon. A settings menu is open, listing options: "Navigate between students with submissions only", "Only show ungraded submissions", "Dock the grader on the left", and "Please select a group:". A dropdown menu for "Please select a group:" is open, showing "Site", "group-2", and "group-1". The main grader area shows "Graded 0 / 3" and a submission from "Demo Student 1 at 3/31/2020 @ 14:17". The submission includes "Submitted Text" and an attachment "The Florida Panther.docx". At the bottom, there are buttons for "Feedback Text", "Grade" (with a max of 100.00), "Feedback Comment", "Feedback Attachment(s)", "Private Notes", "Allow Resubmission", and "SAVE" (with "Save and Release to Student" and "Cancel" options).

Optionally, you may also click the **Settings** cog icon next to the assignment title to customize the grader view. This will allow you to select any of the following options:

- Navigate between students with submissions only
- Only show ungraded submissions
- Dock the grader on the left
- Please select a group

View student submission.

ASSIGNMENTS 2020

Discussion 6 SMPL101 Assignment 2

Graded 0 / 3

Return to List Demo Student 1

Viewing: [The Florida Panther.docx](#)

The Florida Panther

The Florida panther is an endangered population of cougar (*Puma concolor*) that lives in forests and swamps of southern Florida in the United States. Its current taxonomic status (*Puma concolor coryi* or *Puma concolor couguar*) is unresolved, but recent genetic research alone does not alter the legal conservation status. Florida panthers are usually found in pinelands, hardwood hammocks, and mix swamp forests.

Males can weigh up to 160 pounds (73 kg) and live within a range that includes the Big Cypress National Preserve, Everglades National Park, the Florida Panther National Wildlife Refuge, Picayune Strand State Forest, rural communities of Collier County, Florida including Golden Gate Estates, Hendry County, Florida, Lee County, Florida, Miami-Dade County, Florida and Monroe County, Florida . This population, the only unequivocal cougar representative in the eastern United States, currently occupies 5% of its historic range[citation needed] . In the 1970s, there were an estimated 20 Florida panthers in the wild, although their numbers have increased to an estimated 230 by 2017.

In 1982, the Florida panther was chosen as the Florida state animal.

Description

Florida panthers are spotted at birth and typically have blue eyes. As the panther grows the spots fade and the coat becomes completely tan while the eyes typically take on a yellow hue. The panther's underbelly is a creamy white, and it has black tips on the tail and ears.

Demo Student 1 at 3/31/2020 @ 14:17

[Submitted Text](#)

[Submitted Attachments:](#)
[The Florida Panther.docx](#)

Grade (max 100.00)

Feedback Comment

Feedback Attachment(s)
Add Attachments

Private Notes

Allow Resubmission

SAVE Save and Release to Student Cancel

1. The student submission will be previewed on one side of the screen.
2. The student's name and submission date are listed in the top of the grading pane, along with links to submitted inline text (if applicable) and any file attachments. Click on the **Submitted Text** link or the filename of an item under **Submitted Attachments** to preview that item on the other side of the screen.
3. If you would like to download a copy of the student file, click on the filename above the preview area.

Enter a grade.

Grade (max 100.00)

Enter the score for the student's assignment in the grade entry text box provided.

Complete rubric grading.

The screenshot shows a 'Rubric' pop-up window for a 'Research Paper Rubric'. The rubric table has four criteria: Content, Mechanics, Format and Style, and Sources. Each criterion has three rating options: Needs Improvement (15 Points), Meets expectations (19 Points), and Exceeds expectations (25 Points). The 'Exceeds expectations' column is selected for all criteria. The total score is 94 out of a maximum of 100.00. A 'Done' button is at the bottom left. On the right, a student's submission details are shown for 'Demo Student 1' at 3/31/2020 14:17. The student has submitted text and an attachment named 'The Florida Panther.docx'. There are buttons for 'Feedback Comment', 'Add Attachments', and 'Private Notes'. A 'SAVE' button is at the bottom right, along with 'Save and Release to Student' and 'Cancel' options. A red circle with the number '1' highlights the attachment icon, and another red circle with the number '2' highlights the rubric icon in the top right corner of the window.

Criteria	Needs Improvement 15 Points	Meets expectations 19 Points	Exceeds expectations 25 Points	Points
Content			Selected	25
Mechanics			Selected	25
Format and Style			Selected	25
Sources		Selected		19
Total:				94

Done

Link Help

Return to List

Demo Student 1

Demo Student 1 at 3/31/2020 @ 14:17

Submitted Text

Submitted Attachments:
The Florida Panther.docx

Grade 94 (max 100.00)

Feedback Comment

Feedback Attachment(s)

Add Attachments

Private Notes

Allow Resubmission

SAVE Save and Release to Student Cancel

If the assignment has a rubric associated with it, you will see a rubric icon next to the grade.

1. Click on the icon to open the rubric.
2. The rubric will open in a pop-up window where you can select the desired rating for each criteria. This window may be moved around or resized as needed. Notice that the number in the Grade field will update automatically with the points selected in the rubric.

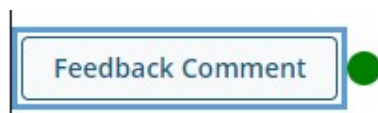
Enter feedback comments.

The screenshot shows a Blackboard assignment page for 'Assignment 2' with a grade of 0/3. A document titled 'The Florida Panther.docx' is open. A 'Feedback Comment' pop-up window is displayed over the document. The window has a title bar, a close button, and a section for 'Instructor Summary Comments'. A blue instruction box says 'Use the box below to enter additional summary comments about this submission.' Below this is a rich text editor with a toolbar (B, I, U, A, list, link, quote) and a 'Done' button. A red box highlights the rich text editor, and a green circle with the number '2' is next to the toolbar. The 'Done' button has a green circle with the number '3' next to it. In the background, the document text is visible, including 'The Florida panther', 'forests and swan', '(Puma concolor c', 'alone does not al', 'pinelands, hardw', 'Males can weigh', 'Cypress National', 'Refuge, Picayune', 'Golden Gate Esta', 'Florida and Monr', 'representative in', 'range[citation ne', 'wild, although th', 'In 1982, the Flori', and 'Description'. On the right side of the page, there is a student information box for 'Demo Student 1 at 3/31/2020 @ 14:17' showing 'Submitted Text', 'Submitted Attachments: The Florida Panther.docx', 'Grade 94 (max 100.00)', and a 'Feedback Comment' button with a green circle with the number '1' next to it. Below this are buttons for 'Add Attachments', 'Private Notes', 'Allow Resubmission', and 'SAVE' (with sub-buttons 'Save and Release to Student' and 'Cancel').

If you would like to include additional comments along with the grade, you may use the Rich Text Editor to provide instructor feedback.

1. Select the **Feedback Comment** button.
2. The Rich Text Editor will open in a pop-up window where you can enter the desired feedback. This window may be moved around or resized as needed.
3. Select the **Done** button to save your feedback.

Once you have saved a feedback comment, a green circle next to the button will indicate that there is an existing comment.



Return an attachment.



If you would like to return a file attachment to the student with additional feedback, click on the **Add Attachments** button to browse for and select a file.

Add private notes.

The screenshot shows a Blackboard assignment page for 'Discussion 6 SMPL101 Assignment 2'. The main content area displays a document titled 'The Florida Panther.docx'. A 'Private Notes' pop-up window is open, containing a rich text editor with a toolbar (B, I, U, A, list, quote) and a 'Done' button. The text in the editor reads: 'This student has not yet recieved instructor approval for her research topic.' The 'Done' button is circled with a red box and a '3'. The right-hand sidebar shows the student's submission details, including a grade of 94 and a 'Private Notes' button circled with a red box and a '1'. A green circle next to the 'Private Notes' button indicates an existing comment.

If you would like to include additional information for other instructors or TAs, you may use the Rich Text Editor to provide instructor feedback. Students will not see these notes. They are only visible to users with grading permissions.

1. Select the **Private Notes** button.
2. The Rich Text Editor will open in a pop-up window where you can enter the desired feedback. This window may be moved around or resized as needed.
3. Select the **Done** button to save your note.

