

Oncourse: Assignments 2, Providing Grades and Feedback for Assignment Submissions and Resubmissions

Instructors can grade assignments or give feedback on assignments that have been submitted or resubmitted.

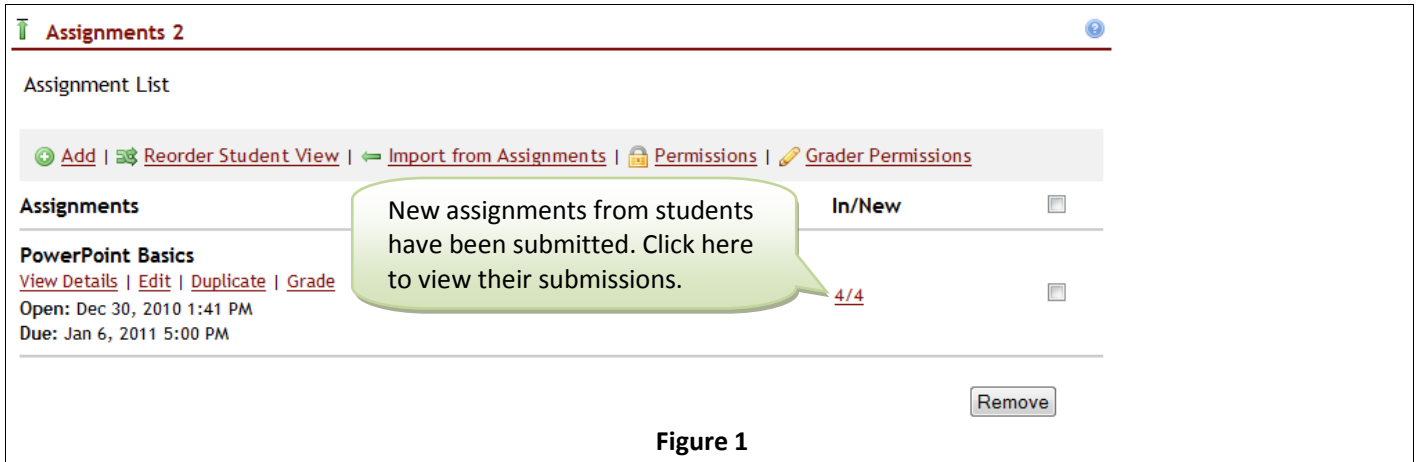
Reviewing a Student Submission

In Assignments 2, you can grade an assignment with or without returning it to the student. In addition to grading, instructors have the option to provide feedback once or multiple times on submitted assignments and allow students to resubmit assignments multiple times.

1. From the tools on the left, **Click Assignments 2**.

You will see a list of assignments.

*Note: On the **Assignment List** screen, the **In/New** column displays the number of submissions that have come in from students (the "In" value) and the number of new submissions (the "New" value) for each assignment.*

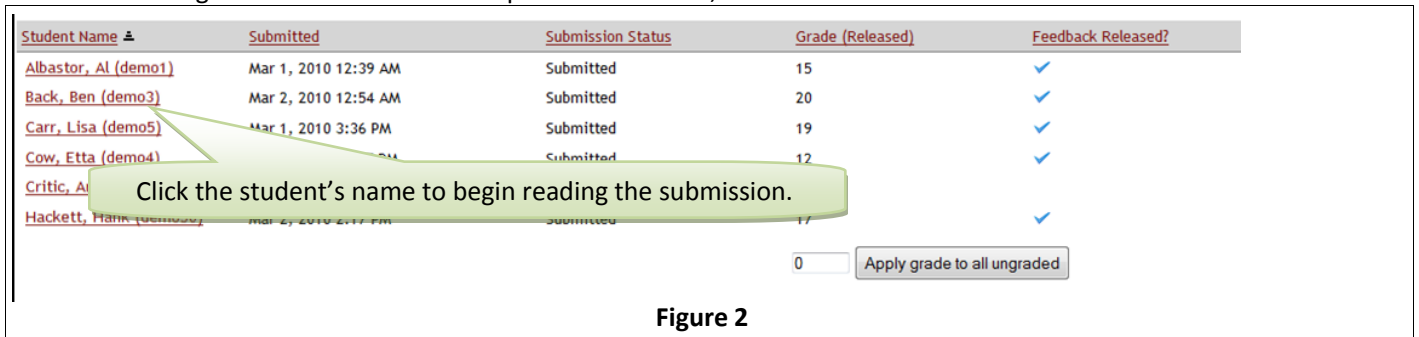


The screenshot shows the 'Assignments 2' interface. At the top, there's a navigation bar with 'Assignments 2' and a help icon. Below that is the 'Assignment List' section. A toolbar contains links for 'Add', 'Reorder Student View', 'Import from Assignments', 'Permissions', and 'Grader Permissions'. The main area displays a table of assignments. The first assignment is 'PowerPoint Basics', with a callout box pointing to the '4/4' in the 'In/New' column. The callout text says: 'New assignments from students have been submitted. Click here to view their submissions.' Below the table is a 'Remove' button.

