

## View Grades: Assignment

### Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. Instructors can modify a single Student grade on the My Grades page, make notes and add comments for the Student. Students access their grades and comments from the Instructor through the Course menu.

**Note:** Assignments are created by selecting **Add Assignment** in a Content Area.

Student Name	Item Name	Date	Grade	Points Possible	Class Average	Weight	
Terry Oude (tguide)	Week 1 Assignment (Assignment)		<input type="text"/>	25.0		0.0	<a href="#">View</a>

Student's Comments: Attached is my Assignment for week 1. I have some questions about the Question #2.

Feedback to Student:

Instructor Notes:

[Cancel](#) [Submit](#)

### Find this page

Follow the steps below to open the View Grades: *Assignment* page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Select an Assignment grade on the View Spreadsheet page.

### Functions

The table below details the functions available on this page.

To...	then...
enter or change the grade the Student received on the Assignment	enter the new grade in the <b>Grade</b> field.
view the Assignment and add comments	click <b>View</b> to open the Grade Assignment: <i>Assignment Name</i> page. This page enables the Instructor to view the Assignment submitted by the Student. Instructors may enter a grade, submit comments for the Student, and upload files.

## Field

The table below details the fields on this page.

Field	Description
<b>Assignment Information</b>	
<b>Name:</b>	The name of the Assignment.
<b>Instructions:</b>	The instructions for this Assignment appear as entered by the Instructor on the Add Assignment page.
<b>Assignment Files:</b>	Files uploaded by the Instructor when the Assignment was created.
<b>Clear Attempt:</b>	Click <b>Clear Attempt</b> to delete the Student's Assignment. The Student will be able to re-submit the Assignment once this option is chosen.
<b>Student's Work</b>	
<b>Student's Comments:</b>	Comments entered by the Student when the Assignment was submitted.
<b>Student's Files:</b>	Files uploaded by the Student when the Assignment was submitted.
<b>Instructor Comments</b>	
<b>Grade:</b>	Enter a grade for the Assignment.
<b>Comments:</b>	Enter comments for the Student to view when they access the grade for this Assignment.
<b>File To Attach:</b>	Click <b>Browse</b> and select a file to add as an attachment for the Student to view with their grade. Click <b>Add</b> to add the file selected.
<b>Currently Attached Files:</b>	Lists the files currently attached to the Instructor Comments. The Student will be able to access these files when they access their grade for the Assignment.
<b>Instructor Notes</b>	
<b>Notes:</b>	Enter notes for this Assignment. These notes are only viewed by the Instructor.
<b>File To Attach:</b>	Click <b>Browse</b> and select a file to add as an attachment. Click <b>Add</b> to add the file selected. These files are only viewed by the Instructor.
<b>Currently Attached Files:</b>	Lists the files currently attached to the Instructor Notes. These files are only accessed by the Instructor.

### Item Options: *Assignments*

## Overview

The Item Options page enables Instructors to access areas where they can grade the Assignment, view Student statistics for the Assignment and delete files associated with Assignments.



### Find this page

Follow the steps below to open the Item Options: *Assignments* page.

- Step 1**                      Select **Gradebook** on the Course Control Panel.
- Step 2**                      Select an Assignment item in the Gradebook.

### Functions

The table below details the functions available on this page:

Function	Description
<a href="#">Item Grade List</a>	View a list of Students and their grades for this Assignment.
<a href="#">Item Information</a>	Modify the Gradebook item information, such as item name and description.
<a href="#">Item Detail</a>	View the Assignment statistics.
<a href="#">Item Download</a>	Download Assignments submitted by Students.
<a href="#">Item File Clean Up</a>	Delete files for specific Students.

### Download Assignment: *Assignment Name*

#### Overview

The Download Assignments: *Assignment Name* page enables the Instructor to download Student assignments and save them.

COURSES > AMERICAN HISTORY UNTIL 1895 > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS > DOWNLOAD ASSIGNMENT: ASSIGNMENT #1

**Download Assignment: Assignment #1**

**Select Students**

[Check All](#) | [Check Ungraded](#) | [Uncheck All](#)

	Student Name	Date	Grade
	Berfield, James		N/A
<input type="checkbox"/>	Don, Brian	2002-05-06 17:24:31.0	I
	Franklin, Greg		N/A
<input type="checkbox"/>	Gude, Terry	2002-05-07 12:46:24.0	Needs Grading
	Johnson, Adam		N/A
	Kearson, Julie		N/A
	Marcelli, Courtney		N/A
<input type="checkbox"/>	Mary, Wallace	2002-05-07 12:46:55.0	Needs Grading
	Ortiz, Wendy		N/A
	Smith, Amanda		N/A
	Smith, Andrew		N/A

### Find this page

Follow the steps below to open the Download Assignment: *Assignment Name* page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Select an Assignment item in the Gradebook. The Item Options page will appear.
- Step 3** Click **Item Download**.

### Fields

The following table details the fields on this page.

Field	Description
<b>Select Students</b>	
<b>Check All</b>	Select this option to download the files for all of the Students on the list who have submitted Assignments.
<b>Check Ungraded</b>	Select this option to select the check boxes and download the files for those Student's whose Assignments have not been graded.
<b>Uncheck All</b>	Select this option to deselect all of the check boxes.