Once you have saved a private note, a green circle next to the button will indicate that there is an existing comment.




Allow resubmissions.

Allow Resubmission

Number of resubmissions allowed: 1 ▼ Accept

Resubmission Until:

03/31/2020 12:00 am 

If you would like to allow the student to resubmit the assignment, you may check the **Allow Resubmission** box and specify the number of resubmissions allowed and the date until which they will be accepted.

Note: If you allowed resubmissions on the assignment when you created it, this information will be prepopulated with the default resubmission information for this assignment. However, you may override the default resubmission settings for an individual student by changing the information shown here.

Save grade.

Select the **Save** button to save the grade and feedback. (This option does not release the grade to students.)

If you are finished grading and would like to release the information to the student, click the **Save and Release to Student** button.

If you want to discard your changes, click **Cancel**.

Tip: Some faculty prefer to release all of the grades at one time when they have finished entering grades for the whole class.

How do I grade an assignment using the legacy grading interface?

This article describes how to grade an assignment using the legacy grading interface. For instructions on grading using the new grader interface, please see [How do I grade an assignment?](#)

Go to Assignments.

Forums

Assignments

Tests & Quizzes

Select the **Assignments** tool from the Tool Menu in your site.

Select the assignment to grade.

ASSIGNMENTS

LINK

HELP



Assignments Add Assignments by Student Grade Report Student View Options Trash Permissions

Assignments

Viewing 1 - 2 of 2 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Assignment 2 Edit Duplicate View Submissions	▶ 2 Selected Groups	Open	Feb 20, 2020 9:15 AM	Feb 27, 2020 9:15 AM	1/1	No Grade	<input type="checkbox"/>
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Feb 19, 2020 10:40 AM	Feb 20, 2020 2:40 PM	1/1	0-100.00	<input type="checkbox"/>

Click the **Grade** link for the assignment you would like to grade.

Note: If you have yet to choose a grading scale for an assignment, it will say **View Submissions** instead of Grade.

Uncheck the box next to Use new Grader to grade submissions.

Assignment 1 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

The new Grader interface is the default setting, so this option may already be selected. You will need to deselect it by unchecking the box in order to use the older, legacy interface.

Select a student to grade.

Assignment 1 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

[Download All](#) | [Upload All](#) | [Release Grades](#)

▶ [Send Feedback to Multiple Students](#)

▶ [Set Resubmission Options for Multiple Students](#)

View

Viewing 1 - 4 of 4 items

Search

<input type="checkbox"/>	Student	Submitted	Status	Grade	Released
<input type="checkbox"/>	Johnson, Steven (student02)	Mar 24, 2020 5:46 PM by ktinstructor (on behalf of Johnson, Steven)	Ungraded		
<input type="checkbox"/>	Martin, Erin (student03)		No Submission		
<input type="checkbox"/>	Smith, Jeremy (student04)		No Submission		
<input type="checkbox"/>	Thompson, Mary (student01)	Mar 24, 2020 6:13 PM	Ungraded		

▶ [Assignment Details](#)

You will see a list of all the students in the class, along with the submission date, status, grade, and release columns for each student. You may sort by any of these columns by clicking on the title of the column if desired.

Click on the student that you would like to grade.

Navigate submissions.

Assignment 1 - Grading

Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

Navigate Submissions

< Previous
(Changes will be saved)

Return to List

Navigate between students with submissions only

Next Ungraded >
(Changes will be saved)

The navigation buttons at the top and bottom of the page allow you to quickly cycle through student submissions. You may use these buttons to jump to the **Previous**, **Previous Ungraded**, **Next Ungraded**, or **Next** student submission. Or, you can select **Return to List** to return to the full listing of all student submissions.

Optionally, you may select the **Navigate between students with submissions only** check box to skip any students in the list without submissions.

View student submission.

1 Student Mary Thompson (student01)
Submitted Date Mar 24, 2020 6:13 PM
Status Ungraded

▶ Assignment Instructions

Assignment Submission

Below is the submission from a student. You can insert comments into this text by clicking in the box, then type your comments. Comments surrounded by double curly braces, `{{(like this)}}`, will appear red to the student.

My research paper is attached.

Words: 5, Characters (with HTML): 38/1000000

Submitted Attachments

3 Paper.docx (11 KB; Mar 24, 2020 6:11 pm)

The student submission will be displayed at the top of the page.

1. The student's name, username, submission date, and graded status appear at the very top.
2. Next, under "Assignment Submission" the student's inline submission text (if applicable) is shown.
3. Under "Submitted Attachments" any attached files will appear. The filename as well as the the file size and submission date are also shown.

Note: To view student file attachments, you will need to click on the filename to download and open the file.

Enter grade.

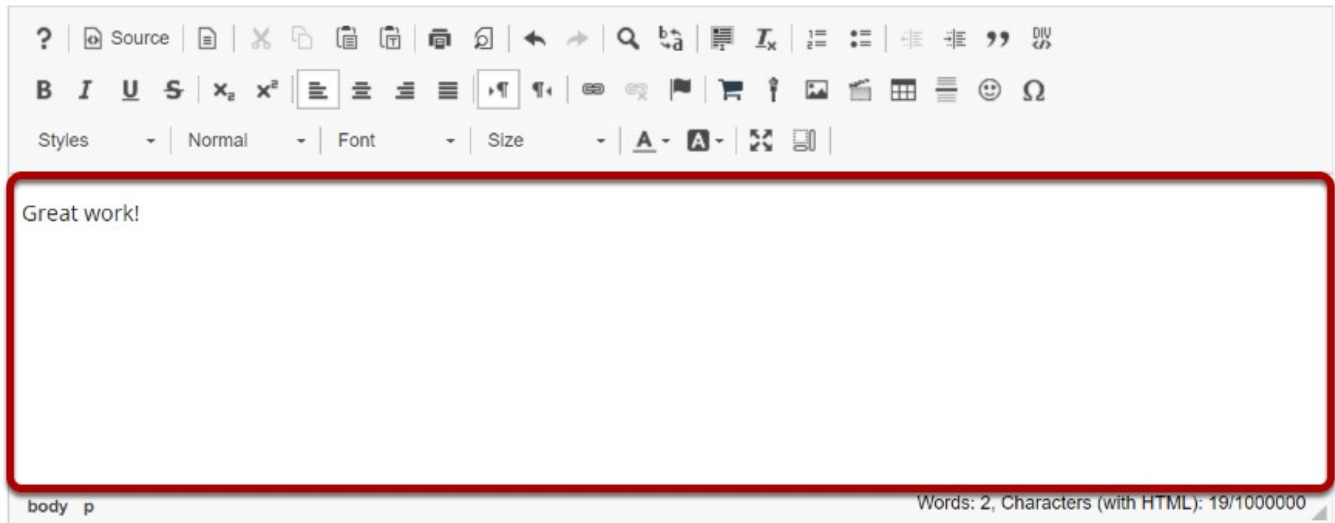
Grade: (max 100.00)

Enter the score for the student's assignment in the grade entry text box provided.

Enter instructor comments.

Instructor Summary Comments

Use the box below to enter additional summary comments about this submission.



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar, there are dropdown menus for 'Styles' (set to 'Normal'), 'Font', and 'Size'. The main text area contains the text 'Great work!'. At the bottom of the editor, there is a status bar that reads 'body p' on the left and 'Words: 2, Characters (with HTML): 19/1000000' on the right.

If you would like to include additional comments along with the grade, you may enter them into the Rich Text Editor under the "Instructor Summary Comments" section.

Return an attachment.

Attachments to Return with Grade

No attachments yet

Add Attachments

▶ Previous Returned Attachments

If you would like to return a file attachment to the student with additional feedback, click on the **Add Attachments** button to browse for and select a file.

*Note: If you have returned more than one attachment to a particular a student, you may also click on **Previous Returned Attachments** to expand that section and view any other attachments that you have returned for this assignment.*

Allow resubmissions.

Allow Resubmission

Number of resubmissions allowed

1 ▼

Accept Until 04/20/2020 11:55 pm



If you would like to allow the student to resubmit the assignment, you may check the **Allow Resubmission** box and specify the number of resubmissions allowed and the date until which they will be accepted.

