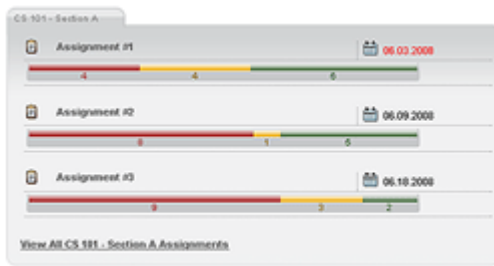


## Submission Status Indicators on the Dashboard



Assignment progress bars are displayed in the Active Assignments area on the Dashboard as well as the course assignment pages. Each progress bar displays the submission status for an assignment including a count of the number of students who have not submitted work, the number of students awaiting assessment, and the number of students who have been assessed. The progress bar is color coded to indicate the submission status for each given assignment.

### Note:

Users can click the progress bar to view the names of students who are Awaiting Submission, Awaiting Assessment, or assessments that have been Completed.

### Awaiting Submission

This bar displays the number of students who have not submitted and/or need to resubmit their assignments.



### Awaiting Assessment

This bar displays the number of students who have submitted their assignments but have not been assessed by the instructor.



### Completed

This bar displays the number of submissions that have a corresponding final assessment from the instructor. This bar does not always indicate that the assessments have been 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 course at the same time.



## To View Student Submission(s)

1. From the **Dashboard** click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.
2. The **Submission & 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**.

Awaiting Submission (6)		Awaiting Assessment (2)		Completed (22)	
Select All	Assess Selected Students	Select All	Assess Selected Students	All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Gub, Ismael		<input type="checkbox"/> Thomas, Ja'isa		Bruck, Courtney	14
<input type="checkbox"/> Erdmann, Ashley		<input type="checkbox"/> Swanson, Jennifer		Krohn, Kethron	15
<input type="checkbox"/> Lyons, Nathaniel				Cothren, Kaitlin	
<input type="checkbox"/> Christensen, Emma				Crnk, Tanner	
<input type="checkbox"/> Smith, Samantha				Corley, Tierce	15
<input type="checkbox"/> Uy, Zephie				Flahler, Ashton	15
				Flowers, Eriqnae	15

3. Click on the student's name to assess in the yellow Awaiting Assessment Column.

The student's submission will open. In the yellow area at the top of the document you will see;

1 Student's Name  
2 Submission Date  
3 Assignment History  
4 Submission Status  
5 Save  
6 Request Resubmission  
7 Submit Assessment  
8 Cancel

1. **Student's Name**
2. **Submission Date**
3. **Assignment History** – This link allows you to view previous submissions, comments and grades. You will need to scroll down the page to view the previous submission tabs.
4. **Submission Status** – Awaiting Assessment
5. **Save** – Saves any comments, grades or assessment applied to the assignment until you are ready to Request Resubmission or Submit Assessment.
6. **Request Resubmission** – unlocks the assignment and allows the student to view comments and resubmit the assignment. (This can also be used for assignments that require several submissions before the final assessment.)

