**How do I assess a student's assignment?**

**A: Follow these steps:**

1. From the Dashboard and 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 yellow) or click on the student’s name to individually assess.

4. Click the *Assess Selected Students* 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 comment into the text box and click the *Save* button.

4. To modify a comment, click the *Edit* 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 status box, click the *Assessment Rubrics* button.

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 *Edit* button located to the right of each element title and enter a comment.

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

**Enter a Grade and Comments**

1. Within the student submission status box, enter a grade into the *Grade* text box.

2. Within the student submission status box, enter general comments 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 *Attachment* 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.

<table>
<thead>
<tr>
<th>Button</th>
<th>Action/Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Request Resubmission]</td>
<td>The <em>Request Resubmission</em> button will change the status of the assignment on the student’s Dashboard from <em>View Latest Submission</em> (yellow) to <em>Resubmit Assignment</em> (red). It will also change the status on the Assignment Progress Bar and Submissions &amp; Grades area in the faculty’s view from <em>Awaiting Assessment</em> (yellow) to <em>Awaiting Submission</em> (red). The student will be able to view any comments, grades, and/or scoring on assessment rubrics to the student.</td>
</tr>
<tr>
<td>[Save]</td>
<td>The <em>Save</em> button will save all comments, grades, and/or scoring on assessment rubrics, but will not submit the assessment. Instructors can select the student from the <em>Awaiting Assessment</em> column within the Submissions &amp; Grades tab, and continue reviewing and assessing the student.</td>
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<tr>
<td>[Submit Assessment]</td>
<td>The <em>Submit Assessment</em> button will save all comments, grades, and/or scoring on assessment rubrics, and will complete the assessment process. The status on the Assignment Progress Bar and Submissions &amp; Grades area in the faculty’s view will change from <em>Awaiting Submission</em> (red) or <em>Awaiting Assessment</em> (yellow) to <em>Complete</em> (green). Submitting an assessment does not always imply that the assessments have been submitted or published to students. Instructors are able to adjust settings to release assessments to students at the time of assessment, or to publish the assessments to multiple students within the same course at the same time.</td>
</tr>
<tr>
<td>[Cancel]</td>
<td>The <em>Cancel</em> button will cancel all comments, grades, and/or scoring on assessment rubrics not submitted.</td>
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