Assignments	In/New	
PowerPoint Basics View Details Edit Duplicate Grade Open: Dec 30, 2010 1:41 PM Due: Jan 6, 2011 5:00 PM	4/4	<input type="checkbox"/>

Figure 1

2. To start providing feedback on a student assignment, under the **appropriate Assignment title**, **Click Grade**.
3. Alternatively, **Click the number in the "In/New" column** next to the title of that assignment.
Note: All the students' names and the status of the assignments are listed.
4. To view the assignment resubmission for a particular student, **Click the student's name**.



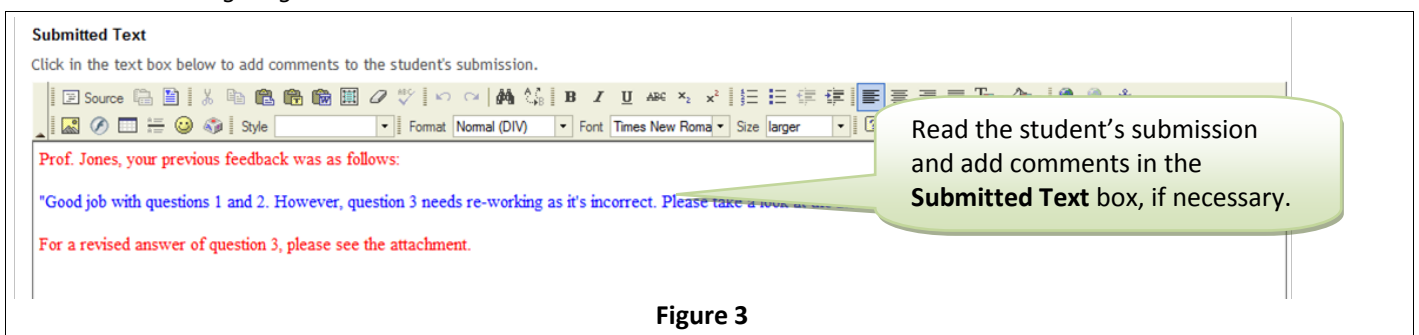
The screenshot shows a table of student submissions. The table has columns for 'Student Name', 'Submitted', 'Submission Status', 'Grade (Released)', and 'Feedback Released?'. A callout box points to the student name 'Carr, Lisa (demo5)'. The callout text says: 'Click the student's name to begin reading the submission.' Below the table is a '0' input field and an 'Apply grade to all ungraded' button.

Student Name	Submitted	Submission Status	Grade (Released)	Feedback Released?
Albastor, Al (demo1)	Mar 1, 2010 12:39 AM	Submitted	15	✓
Back, Ben (demo3)	Mar 2, 2010 12:54 AM	Submitted	20	✓
Carr, Lisa (demo5)	Mar 1, 2010 3:36 PM	Submitted	19	✓
Cow, Etta (demo4)		Submitted	12	✓
Critic, Al				
Hackett, Hank (demo2)	Mar 2, 2010 11:17 PM	Submitted	17	✓

Figure 2

5. Under **Submitted Text**, you'll see the student's submitted text.
If applicable, under **Submitted Attachments**, you'll see links to files the student submitted.

Note: If a student has saved an assignment as a draft, you will be unable to see the text of the student's draft, but you will still be able to assign a grade.



The screenshot shows the 'Submitted Text' box. It has a text area with a rich text editor toolbar. The text in the box reads: 'Prof. Jones, your previous feedback was as follows: "Good job with questions 1 and 2. However, question 3 needs re-working as it's incorrect. Please take a look at the attachment." For a revised answer of question 3, please see the attachment.' A callout box points to the text area. The callout text says: 'Read the student's submission and add comments in the Submitted Text box, if necessary.'

Figure 3

- Optionally, you can add comments to the student's submission in the **Submitted Text box** as shown in **Figure 3**.
Note: Comments made by a reviewer or an instructor will appear with yellow highlighting to the student, so there is no need to use special formatting.
- To add comments, **Scroll down to the Assignment Feedback text area** → **Enter comments** as shown in **Figure 4**.
Note: No special formatting is required.