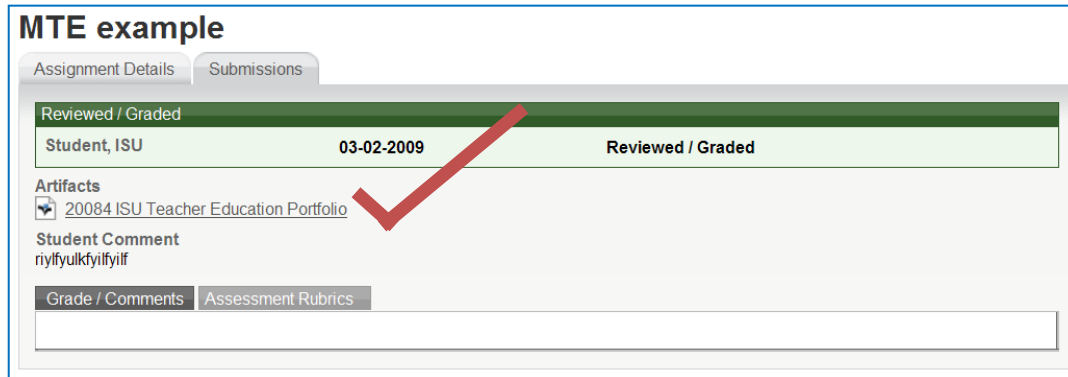
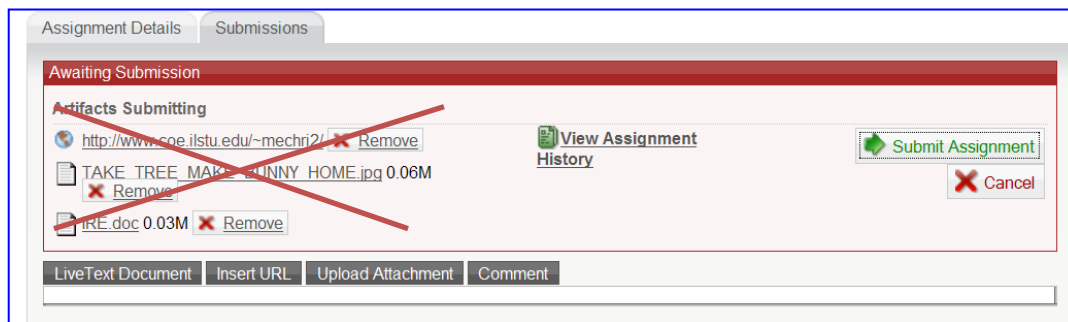
7. **Submit Assessment** – Assignment has been reviewed, assessed and graded (as applicable) and is ready to be returned to the student.
8. **Cancel** – No action is taken and the students work is returned to the Awaiting Assessment Column on the Submissions & Grades page.
9. **Artifacts** – You should see the student portfolio under this heading. Comments from the students to you will be viewable here too. There are also two tabs displayed below the submission and artifact information: Grade/Comments and Assessment Rubrics (if applicable).
  - Grade/Comments** – This field should be completed with the course grade, points or some type of indicator that the student has met/not met the requirements.
  - Assessment Rubric** - Click on this tab to access the assessment rubric(s) for the assignment.

# Assessing Student Submissions

## Select the Assignment and Students to Assess

1. From the **Dashboard** click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.
2. The **Submission & Grades** tab will open. This tab displays in columns, the names of students identified as: **Awaiting Submission (red)**, **Awaiting Assessment (yellow)**, or **Completed (green)**.
3. Click on the student's name to assess.
4. The student submission will open and their portfolio or submitted document should open.

**NOTE: For all assignments student work is to be attached and pasted into their portfolios. Artifacts and evidence should not be attached to the assignment as seen below.**

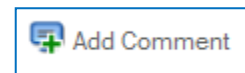



## Adding Text Level Comments to Student Work

To make comments directly in the student work (their submission must be pasted into the appropriate section for the assignment)

1. Click the **page title** in the Table of Contents located on the left or right of the portfolio.
2. Find the student submission section and click on the text where you would like to leave a comment. You can also highlight and drag sections of the students work into the text level comment box. Leave as many comments as you can make in the text!
3. Click on the green **floppy disc icon** to save your comments or on the red "x" to delete your comments.

To place comments at the document level, page level and section level look for the Add Comment button.





1. Click the **Add Comment** link.
2. Enter a comment in the text box.
3. Click the  icon located in the top left of the comment window to save and close.