Note: If you allowed resubmissions on the assignment when you created it, this information will be prepopulated with the default resubmission information for this assignment. However, you may override the default resubmission settings for an individual student by changing the information shown here.

Save grade.

Save and Don't Release to Student

Save and Release to Student

Preview

Cancel Changes

If you are finished grading and would like to release the information to the student, click the **Save and Release to Student** button.

Alternately, if you would like to save the grade but wait and release to the student at a later date, you may select the **Save and Don't Release to Student** button instead.

Tip: Some faculty prefer to release all of the grades at one time when they have finished entering grades for the whole class.

Navigate submissions.

Navigate Submissions

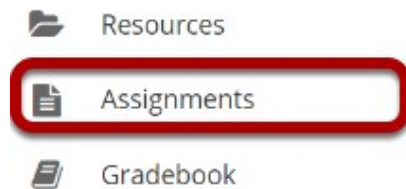
<input type="button" value=" < Previous"/>	<input type="button" value=" < Previous Ungraded"/>	<input type="button" value=" Return to List"/>	<input type="button" value=" Next Ungraded >"/>	<input type="button" value=" Next >"/>
<small>(Changes will be saved)</small>		<input type="checkbox"/>	<small>(Changes will be saved)</small>	
Navigate between students with submissions only				

The Navigate Submission buttons appear at both the top and bottom of the page. You may use these buttons to jump to the **Previous**, **Previous Ungraded**, **Next Ungraded**, or **Next** student submission. Or, you can select **Return to List** to return to the full listing of all student submissions.

Optionally, you may select the **Navigate between students with submissions only** check box to skip any students in the list without submissions.

How do students complete a peer assessment assignment?

Go to Assignments.





Select the **Assignments** tool from the Tool Menu in your site.

Submit your assignment.

Assignments

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 1 of 1 items
|< < Show 200 items... ▾ > >|

<u>Assignment Title</u>	<u>Status</u>	<u>Open</u>	<u>Due</u>
Peer Review Assignment 1 	Not Started	Apr 1, 2019 11:55 PM	Apr 7, 2019 1:00 PM
 Peer Review Assignment 1 <i>Peer Assessment - Students assess each other</i>	Assignment submission required	Apr 7, 2019 1:00 PM	Apr 12, 2019 11:55 PM

If your assignment has a peer review component, the Peer Assessment for the assignment will appear immediately beneath the assignment title in the list. However, you must submit your own assignment before you can complete your peer review(s) for other students.

Click on the assignment title to submit your work. Refer to [How do students submit an assignment?](#) for more information on submitting assignments.


Select a student submission to review.

Assignments

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 1 of 1 items

|< < Show 200 items... ▾ > >|

Assignment Title	Status	Open	Due
Peer Review Assignment 1 	Submitted Apr 7, 2019 12:52 PM	Apr 1, 2019 11:55 PM	Apr 7, 2019 1:00 PM
<input checked="" type="checkbox"/> Peer Review Assignment 1 <i>Peer Assessment - Students assess each other</i>	Not started	Apr 7, 2019 1:00 PM	Apr 12, 2019 11:55 PM
Student 1	Not started		
Student 2	Not started		

Once you have submitted your own assignment, the Peer Assessment information will display.

Click on a student in the list to select that submission for review. You will not see the other students' names, only Student 1, Student 2, etc. Peer reviews are anonymous.

*Note: The **Open** date begins after the due date for the assignment. The **Due** date is the deadline for completing your peer assessment.*

Review your peer's submission.

ASSIGNMENTS [Link] [Help]

Assignments > Assignments by Student

Peer Review Assignment 1 - Reviewing Student (1 of 2)
Peer review due date: Apr 12, 2019 11:55 PM

Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

< Previous | Return to List | Next >

[Changes will be saved]

Assignments Instructors

1 Instructions for the Reviewer

Please review one of your peer presenters and provide a score out of 100.
Please assign a peer review grade based on the following:

- Coverage of material in chapter = 40 pts
- Use of images = 30 pts
- Source cited = 30 pts

Total = 100 pts possible

2 Assignment Submission

There is no student submitted text.

Submitted Attachments

[Attachment icon] [Attachment name]

3 Grade [0] [0 = 100.00]

4 Reviewer Comments

Please do not include any additional summary comments about this submission.

[Rich Text Editor]

You had a really strong thesis, but I thought you could use more supporting arguments.

Reviewer Attachments

Attachments

No attachments yet

Select a file from computer [Choose File] to file chosen

Save | Cancel Changes | **Submit**

< Previous | Return to List | Next >

[Changes will be saved]

1. You will see the **Instructions for the Reviewer** provided by the instructor.
2. The student **Assignment Submission** will display. Depending on the assignment settings, you may see your peer's submission inline and/or as a file attachment(s).
3. Enter your **Grade** for the peer review.
4. Enter your feedback into the **Reviewer Comments** area using the [Rich Text Editor](#).
5. Click **Choose File** to add an attachment containing additional feedback. (Optional)
6. Click **Submit** to submit your peer review.



View submitted peer assessments.

Assignments

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

Assignment Title	Status	Open	Due
Peer Review Assignment 1 	Submitted Apr 7, 2019 12:52 PM	Apr 1, 2019 11:55 PM	Apr 7, 2019 1:00 PM
<input checked="" type="checkbox"/> Peer Review Assignment 1 <i>Peer Assessment - Students assess each other</i>	Incomplete	Apr 7, 2019 1:00 PM	Apr 12, 2019 11:55 PM
Student 1 	Submitted		
Student 2	Not started		

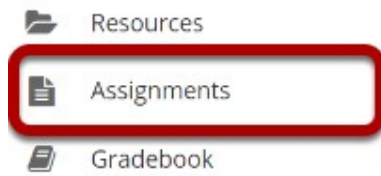
Once you have submitted your review, the status for that student submission will change to **Submitted** and a green check mark will appear next to the student in the list.

Repeat the steps above to submit additional reviews. (Optional)

If your instructor has specified more than one review per student, repeat the process above to submit the number of peer assessments required.

How do I grade a peer review assignment?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu in your site.

Select the peer review assignment to grade.

Assignments

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Peer Review Assignment 1 Edit Duplicate Grade	Entire Site	Closed	Apr 1, 2019 11:55 PM	Apr 7, 2019 1:00 PM	3/0	0-100.00	<input type="checkbox"/>

Remove Selected

Click the **Grade** link for the assignment you would like to grade.

View overall peer assessment scores.

Peer Review Assignment 1 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Apply

Use new Grader to grade submissions

[Download All](#) | [Upload All](#) | [Release Grades](#)

▶ [Send Feedback to Multiple Students](#)

▶ [Select User\(s\) and Allow Resubmission](#)

Viewing 1 - 4 of 4 items

Search

Search

|< < Show 200 items... > >|

<input type="checkbox"/>	Student	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Released
<input type="checkbox"/>	Johnson, Steven (student02)	Apr 7, 2019 12:52 PM	Graded	Martin, Erin ✓ Thompson, Mary ✓	95.00 100.00	97.50	
<input type="checkbox"/>	Martin, Erin (student03)	Apr 7, 2019 12:52 PM	Graded	Thompson, Mary ✓ Johnson, Steven ✓	87.00 82.00	84.50	
<input type="checkbox"/>	Smith, Jeremy (student04)		No Submission				
<input type="checkbox"/>	Thompson, Mary (student01)	Apr 7, 2019 12:51 PM	Graded	Martin, Erin ✓ Johnson, Steven ✓	85.00 99.00	92.00	

▶ [Assignment Details](#)

The scores provided by peer reviewers will be shown on this page. If more than one review was assigned for each student, the reviewer grade will be an average of all the reviewer scores submitted.

To grade using the legacy grader, make sure the "Use new Grader to grade submissions" checkbox is unchecked.

By default, the grade for the assignment is set to the reviewer grade. You may override this grade if you choose.

Click on the reviewer name to view individual peer review feedback.