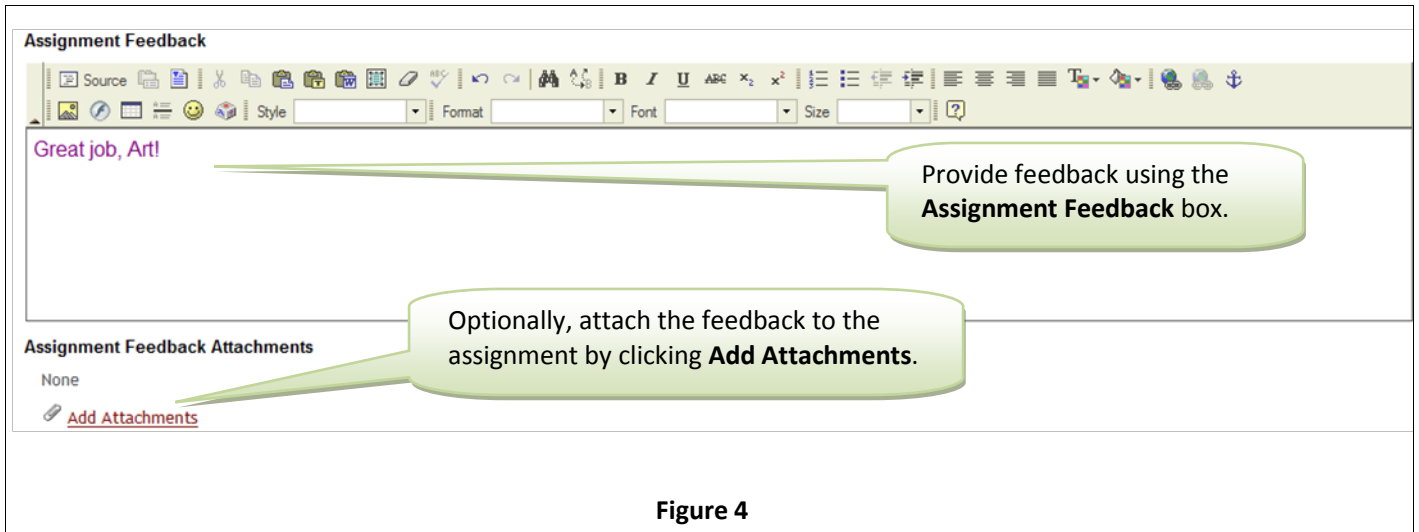


Figure 4

- Optionally, to attach a file with comments or edits, **Click Add Attachments** under **Assignment Feedback Attachments**.
- Optionally, to allow the student to edit and resubmit the assignment again, **Click Override Assignment-Level Settings** and expose the override options → **Click the Override assignment-level settings? checkbox** → **Select the Number of Submissions Remaining** from the drop-down list.

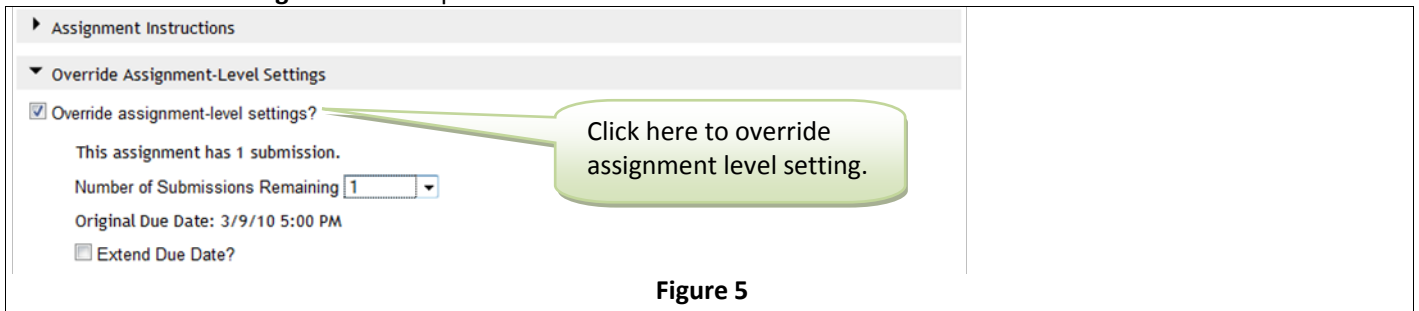


Figure 5

Grading an Assignment

Once you have reviewed or commented on the student's submission it is time to grade the assignment.