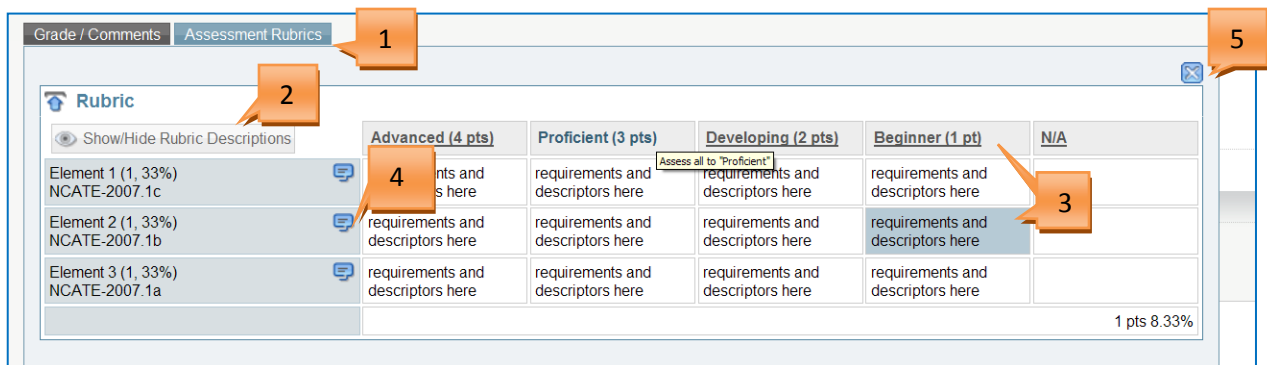
**Note:** At this point you may want to return the submission to the student without assessing for editing and correction. Click on the red **Request Resubmission** button in the upper right hand corner to unlock and send back to the student. Once they have corrected their work they will submit to you again.

## Assessing with a Rubric


If the assignment is associated with one or more rubrics, instructors may click the **Assessment Rubric** tab located at the top left of the student's portfolio to access the rubric(s).

**Note:** To see the descriptors in the assessment, click on **Show/Hide Rubric Description** button.

1. Click the **Assessment Rubrics** tab.
2. Click the title of the rubric. If there is only one rubric it will open automatically.
3. Click on the **cell** to select the performance level for each element of the rubric. Click on the title of the performance level to select all elements for the same performance level. If one of the elements is at another performance level (Proficient and not Developing, you can click on the corresponding box to indicate that level of performance).
4. Optionally, click the  icon located to the right of each element title and enter an element level comment.
5. Click the  icon to close the tab.

A screenshot of a software interface for assessing student work. At the top, there are two tabs: "Grade / Comments" and "Assessment Rubrics". The "Assessment Rubrics" tab is active. Below the tabs, there is a "Rubric" section with a "Show/Hide Rubric Descriptions" button. The main area is a table with columns for performance levels: "Advanced (4 pts)", "Proficient (3 pts)", "Developing (2 pts)", "Beginner (1 pt)", and "N/A". There are three rows of elements: "Element 1 (1, 33%) NCATE-2007.1c", "Element 2 (1, 33%) NCATE-2007.1b", and "Element 3 (1, 33%) NCATE-2007.1a". Each row has a comment icon to its right. A total score of "1 pts 8.33%" is shown at the bottom right. Five orange callout boxes with numbers 1 through 5 point to specific UI elements: 1 points to the "Assessment Rubrics" tab, 2 points to the "Rubric" title, 3 points to a cell in the "Developing" column for Element 2, 4 points to a comment icon for Element 1, and 5 points to the close icon in the top right corner of the rubric window.