Peer Review Assignment 1 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Apply

Use new Grader to grade submissions

[Download All](#) | [Upload All](#) | [Release Grades](#)

▶ [Send Feedback to Multiple Students](#)

▶ [Select User\(s\) and Allow Resubmission](#)

Search Search Viewing 1 - 4 of 4 items
|< < Show 200 items... ▾ > >|

<input type="checkbox"/>	Student	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Released
<input type="checkbox"/>	Johnson, Steven (student02)	Apr 7, 2019 12:52 PM	Graded	Martin, Erin ✓ Thompson, Mary ✓	95.00 100.00	97.50	
<input type="checkbox"/>	Martin, Erin (student03)	Apr 7, 2019 12:52 PM	Graded	Thompson, Mary ✓ Johnson, Steven ✓	87.00 82.00	84.50	
<input type="checkbox"/>	Smith, Jeremy (student04)		No Submission				
<input type="checkbox"/>	Thompson, Mary (student01)	Apr 7, 2019 12:51 PM	Graded	Martin, Erin ✓ Johnson, Steven ✓	85.00 99.00	92.00	

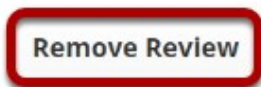
▶ [Assignment Details](#)

Individual reviewer feedback will display.

The screenshot shows a peer review assignment interface. At the top, there is a navigation bar with 'ASSIGNMENTS' and buttons for 'Link', 'Help', and a close icon. Below this is a breadcrumb trail: 'Assignments > Add > Assignments by Student > Grade Report > Student View > Options > Trash > Permissions'. The main heading is 'Peer Review Assignment 1 - Reviewing: Erin Martin (student03) Reviewer: Mary Thompson (student01)'. Navigation buttons include '< Previous', 'Return to List', and 'Next >'. A section titled 'Assignment Instructions' contains 'Instructions for the Reviewer' with a request to review a peer presentation and provide a score out of 100. It lists criteria: 'Coverage of material in chapter = 40 pts', 'Use of images = 30 pts', and 'Sources cited = 30 pts', with a total of 100 pts possible. Below this is 'Assignment Submission' showing 'There is no student submitted text.' and 'Submitted Attachments' showing a file named 'Presentation1.pptx' (31 KB, Apr 7, 2019 12:52 pm) with a grade of 87.00 (max 100.00). There are sections for 'Reviewer Comments' (No comments) and 'Reviewer Attachments'. A 'Remove Review' button is located at the bottom left of the main content area. At the bottom of the page, there are navigation buttons: '< Previous', 'Return to List', and 'Next >'.

This is the feedback as entered by the reviewer. Students will be able to see this peer feedback once the grade has been released for the assignment.

Remove review. (Optional)



If a reviewer has provided incorrect or inappropriate feedback, you may click on **Remove Review** to delete the peer feedback and score.

Release grades.

Peer Review Assignment 1 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Apply

Use new Grader to grade submissions

[Download All](#) | [Upload All](#) | [Release Grades](#)

▶ [Send Feedback to Multiple Students](#)

▶ [Select User\(s\) and Allow Resubmission](#)

Search

Viewing 1 - 4 of 4 items

|< < Show 200 items... ▾ > >|

<input type="checkbox"/>	Student	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Released
<input type="checkbox"/>	Johnson, Steven (student02)	Apr 7, 2019 12:52 PM	Graded	Martin, Erin ✓ Thompson, Mary ✓	95.00 100.00	97.50	
<input type="checkbox"/>	Martin, Erin (student03)	Apr 7, 2019 12:52 PM	Graded	Thompson, Mary ✓ Johnson, Steven ✓	87.00 82.00	84.50	
<input type="checkbox"/>	Smith, Jeremy (student04)		No Submission				
<input type="checkbox"/>	Thompson, Mary (student01)	Apr 7, 2019 12:51 PM	Graded	Martin, Erin ✓ Johnson, Steven ✓	85.00 99.00	92.00	

▶ [Assignment Details](#)

If you want to make the peer review scores the official grade, you may simply select **Release Grades** and the reviewer scores will be sent to the gradebook.

Or, select a student to enter a score adjustment or instructor comments.

Peer Review Assignment 1 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

[Download All](#) | [Upload All](#) | [Release Grades](#)

▶ [Send Feedback to Multiple Students](#)

▶ [Select User\(s\) and Allow Resubmission](#)

Search Viewing 1 - 4 of 4 items
|< < Show 200 items... > >|

<input type="checkbox"/>	Student	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Released
<input type="checkbox"/>	Johnson, Steven (student02)	Apr 7, 2019 12:52 PM	Graded	Martin, Erin ✓ Thompson, Mary ✓	95.00 100.00	97.50	
<input type="checkbox"/>	Martin, Erin (student03)	Apr 7, 2019 12:52 PM	Graded	Thompson, Mary ✓ Johnson, Steven ✓	87.00 82.00	84.50	
<input type="checkbox"/>	Smith, Jeremy (student04)		No Submission				
<input type="checkbox"/>	Thompson, Mary (student01)	Apr 7, 2019 12:51 PM	Graded	Martin, Erin ✓ Johnson, Steven ✓	85.00 99.00	92.00	

▶ [Assignment Details](#)

Click on a student name to go to the detailed view of the student submission.

Adjust score or enter comments.

ASSIGNMENTS [Link] [Help]

Assignments Add Assignments by Student Grade Report Student View Options Trash Preferences

Peer Review Assignment 1 - Re-grading

Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

Navigate Submissions

Previous Previous Ungraded Return to List Next Ungraded Next

Changes will be saved

Changes will be saved

Navigate between students with submissions only

Student: Mary Thompson (student01)

Submitted Date: Apr 7, 2019 12:51 PM

Status: Graded

Assignment Instructions

Assignment Submission

Here is the student submitted work.

Submitted Attachments

Here is the student submitted work.

1. [Download \(1\)](#) (1) 46 Apr 7, 2019 12:51 pm

2. **Grade** (Max: 100.00)

Instructor Summary Comments

Use the box below to enter additional summary comments about this submission.

[Rich Text Editor]

3. **Attachments to Return with Grade**

No attachments yet.

4. Allow Resubmission

Preview Cancel Changes

Navigate Submissions

Previous Previous Ungraded Return to List Next Ungraded Next

Changes will be saved

Changes will be saved

Navigate between students with submissions only

On the re-grading screen, you may:

1. Enter a score adjustment in the **Grade** field.
2. Add instructor comments using the [Rich Text Editor](#).
3. Attach a file with additional feedback.
4. **Save and Release to Student** to send the score to the gradebook.

Use new Grader to grade submissions.

Select the peer review assignment to grade.

ASSIGNMENTS [Link](#) [Help](#)

Assignments Add Assignments by Student Grade Report Student View Options Trash Permissions

Assignments

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Closed	Feb 23, 2021 9:20 PM	Feb 28, 2021 9:50 PM	4/2	0-100.00	<input type="checkbox"/>

Click the **Grade** link for the assignment you would like to grade.

Select a student to enter a score adjustment or instructor comments..

Assignment 1 - Submissions

Found 184 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

[Download All](#) [Upload All](#) [Release Grades](#)

[Send Feedback to Multiple Students](#)

[Set Resubmission Options for Multiple Students](#)

View:

Search:

Viewing 1 - 184 of 184 items

|< < Show 200 items... > >|

<input type="checkbox"/>	Student	Submitted Date	Status	Reviewed By	Reviewer Grade	Grade	Released
<input type="checkbox"/>	demostudent01 (demostudent01)	Feb 23, 2021 9:23 PM	Graded	demostudent04 demostudent03	97.00	97.00	

Click on a student name to go to the detailed view of the student submission.

Adjust score or enter comments.

ASSIGNMENTS

SMPL202 Spring 2021
Assignment 1

Graded 2 / 184

Return to List
demostudent01 D

This is the submitted text, with your feedback. To add more feedback, click 'Add Feedback' at the bottom of the submission, then click 'Done' when you're finished. Your changes won't be saved until you click one of the save buttons in the grader.