- To assign a grade, **Scroll down to the Gradebook Details field** → **Enter a grade** in the **Grade** box → **Type Gradebook Comments**, if desired.
- To release the feedback and grade for this assignment resubmission, **Click Save and Release Feedback**.
*Note: To save the grade information for this submission without returning the grade to the student, **Click Save**.*
*Note: To cancel any changes and return to the assignment list, **Click Cancel**. Note: If the assignment is associated with a Gradebook item, the initial grades will be sent to the Gradebook.*

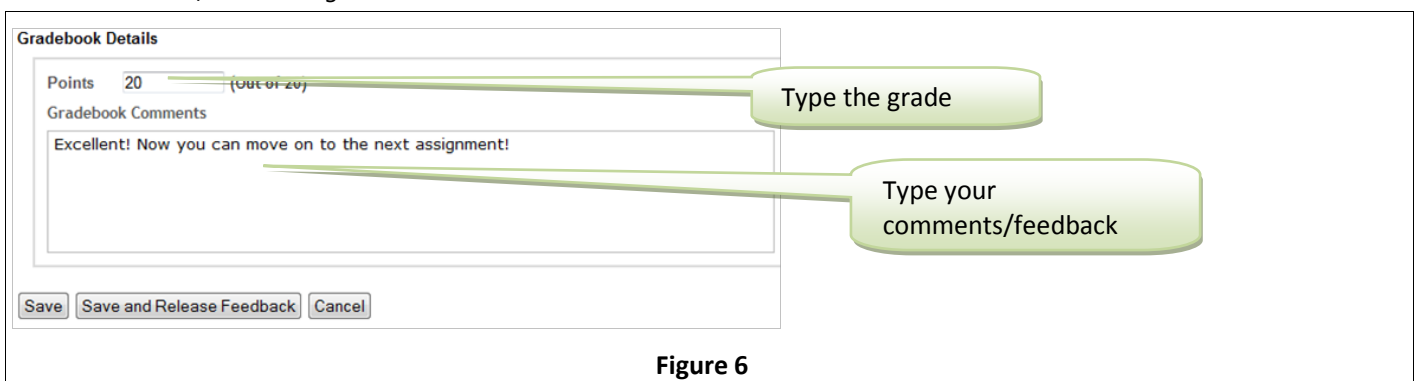


Figure 6

- Return to the **Submissions List** for the assignment you are grading.

4. The **Grade column** next to the student name shows the grade now available for students to view in their Assignments 2 tool. The **Feedback Released? column** next to the student name has a checkmark, indicating that the feedback is now available for students to view in their Assignments 2 tool.

Note: If the assignment is associated with a Gradebook item, the initial grades will be sent to the Gradebook.

Student Name	Submitted	Submission Status	Grade (Released)	Feedback Released?
Albaster, Al (demo1)	Mar 1, 2010 12:39 AM	Submitted	15	✓
Back, Ben (demo3)	Mar 2, 2010 12:54 AM	Submitted	20	✓
Carr, Lisa (demo5)	Mar 1, 2010 3:36 PM	Submitted	19	✓
Cow, Etta (demo4)	Feb 27, 2010 4:07 PM	Submitted	12	✓
Critic, Art (demo2)	Mar 4, 2010 6:17 AM	Submitted	20	✓

New grade and new feedback

Figure 7

Viewing Previous Submissions

The Assignments 2 tool gives instructors the option to view previous submissions of students' assignments.

1. To access the assignment for viewing multiple resubmissions, in the tool function links, **Click Assignment List**.
2. To see the list of resubmissions, under the appropriate Assignment title, **Click Grade**.
3. To view previous resubmissions for a particular student, **Click on student's name**.
4. The last submission is expanded under a heading with a format "**Submitted Month Day, Year Time**".
For example, **Submitted Mar 4, 2010 6:17 AM**, as shown in below. The older submissions are collapsed below the last submission with headings in the same format.
5. Click the submission heading you want to view.

PowerPoint Basics Submission for Art Critic
Submitted Mar 4, 2010 6:17 AM

- Assignment Instructions
- Override Assignment-Level Settings
- Submitted Mar 4, 2010 6:17 AM**

Submitted Text
Click in the text box below to add comments to the student's submission.

Prof. Jones, your previous feedback was as follows:
"Good job with questions 1 and 2. However, question 3 needs re-working"
For a revised answer of question 3, please see the attachment.

Submitted Attachments
[Question 3 Revision.docx](#) (10 KB)

Assignment Feedback

Assignment Feedback Attachments
None
[Add Attachments](#)

Submitted Feb 26, 2010 9:36 PM

Last Submission

Older Submission

Figure 8