Viewing Submitted Assignments

You can grade an assignment from two locations: the Assignments link in the side menu of the Courses tab and from the Activities sub-tab of a course in the My Courses section. In either location, if you have an assignment to grade, the name of the assignment will be bold with a red flag to its left.

1. Click the Courses tab in the top menu.
2. Click on Assignments in the side menu.

If the status for an assignment is Assessment Pending, the assignment information will be bold with a red flag to its left. This indicates that there is a student submission that needs to be assessed.
3. Click on the Name of the assignment to view the assignment information. This will open a sub-tab view of the assignment in the main body of the screen with the following tabs:

   a. Student Submissions tab allows you to view student submissions for the assignment.
   b. Standards tab allows you to view the standards that were attached during the template creation.
   c. Assignment Name tab shows basic information about the assignment. Click Save if any changes are made in this tab.

4. Look in the Status column of the student’s submission. If the status is:
   a. Open for Editing, the student has not yet submitted the assignment.
   b. Assessment Pending, that student’s information will be bold with a red flag to its left.

5. Click on the Student’s name from the Student Submissions sub-tab to view the submitted assignment.
A split screen appears with the student’s submitted assignment on the left side, and the assessment tool or rubric appears on the right side. These two screens are adjustable by clicking and dragging on the center divider when cursor changes to a double-ended horizontal arrow.

6. On the left side of the screen:
   a. Click the **Standards** sub-tab to view standards attached to the assignment.
   b. Click on the **Attach Artifacts** sub-tab to view artifacts attached to the assignment.
   c. Click on the **Name of an artifact** to view the artifact. You can click through the **Basic** and **Documents** sub-tabs of the artifact to view it.

   **Attach Artifacts** > **Test**

   **Basic** >

   **Basic Information**

   **Documents**

   **Documents** >

   **Documents** > **Title**

   e. To return to the main view of the **Attach Artifacts** sub-tab, click the sub-tab.