Answer

Feedback Text

Submitted Text

Grade 97.00 (max 100.00)

Feedback Comment

Feedback Attachment(s)

Private Notes

Allow Resubmission

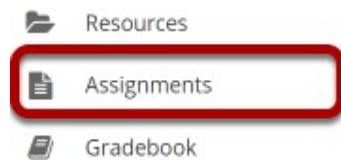
Save Save and Release to Student Cancel

On the re-grading screen, you may:

1. Enter a score adjustment in the **Grade** field.
2. Adjust current feedback by selecting the **Feedback Text** button. The [Rich Text Editor](#) textbox will appear in an additional pop-up.
3. Add instructor comments by selecting the **Feedback Comment** button. The [Rich Text Editor](#) textbox will appear in an additional pop-up.
4. Add private comments that only other instructors will see by selecting the **Private Notes** button. The [Rich Text Editor](#) textbox will appear in an additional pop-up.
5. **Save and Release to Student** to send the score to the gradebook.

How do I download assignments for grading offline?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu of your site.

Click the Grade link for the assignment to be graded.

Assignments

Viewing 1 - 3 of 3 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 3 Edit Duplicate Grade	Entire Site	Open	Apr 7, 2019 2:15 PM	Apr 28, 2019 2:15 PM	0/0	0-100.00	<input type="checkbox"/>
Assignment 2 Edit Duplicate Grade	Entire Site	Open	Apr 7, 2019 2:15 PM	Apr 21, 2019 2:15 PM	4/3	0-100.00	<input type="checkbox"/>
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Apr 7, 2019 2:00 PM	Apr 14, 2019 2:00 PM	4/0	0-100.00	<input type="checkbox"/>

Click the Download All link.

Assignment 2 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Apply

Use new Grader to grade submissions

[Download All](#) | [Upload All](#) | [Release Grades](#)

▶ [Send Feedback to Multiple Students](#)

▶ [Set Resubmission Options for Multiple Students](#)

Viewing 1 - 4 of 4 items

Search

Search

<input type="checkbox"/>	Student	Submitted	Status	Grade	Released
<input type="checkbox"/>	Johnson, Steven (student02)	Apr 7, 2019 5:11 PM	Ungraded		
<input type="checkbox"/>	Martin, Erin (student03)	Apr 7, 2019 2:22 PM	Ungraded		
<input type="checkbox"/>	Smith, Jeremy (student04)	Apr 7, 2019 5:11 PM	Ungraded		
<input type="checkbox"/>	Thompson, Mary (student01)	Apr 7, 2019 5:10 PM	Ungraded		

▶ [Assignment Details](#)

Select the desired download options.

Download All

Choose download options, and then click 'Download' at the bottom.

NOTICE: If you switch between languages in your preferences, for example English to Spanish, you will need to upload this archive in the same language as it was downloaded (or re-download and use a new archive).

- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (file at top level of archive)
 - CSV format, file grades.csv
 - EXCEL format, file grades.xls
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
- Feedback Attachment(s)

Include students who have not yet submitted

Include students who have not yet submitted

Download

Cancel

You may choose "All" to select all of the download options, or select only some of them by placing a check mark next to an individual item or items. The options available for download are:

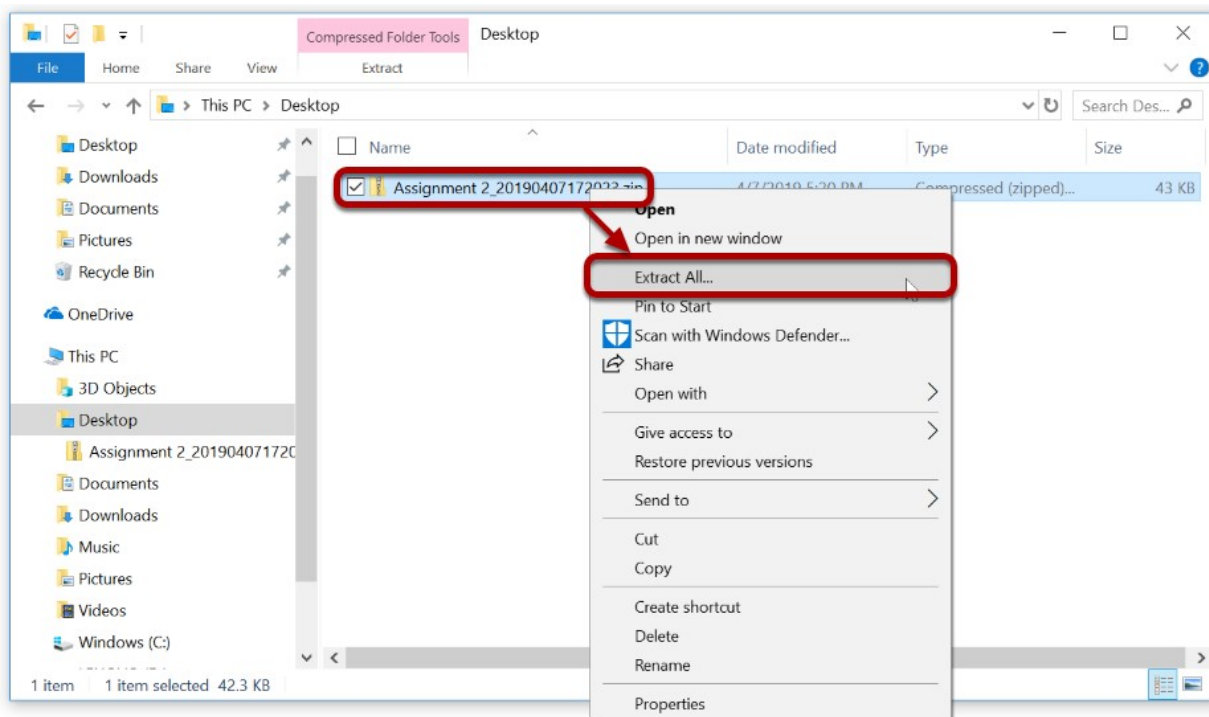
- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (file at top level of archive)
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
- Feedback Attachment(s)

Download the submissions.



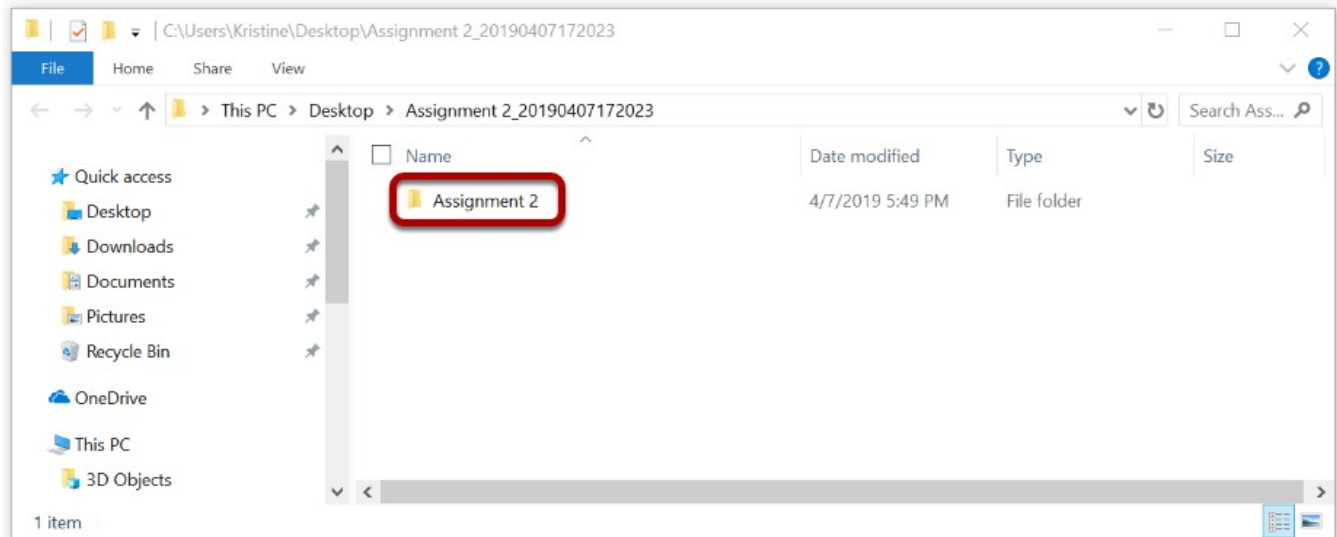
Click the **Download** button to save the files your computer.