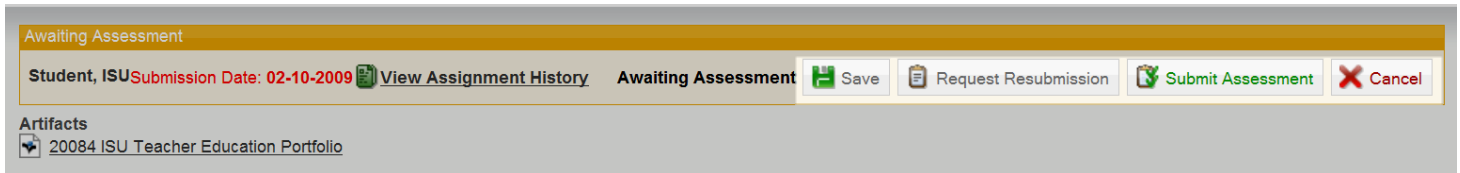
## Enter a Grade and/or Comments

1. Within the student submission click the **Grade/Comments** tab.
2. Enter a Grade/Rating. Entering a grade, percentage points or an identifier in this field you will populate the student grade book. The grade or point values are for your use and can later be downloaded into an Excel spreadsheet for calculations.
3. Enter a General Comment (optional).
4. Click the  icon to close the tab.


By entering a letter grade, points or some indicator in this field you will populate the course grade book. This will allow you to have an “at a glance” view of who has been assessed and who has not.


## 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.




The screenshot shows a software interface for an assessment. At the top, a yellow banner reads "Awaiting Assessment". Below this, a grey bar contains the text "Student, ISU Submission Date: 02-10-2009" followed by a document icon and the text "View Assignment History". To the right of this bar, the status "Awaiting Assessment" is displayed. Further right are four buttons: "Save" (with a floppy disk icon), "Request Resubmission" (with a document icon), "Submit Assessment" (with a green checkmark icon), and "Cancel" (with a red X icon). Below the grey bar, the word "Artifacts" is visible, followed by a folder icon and the text "20084 ISU Teacher Education Portfolio".

 The **Save** button will save all comments, grades, and/or scoring on assessment rubrics, but will not submit the comments/assessment. When you are ready to complete the task click on the student name from the Awaiting Assessment column within the Submission & Grades tab, and continue reviewing and assessing the student.

 The **Request Resubmission** button will change the status of the assignment on the student's Dashboard from View Latest Submission (yellow) to Resubmit Assignment (red). It will also change the status on the Assignment Progress Bar and Submission & Grades area in the faculty's view from Awaiting Assessment (yellow) to Awaiting Submission (red). Students will be able to view any comments, grades, and/or scoring on assessment rubrics you may have completed. The document icon to the right of the students name will turn a dark green indicating a prior submission.

 The **Submit Assessment** 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 Submission & Grades area in the faculty's view will change from Awaiting Submission (red) or Awaiting Assessment (yellow) to Complete (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 course at the same time. Please refer to **Course Assignments** to learn how to make these changes.

 The **Cancel** button will cancel all comments, grades or scoring on assessment rubrics.

## Request Resubmission

The **Request Resubmission** button will change the status of the assignment on the student's Dashboard from **View Latest Submission** (yellow) to **Resubmit Assignment** (red). It will also change the status on the Assignment Progress Bar and Submission & Grades area in the faculty's view from Awaiting Assessment (yellow) to Awaiting Submission (red).

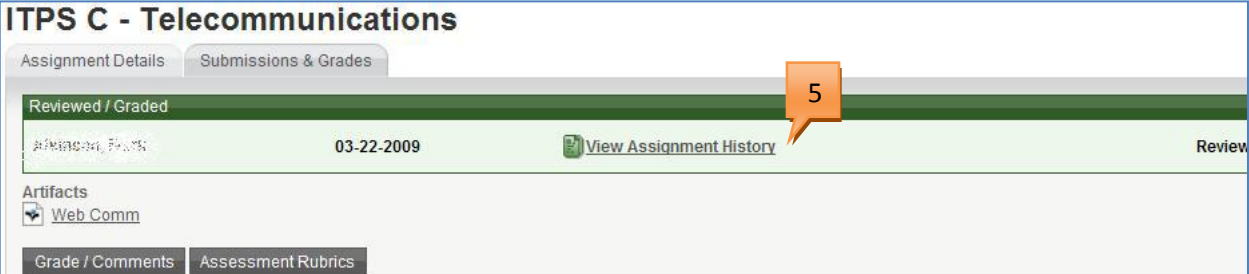
1. From the **Dashboard** click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.
2. The **Submission & Grades** tab will open and displays the names of students identified as:
  - **Awaiting Submission (red)**
  - **Awaiting Assessment (yellow)**
  - **Completed (green).**
3. Click on the **students name** and their submission (portfolio) will open.
4. Click the **Request Resubmission** button located on the top section of the student submission page. The students name will now appear in the **Awaiting Submission** column. The document icon next to their name has turned dark green letting you know they have submitted their assignment at least once before.

