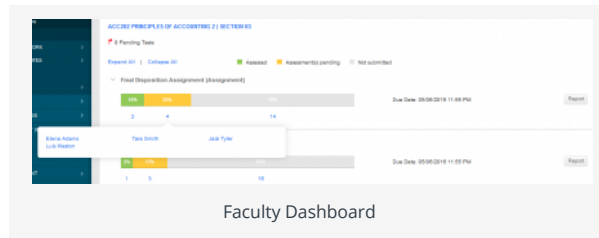
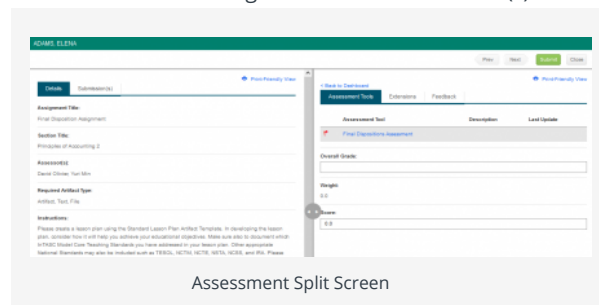


Assessing an Assignment

1. Click on **Courses** in the side menu.
2. Click on **Courses** located in the side menu below.
3. Click on **Dashboard** located in the side menu below. If you are unable to access the **Courses Dashboard**, you will need to contact your campus Unit Administrator for help.
4. Select the **Term** from the drop down menu.
5. Click on the **Course** sub-tab that contains the assignment you want to assess.
6. Click on the number located below the **Assessment(s) pending** portion of the assignment you want to assess to view the students who have submitted their assignments.

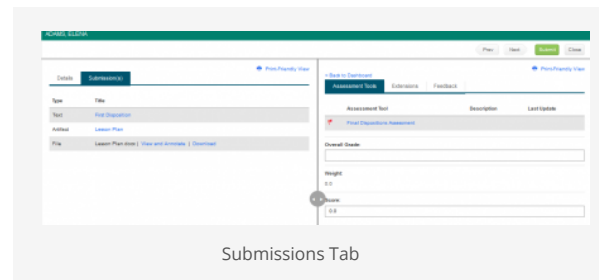


7. Click on the **name of the student** you want to assess to open a split screen.
 - a. On the left, you will be able to view the assignment details, any attached standards and the student's submission.
 - b. On the right, you will be able to view the assignment's assessment tool(s).

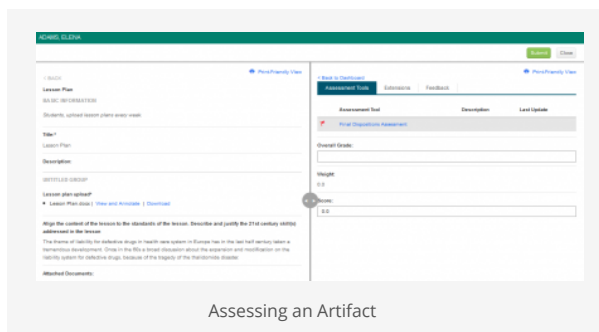


Viewing Student Submissions

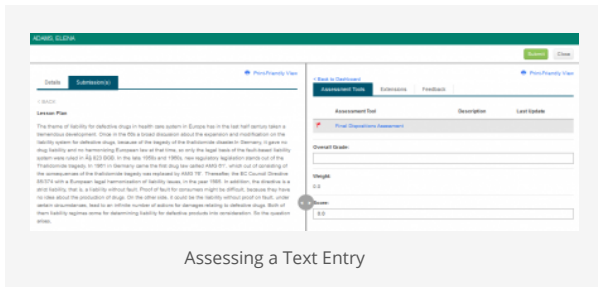
Students have the option to attach three different types of work. These will be visible under the Submission(s) sub-tab.



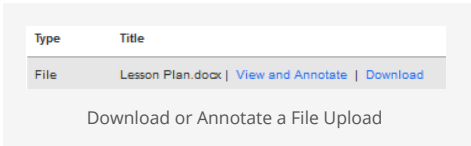
1. If the student has submitted a Tk20 artifact, you may click on the title of the **Artifact** and it will display on the left side of the screen.