Extract files.



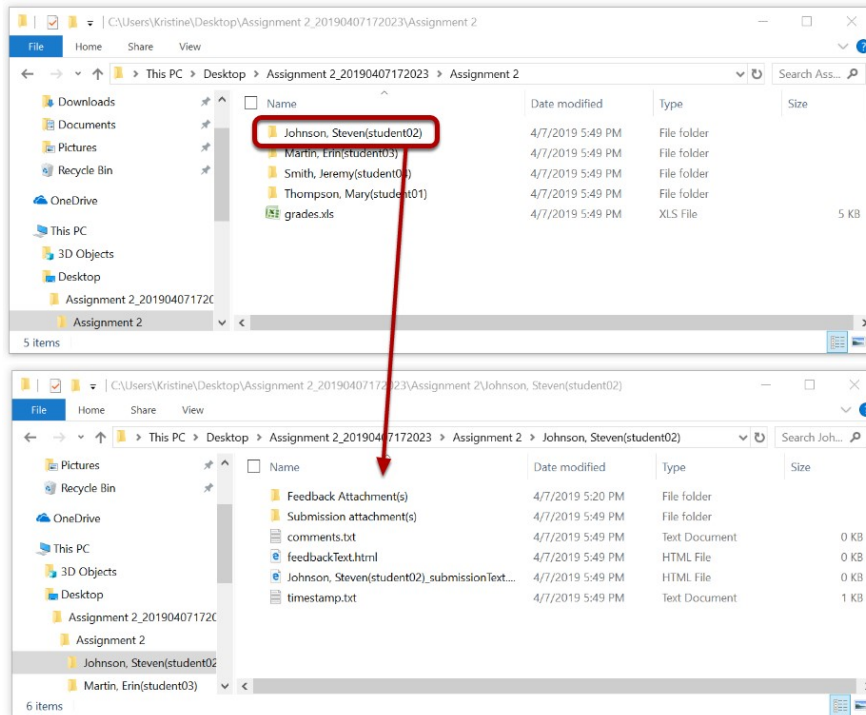
Extract the archive to a location on your computer. (You can do this by right-clicking on the file and selecting **Extract All** in Windows, or by using your preferred unzipping program on your computer.)

View assignment folder.



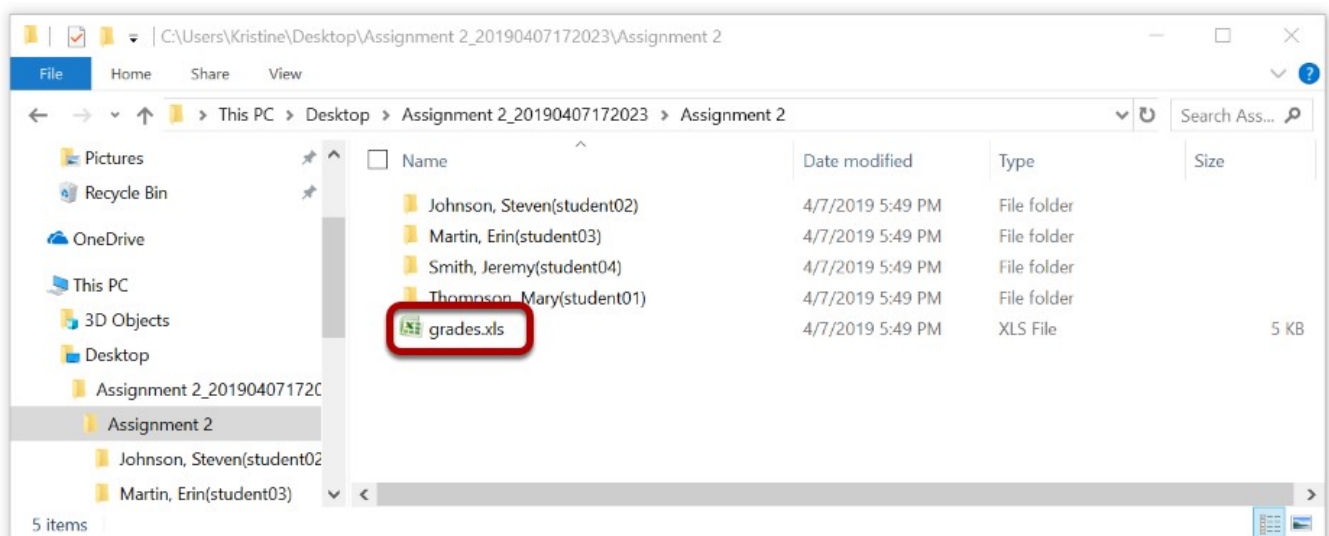
There will be a folder for each of the assignments in your course.

View student submissions.



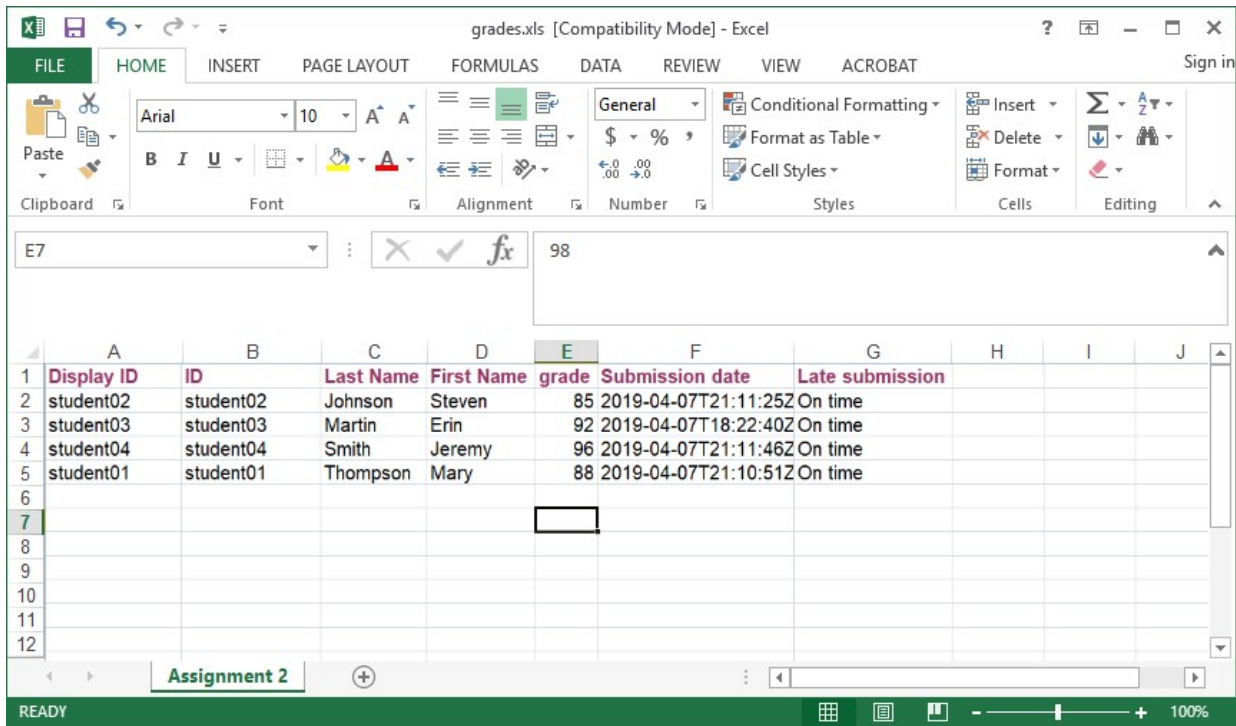
Within the assignment folder, there will be individual folders for each of the students in the site. Open a student folder to view his or her submissions, feedback, and comments.

Grade the submissions.



When you are ready to enter student grades, open the **grades.xls** file within the assignment folder.

Enter grades and comments into the spreadsheet and save.