The student can now edit and resubmit their portfolio.

## Review Student Submission History, Comments, Assessment

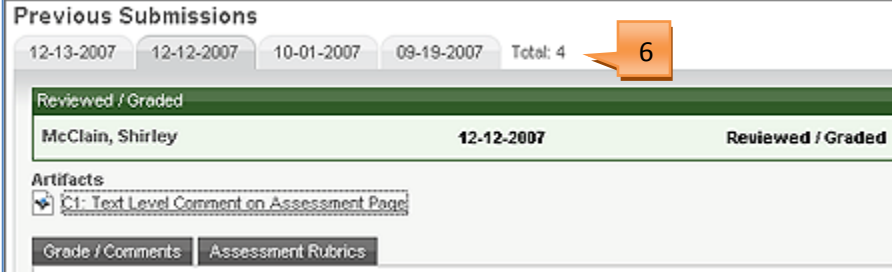
To review previous submissions and comments made by the student and instructor. Instructors will only be able to view work in the portfolio at the time of submission.

1. From the **Dashboard** or the **Courses>Assignment** tab page click the **Assignment Progress Bar** that corresponds with the assignment.
2. The **Submission & Grades** tab will open.
3. Click on the student's name.
4. If the student has submitted more than one submission in the past, an **Assignment History** link will display in the top section of the page.
5. Click the **Assignment History** link.



The screenshot shows the 'ITPS C - Telecommunications' assignment page. The 'Submissions & Grades' tab is active. A green bar at the top indicates 'Reviewed / Graded' status. Below this, a table lists submission details for 'McClain, Shirley' on '03-22-2009'. A callout box with the number 5 points to the 'View Assignment History' link. The 'Artifacts' section shows a 'Web Comm' artifact. At the bottom, there are buttons for 'Grade / Comments' and 'Assessment Rubrics'.

6. It may be necessary to scroll below the portfolio to view the Previous Submissions tabs. Submissions will be listed newest to oldest.
7. Click on the tab and then the artifact title to view the student submission, comments, assessment and grades for that date.



The screenshot shows the 'Previous Submissions' section. It features a series of tabs for different dates: '12-13-2007', '12-12-2007', '10-01-2007', and '09-19-2007', followed by 'Total: 4'. A callout box with the number 6 points to the 'Total: 4' text. Below the tabs, a table lists submission details for 'McClain, Shirley' on '12-12-2007'. The 'Artifacts' section shows a 'Text Level Comment on Assessment Page' artifact. At the bottom, there are buttons for 'Grade / Comments' and 'Assessment Rubrics'.

## Undo an Assessment

Assessments may be “undone” and moved back to Awaiting Assessment status after they have been submitted and/or published to students.

1. From the **Dashboard** or the **Courses>Assignment** tab page click the **Assignment Progress Bar** that corresponds with the assignment.
2. The **Submission & Grades** tab will open.
3. In the green **Completed** column click the name of the student associated with the assessment to be modified.
4. Click the **Undo Assessment** button which located on the top section of the student submission page.
5. The student submission status in the **Assignment Progress Bar** and within the Submission & Grades tab will be changed from **Completed** (green) to **Awaiting Assessment** (yellow). The information already collect is not deleted.
6. Faculty can now Request Resubmission from the student or finish any comments or assessing that is needed.
7. Click on the **Submit** button and the student should now appear back in the **Completed** Column.