### Download Assignments

The Instructor selects the check boxes next to the Student Assignments he or she would like to download. Individual or multiple check boxes may be selected. After **Submit** is selected a Download Assignment: *Assignment Name* page appears. Click the link on this page to save the exported assignments to a location on the hard drive, where they can be accessed. The file name automatically includes the user name of the Student who submitted the file.

For example, a file submitted by Mary Wallace (user name 'mwallace') for Week 1 Assignment:

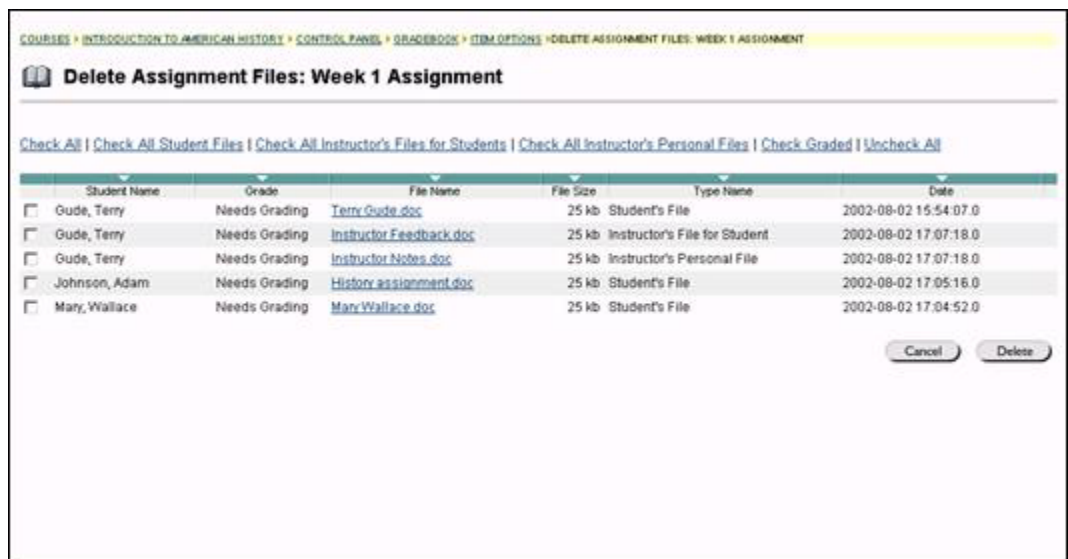
Week\_1\_Assignment\_mwallace

## Delete Assignment Files: *Assignment Name*

### Overview

The Delete Assignment Files: *Assignment Name* page enables the Instructor to delete files that are attached to an Assignment. This includes:

- files submitted by a Student
- files the Instructor has included in his or her feedback on the Grade Assignment: *Assignment Name* page
- files the Instructor has included in his or her notes on the Grade Assignment: *Assignment Name* page



<input type="checkbox"/>	Student Name	Grade	File Name	File Size	Type Name	Date
<input type="checkbox"/>	Gude, Terry	Needs Grading	<a href="#">Terry Gude.doc</a>	25 kb	Student's File	2002-09-02 15:54:07.0
<input type="checkbox"/>	Gude, Terry	Needs Grading	<a href="#">Instructor Feedback.doc</a>	25 kb	Instructor's File for Student	2002-09-02 17:07:18.0
<input type="checkbox"/>	Gude, Terry	Needs Grading	<a href="#">Instructor Notes.doc</a>	25 kb	Instructor's Personal File	2002-09-02 17:07:18.0
<input type="checkbox"/>	Johnson, Adam	Needs Grading	<a href="#">History assignment.doc</a>	25 kb	Student's File	2002-09-02 17:05:16.0
<input type="checkbox"/>	Mary, Wallace	Needs Grading	<a href="#">MaryWallace.doc</a>	25 kb	Student's File	2002-09-02 17:04:52.0

### Find this page

Follow the steps below to open the Delete Assignment Files: *Assignment Name* page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Select an Assignment item in the Gradebook. The Item Options page will appear.
- Step 3** Click **Item File Clean Up**.

## Fields

The following table details the fields on this page:

Field	Description
<b>Select Students</b>	
<b>Check All</b>	Select this option to select and delete all files associated with an Assignment.
<b>Check All Student Files</b>	Select this option to select and delete all files submitted by a Student for an Assignment.
<b>Check All Instructor's Files for Students</b>	Select this option to select and delete files sent to a Student from an Instructor for an Assignment. These files are attached on the Grade Assignment: <i>Assignment Name</i> page.
<b>Check All Instructor's Personal Files</b>	Select this option to delete files an Instructor attached to an Assignment for personal notes. These files are attached on the Grade Assignment: <i>Assignment Name</i> page.
<b>Check Graded</b>	Select this option to select and delete those files for Assignments that have been graded.
<b>Uncheck All</b>	Select this option to deselect all of the check boxes.

**Note:** Single or multiple files may be selected in the left-side check boxes by clicking CONTROL.