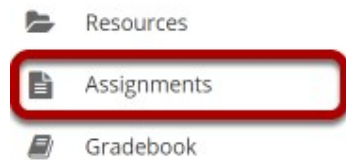
The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

Display ID	ID	Last Name	First Name	grade	Submission date	Late submission
student02	student02	Johnson	Steven	85	2019-04-07T21:11:25Z	On time
student03	student03	Martin	Erin	92	2019-04-07T18:22:40Z	On time
student04	student04	Smith	Jeremy	96	2019-04-07T21:11:46Z	On time
student01	student01	Thompson	Mary	88	2019-04-07T21:10:51Z	On time
				98		

The spreadsheet is titled "Assignment 2" and the status bar shows "READY" and "100%".

How do I upload graded assignment submissions and feedback?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu of your site.

Click the Grade link for the assignment to be graded.

Assignments

Viewing 1 - 3 of 3 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 3 Edit Duplicate Grade	Entire Site	Open	Apr 7, 2019 2:15 PM	Apr 28, 2019 2:15 PM	0/0	0-100.00	<input type="checkbox"/>
Assignment 2 Edit Duplicate Grade	Entire Site	Open	Apr 7, 2019 2:15 PM	Apr 21, 2019 2:15 PM	4/4	0-100.00	<input type="checkbox"/>
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Apr 7, 2019 2:00 PM	Apr 14, 2019 2:00 PM	4/0	0-100.00	<input type="checkbox"/>

Click the Upload All link.

Assignment 2 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

[Download All](#) [Upload All](#) [Release Grades](#)

► [Send Feedback to Multiple Students](#)

► [Set Resubmission Options for Multiple Students](#)

Viewing 1 - 4 of 4 items

Search

|< < Show 200 items... ▾ > >|

<input type="checkbox"/>	Student	Submitted	Status	Grade	Released
<input type="checkbox"/>	Johnson, Steven (student02)	Apr 7, 2019 5:11 PM	Ungraded		
<input type="checkbox"/>	Martin, Erin (student03)	Apr 7, 2019 2:22 PM	Ungraded		
<input type="checkbox"/>	Smith, Jeremy (student04)	Apr 7, 2019 5:11 PM	Ungraded		
<input type="checkbox"/>	Thompson, Mary (student01)	Apr 7, 2019 5:10 PM	Ungraded		

► [Assignment Details](#)

Select the archive file containing grades and feedback.

ASSIGNMENTS

[Link](#) [Help](#) [Close](#)

Upload All

Select an archive file to upload, choose options, and then click 'Upload' at the bottom. Required items marked with *
The archive file should contain a folder for each student. ([Download Template](#)) Each folder can contain a comments.txt file, the student's submission with instructor comments you have added, and/or other files you want to return with the student's submission. The upload time needed is related to the zip file size and the connection speed. If you only need to upload a subset of the zip file, please limit your zip file size first by choosing options accordingly in the Download All process.

NOTICE: If you switch between languages in your preferences, for example English to Spanish, you will need to upload this archive in the same language as it was downloaded (or re-download and use a new archive).

*File:

Assignment ...06111219.zip

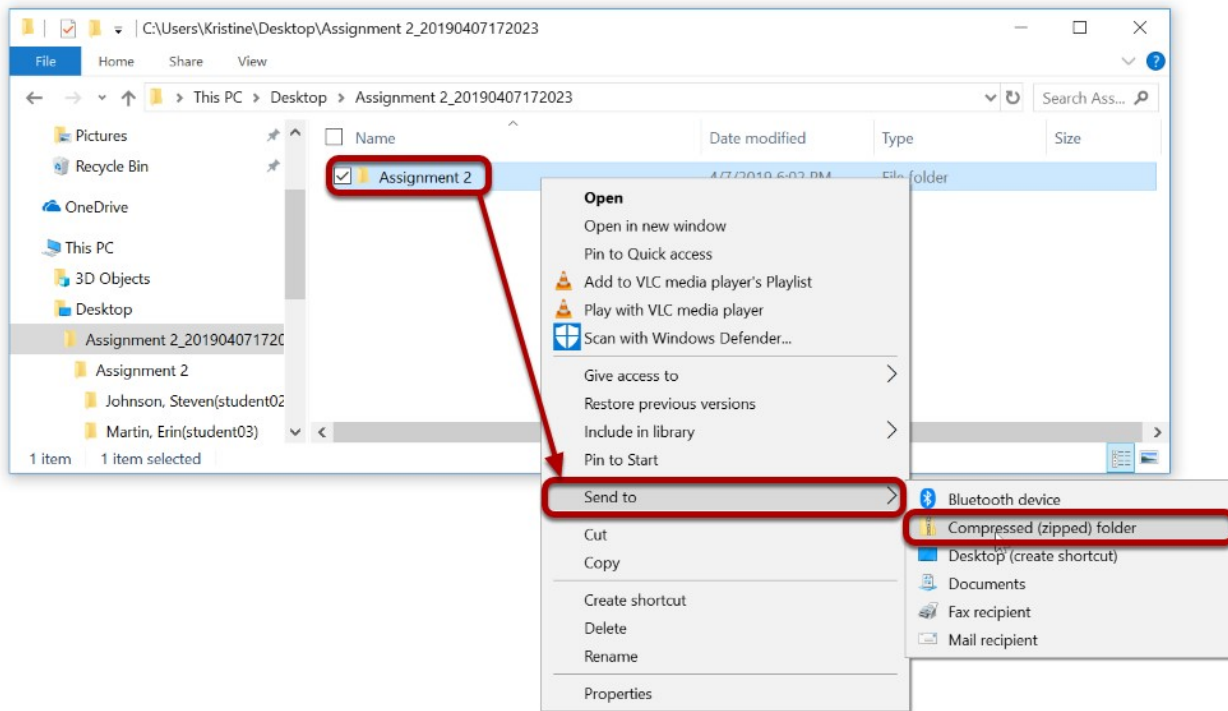
i You have selected the archive file for uploading. Files contained in the archive will be uploaded to the corresponding student submission for the assignment.

Click the **Choose File** button to browse for and select the archive file on your local computer. You should have downloaded this archive using the **Download All** link previously. See [How do I download assignments for grading offline?](#) for more information.

Note: The archive file needs to be in a specific format. It should contain a folder for the assignment and subfolders for each of the individual students. The easiest way to ensure that your file is in the

correct format is to download the assignment submissions (or the template provided) directly from the Assignments tool in your site.

Create a zip file from the extracted folder on your computer.



If you have previously extracted the zip file on your computer, and then edited or added to the assignment grades or feedback, you will need to create a new archive or zip file for upload that includes your changes.

You can create a zip file from a folder in Windows by right-clicking on the folder, and then selecting **Send to** and **Compressed (zipped) folder**. The zip file will have the same name as the folder you selected.

Tip: You can either compress/zip all existing assignment folders at once for upload, or just one assignment folder at a time.

Select the desired upload and release options.

ASSIGNMENTS

Link Help

Upload All

Select an archive file to upload, choose options, and then click 'Upload' at the bottom. Required items marked with *
The archive file should contain a folder for each student. (Download Template) Each folder can contain a comments.txt file, the student's submission with instructor comments you have added, and/or other files you want to return with the student's submission. The upload time needed is related to the zip file size and the connection speed. If you only need to upload a subset of the zip file, please limit your zip file size first by choosing options accordingly in the Download All process.

NOTICE: If you switch between languages in your preferences, for example English to Spanish, you will need to upload this archive in the same language as it was downloaded (or re-download and use a new archive).

*File:

Choose File Assignment ...06111219.zip

You have selected the archive file for uploading. Files contained in the archive will be uploaded to the corresponding student submission for the assignment.

1 *Choose which elements in the archive file to upload

- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (file at top level of archive)
 - CSV format, file grades.csv
 - EXCEL format, file grades.xls
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
- Feedback Attachment(s)

2 Select release option

- Release uploaded grades and feedback comments to students
- Do not release uploaded information - I'll release it later

Upload Cancel

1. You may choose "All" to select all of the upload options, or select only some of them by placing a check mark next to an individual item or items. The options available for upload are:

- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (file at top level of archive)
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
- Feedback Attachment(s)

2. Select the radio button to **Release uploaded information to students** if you want them to be able to see their grades and feedback right away. (If you would rather wait to release at a later date, select **Do not release uploaded information - I'll release it later** instead.)

