



eCampus Vista: Grading Assignments

You can view, grade, and publish assignments from the Assignment Dropbox in the Teach tab. The Assignment Dropbox provides five tabs that follow the progress of an assignment.

Your location: **Assignment Dropbox**

The Submitted tab contains submissions that are ready for review and have no

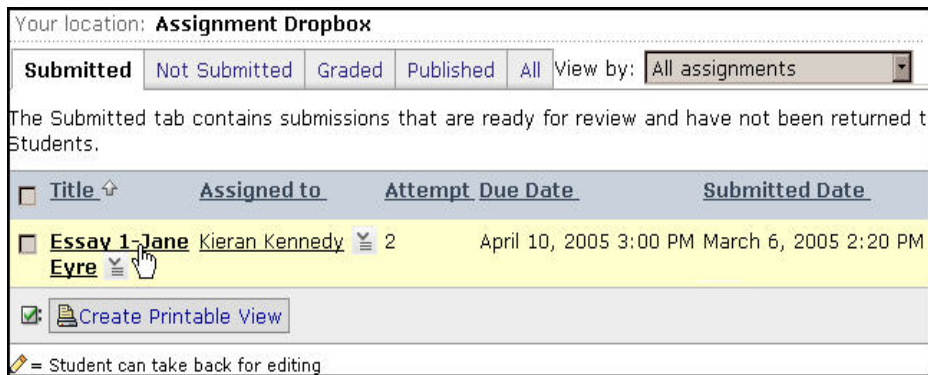
<input type="checkbox"/> <u>Title</u> ↑	<u>Assigned to</u>
<input type="checkbox"/> <u>Final Project</u>	<u>Demo Student 1502254001(webct_demo_1502254001)</u>
<input type="checkbox"/> <u>Final Project</u>	<u>Demo Student 802956002(webct_demo_802956002)</u>

This tab ...	displays:
Submitted	assignments that have been submitted by students. You can grade or publish the assignments.
Not Submitted	assignments that have been assigned to students and not yet returned to you or that have been submitted and that you have returned back to the student.
Graded	assignments that have been graded. Non-graded assignments can also be marked as completed.
Published	any assignment that has been published to the entire class,

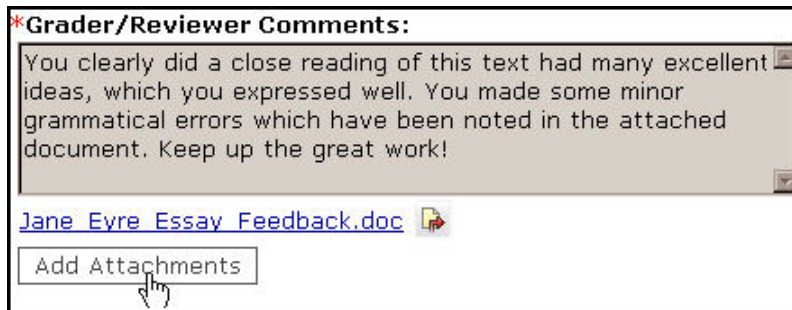
	either by you or the student.
All	all assignments regardless of the submission status. The list can also be viewed by individual assignments.

To grade an assignment:

1. From the Teach tab, under Instructor Tools, click **Assignment Dropbox**. The Assignment Dropbox screen appears.
2. Click the **Submitted** tab. The list of submitted assignments appears.



3. Locate the submission you want to grade and click its linked title. The Assignment Submission screen appears.
4. View the submission, including any attachments.
5. In the Grader/Reviewer Comments text box, enter your comments. If you want to provide the student with any additional files, such as corrected versions of their work, click **Add Attachments** and locate and select the file.



6. Under Save Options, select *Return graded submission to Student* and, in the text box, enter the grade.

Note: At this point, you can select *Return to student for further editing* or save the grading work that you've done so far by selecting *Save for further review and editing*.

7. Click **Save**. The Assignment Dropbox appears. The assignment is moved to the Graded tab, and the grade is automatically added to the Grade Book.