How do I assess a student's assignment?

A: Follow these steps:

1. From the Dashboard click the Assignment Progress Bar that corresponds with the assignment to be assessed.

2. The Submissions & Grades tab will open. This tab corresponds with the Assignment Progress Bar and displays the names of students identified as: Awaiting Submission, Awaiting Assessment, or assessments that have been Completed.

3. Select the checkbox to the left of each student awaiting to be assessed (in the yellow) or click on the student's name to individually assess.

4. Click the Assess button.

Add Comments

1. Assessors are able to place comments at the document-level, page-level and section-level.

2. Within the student's work, click the Add Comment button.

3. Enter a comment into the text box and click the Save Comment button

4. To modify a comment, click the Edit Comment button located next to the comment you wish to change.

5. Comments may also be inserted at the text-level by clicking on the word or text on which to place the comment.

6. Enter text and click the Save button to save changes.

Assess with a Rubric

1. Within the student submission, the rubric will appear to the right of the student's artifacts.

2. Select your rubric if there are multiple rubrics.

3. Click the cell to select the performance level for each element of the rubric.

4. Click the title of the performance level to select the same performance level for all elements.

5. Click the Comment button located next to each element title and enter a comment.

6. The rubric automatically saves when you click the Save, Request Resubmission, or Submit Assessment action buttons.

Enter a Grade and Comments

1. On the right side of the page, next to the student's artifact, enter a grade into the Grade text box.

2. On the right side of the page, next to the student's artifact, enter a comment into the Comment text box.

Evaluate and Re-attach a Submitted Attachment

1. Download and open the submitted file attachment(s).

2. Review, comment on, and modify within the native file format.

3. Save this file to your computer.

4. To re-attach this submitted file with your comments, click the Attach button, browse your computer to find the saved file, and re-attach to your assessment.

Complete the Assessment Process

After the submission has been reviewed and/or assessed, instructors may Save, Request Resubmission, Submit Assessment, or Cancel the assessment. These buttons are located in the top right of the student submission area.
**How do I view an assessment that I have completed for a student's assignment?**

A: Follow these steps:

1. From the Dashboard click the Assignment Progress Bar that corresponds with the assignment assessment to be viewed.
2. The Submissions & Grades tab will open. This tab corresponds with the Assignment Progress Bar and displays the names of students identified as:
3. Click on the student's name.
4. If the student has submitted more than one submission in the past, a Previous Submissions tab will display on the top section of the page.
5. Click the tab and use the dropdown menu next to Submission Date to view previous submissions and corresponding assessments.

**How do I request an assignment resubmission from a student?**

A: Follow these steps:

The Request Resubmission button will change the status of the assignment on the student's Dashboard from View Latest Submission (yellow) to Resubmit Assignment (red). It will also change the status on the Assignment Progress Bar and Submissions & Grades area in the faculty's view from Awaiting Assessment (yellow) to Awaiting Submission (red).

1. From the Dashboard, click the Assignment Progress Bar that corresponds with the assignment to be assessed.
2. The Submission & Grades tab will open. This tab corresponds with the Assignment Progress Bar and displays the names of students identified as: Awaiting Submission, Awaiting Assessment, or assessments that have been Completed.
3. Click on the assessed student's name.
4. Click the Undo Assessment button located on the top right of the Submission & Grades tab.
5. From the Awaiting Assessment list, click the student's name whose assessment was undone.
6. Click the Request Resubmission button located on the top section of the student submission page.

**Does Undo Assessment delete the assessment?**

A: No. Clicking the Undo Assessment button does not delete the assessment.

The student submission status in the Assignment Progress Bar and within the Submissions & Grades tab will be changed from Completed (green) to Awaiting Assessment (yellow). The information already collected is not deleted. Faculty can now request a resubmission from the student.