Click Upload.

Upload Cancel

Click the **Upload** button to upload your file.

View grades.

Assignment 2 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

[Download All](#) | [Upload All](#) | [Release Grades](#)

▶ [Send Feedback to Multiple Students](#)

▶ [Set Resubmission Options for Multiple Students](#)

Viewing 1 - 4 of 4 items

Search

<input type="checkbox"/>	Student	Submitted	Status	Grade	Released
<input type="checkbox"/>	Johnson, Steven (student02)	Apr 7, 2019 5:11 PM	Returned	85.00	✓
<input type="checkbox"/>	Martin, Erin (student03)	Apr 7, 2019 2:22 PM	Returned	92.00	✓
<input type="checkbox"/>	Smith, Jeremy (student04)	Apr 7, 2019 5:11 PM	Returned	96.00	✓
<input type="checkbox"/>	Thompson, Mary (student01)	Apr 7, 2019 5:10 PM	Returned	88.00	✓

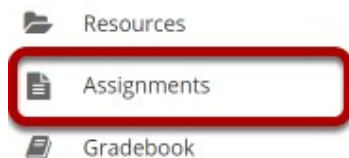
▶ [Assignment Details](#)

Once your upload is complete, you will be returned to the assignment grading screen. Notice that the grades have now been uploaded and the student submissions are marked as "Returned" in this example, because they have been both graded and released to students during upload.

How do I release assignment grades?

When you grade an assignment, students will not be able to view the grade and your feedback in the assignment area until you release their grades.

Go to Assignments.



Select the **Assignments** tool from the Tool Menu of your site.

Click the Grade link for the assignment with grades to be released.

Assignments

Viewing 1 - 2 of 2 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Apr 7, 2019 2:00 PM	Apr 14, 2019 2:00 PM	4/0	0-100.00	<input type="checkbox"/>
Peer Review Assignment 1 Edit Duplicate Grade	Entire Site	Closed	Apr 1, 2019 11:55 PM	Apr 7, 2019 1:00 PM	3/0	0-100.00	<input type="checkbox"/>

Click Release Grades.

Assignment 1 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

[Download All](#) | [Upload All](#) | [Release Grades](#)

▶ [Send Feedback to Multiple Students](#)

▶ [Set Resubmission Options for Multiple Students](#)

Viewing 1 - 4 of 4 items

Search

<input type="checkbox"/>	Student	Submitted	Status	Grade	Released
<input type="checkbox"/>	Johnson, Steven (student02)	Apr 7, 2019 2:07 PM	Graded	95.00	
<input type="checkbox"/>	Martin, Erin (student03)	Apr 7, 2019 2:07 PM	Graded	100.00	
<input type="checkbox"/>	Smith, Jeremy (student04)	Apr 7, 2019 2:08 PM	Graded	75.00	
<input type="checkbox"/>	Thompson, Mary (student01)	Apr 7, 2019 2:06 PM	Graded	85.00	

▶ [Assignment Details](#)

View released grades.

Assignment 1 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

[Download All](#) | [Upload All](#) | [Release Grades](#)

▶ [Send Feedback to Multiple Students](#)

▶ [Set Resubmission Options for Multiple Students](#)

Viewing 1 - 4 of 4 items

Search

<input type="checkbox"/>	Student	Submitted	Status	Grade	Released
<input type="checkbox"/>	Johnson, Steven (student02)	Apr 7, 2019 2:07 PM	Returned	95.00	✓
<input type="checkbox"/>	Martin, Erin (student03)	Apr 7, 2019 2:07 PM	Returned	100.00	✓
<input type="checkbox"/>	Smith, Jeremy (student04)	Apr 7, 2019 2:08 PM	Returned	75.00	✓
<input type="checkbox"/>	Thompson, Mary (student01)	Apr 7, 2019 2:06 PM	Returned	85.00	✓

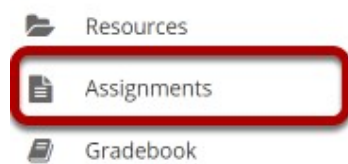
▶ [Assignment Details](#)

Once grades have been released to students, you will see a check mark in the "Release" column.

How do students view their assignment feedback?

Once your instructor has graded your assignment, you can view the feedback on your work in the Assignments tool.

Go to Assignments.



Select the **Assignments** tool from the Tool Menu in your site.



Click on an assignment.

Assignments

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 4 of 4 items



Assignment Title	Status	Open	Due
Assignment 3 	Not Started	Apr 7, 2019 2:15 PM	Apr 28, 2019 2:15 PM
Assignment 2 	Not Started	Apr 7, 2019 2:15 PM	Apr 21, 2019 2:15 PM
Assignment 1 	Returned	Apr 7, 2019 2:00 PM	Apr 14, 2019 2:00 PM

Click on the title of an assignment to view the feedback for that item.

*Note: Assignments that display **Returned** in the Status column have been graded and the feedback released for student viewing.*

View assignment feedback.

ASSIGNMENTS [Link](#) [Help](#)

Assignment 1 - Returned

1 **Title** Assignment 1
Student Erin Martin (student03)
Submitted Date Apr 7, 2019 2:07 PM
Grade 100.00 (max 100.00)

2 **Instructions**
Please submit a 10 page research paper.

Additional resources for assignment
No attachments yet

3 **Original submission text with the instructor's comments inserted if applicable**
My paper is attached.

Submitted Attachments
[Paper.docx](#) (11 KB; Apr 7, 2019 2:22 pm)

4 **Additional instructor's comments about your submission**
Good work!

Instructor's attachments to this submission
[Paper - Instructor Feedback.docx](#) (11 KB; Apr 7, 2019 3:06 pm)

[Back to list](#)

Your assignment and feedback will be displayed.

1. The title, student name, submission date, grade, and submission history appear at the top.
2. The original assignment instructions and attachments appear below the submission and grade information.
3. Your submission and/or attached files display below the assignment instructions.
4. Instructor comments and/or attached files appear at the bottom.

Peer review feedback.

Peer Review Assignment 1 - Returned

Title Peer Review Assignment 1
Student Erin Martin (student03)
Submitted Date Apr 7, 2019 12:52 PM
Grade **98.00 (max 100.00)**

Instructions

Prepare and deliver a presentation for the class on your assigned chapter.

Additional resources for assignment

No attachments yet

Submitted Attachments

 [Presentation1.pptx](#) (31 KB; Apr 7, 2019 12:52 pm)

Additional instructor's comments about your submission

Excellent presentation!

Peer Reviews

Reviewer (1)

Score: 95.0
Comments:

Attachments

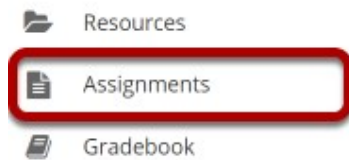
Reviewer (2)

[Back to list](#)

If your assignment had a peer assessment component, and your instructor has allowed students to see peer reviews of their own work, you will also see peer reviewer comments and/or attachments on the feedback screen.

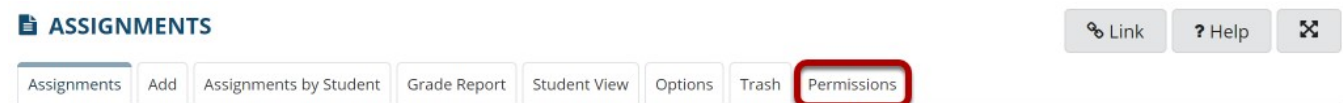
How do I change the Assignments tool permissions?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu of your site.

Click Permissions.



Modify the permissions for the roles listed.

Permissions

Set permissions for Site

Undo changes

Permission	Instructor	Teaching Assistant	Student
Same site level permissions for all groups inside the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create new assignment(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit to assignment(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete assignment(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read assignment(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Revise assignment(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade assignment submission(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receive email notifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to view draft assignment(s) created by other users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

1

2

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles that exist in your site. A role must be present in the site in order for you to modify its permissions.