

DROPBOX – GRADE SUBMISSIONS IN ASSIGNMENTS

Grade assignment submissions from within the tool to quickly evaluate and leave feedback for learners. This tutorial will guide you through the steps on grading learners' submissions from within Assignments.

Step 1.

Navigate to the **Assignment Submission Folders** page.

Step 2.

Click on the assignment you want to grade. This will take you to the assignment's submission page.

Step 3.

On the **assignment's submission page**, the submissions will be located at the bottom of the page. Locate the submission you want to grade and click on the submission. This will take you to the **Evaluate Submission** page.

Step 4.

You have the option to view or download the submission. The document viewer on the page is compatible with the following files;

- **Microsoft Word (DOC, DOCX)**
- **Microsoft Power Point (PPT, PPTX, PPS)**
- **Adobe Acrobat (PDF, PDFS)**
- **Web (HTM, HTML)**
- **Plain text (TXT)**
- **Images (BMP, GIF, JPG, JPEG, PNG)**

Step 5.

If you have an associated Rubric for the assignment, then you can evaluate using it. To do so, click on the **Rubric** you want on the **Evaluation** section on the right side of the page.

An Asses Rubrics panel will then appear where you can select the levels achieved and provide feedback for the submissions. Once done assessing click on **Save & Record**. This will push your Rubric assessment score into the submissions overall score and the students preview area.

If a **Grade Item** is associated with the submission folder, the score will appear on your Gradebook after you publish the evaluation.

Step 6.

You can provide a personal feedback on the **Feedback** field, where you can also **Add a File** and **Record Audio**. Once ready click on **Publish** to finish your evaluation or click **Save Draft** to save the feedback to continue grading submissions.

You can click on **Previous Student** or **Next Student** to navigate between submissions, this is located on the tab just under the **Evaluate Submission** heading near the top of the page.

If you still require assistance on the matter, CITL offers support for your online course issues. Please contact our Support Centre at <https://citl.mun.ca/support/>