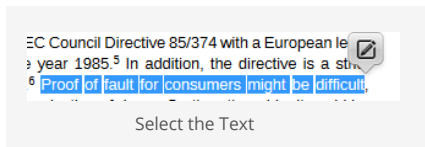
2. If the student has submitted a Tk20 text, you may click on the title of the **Text** and it will display on the left side of the screen.



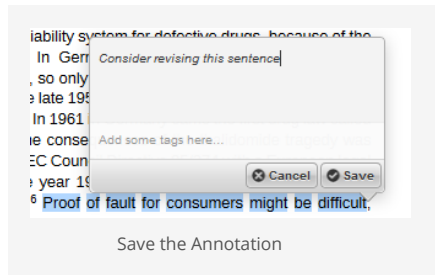
3. If the student has submitted a file upload, you may click on Download to save it to your computer, or you can click on View and Annotate to open the document in your internet browser.



a. Select the text you wish to annotate.



b. Then click on **Edit** to leave an annotated comment. Click **Save** to add your annotated comment.



c. Hover with your mouse over the annotated area. Click on **Edit** to edit your comment or **Delete** to delete it.

Assessing Student Submissions

1. Click on the name of the **Assessment Tool**.

2. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions and click **Complete** or **Save**.

- a. If you select **Save**, you save the entry and will remain in the Assessment Tool.
- b. If you click **Complete**, you save the entry and it will prompt to the previous page.

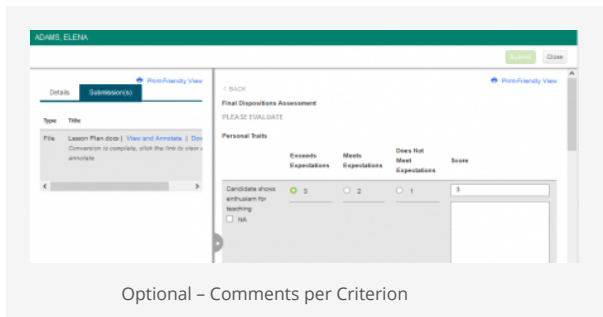
3. After you have completed the assessment tool(s), choose one of the following actions:

Submit: Submit the assessment for the student to see

Close: Exit the assessment tool without saving any changes (if you clicked **Save** in the assessment tool previously, these changes will be saved).

Note(s):

If available, comments may be left for each criterion within the score column of the rubric.



A Grade may be entered for the student based on the Total Score.

Optional – Grade

Granting an Extension to the Student

An extension may be granted to an assignment with a status of **Not submitted**, **Assessment pending**, or **Assessed**. The steps below are for an assignment submitted and assessed, as this requires an initial step of revoking the assignment. For assignments with a status of Not submitted or Assessment pending, the revoke step below (7 b.) is not needed, but an extension may still be granted.

1. Click on **Courses** in the side menu.
2. Click on **Courses** located in the side menu below.
3. Click on **Dashboard** located in the side menu below. If you are unable to access the **Courses Dashboard**, you will need to contact your campus Unit Administrator for help.
4. Select the **Term** from the drop down menu. The current term is selected by default.
5. Click on the **Course** sub-tab that contains the assignment you want to assess.
6. Click on the number located below the **Assessment** portion of the assignment (indicated in green) to view the students who have submitted their assignments.
7. Click on the **name of the student** you want to grant an extension to open a split screen.
 - a. If only one assessment tool is used for the assignment, it will open on the right. If more than one assessment tool is used, click on the name of the assessment tool to open.
 - b. Click on **Revoke** on the upper right..
 - c. Click on the **Extensions** sub-tab
 - d. Click on **Edit Due Date**.
 - e. Enter a **New Due Date/Time** and **Comments** and click **Update**.

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Save Close

Details Submissions(1) [View Priority View](#)

[Back to Dashboard](#) Assessment Task **Extensions** [Feedback](#) [View Priority View](#)

Type	Title
Text	Lesson Plan

[Edit Due Date](#)

New Due Date	Comments	Initiator	Activity Code
There is no data to display.			

Extensions Tab