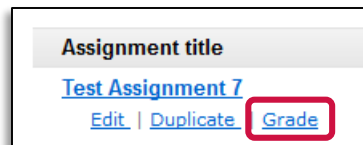


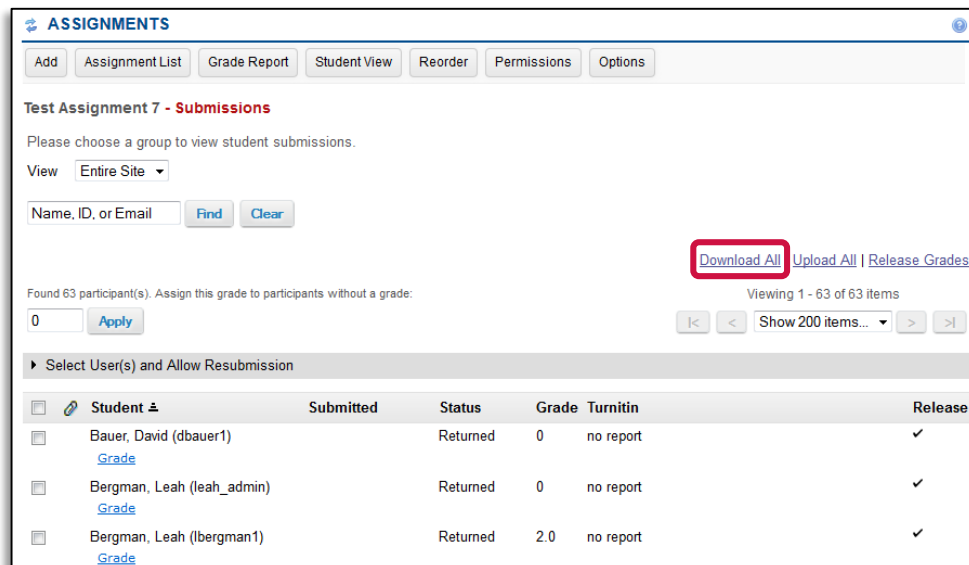
Advanced Isidore Assignment Grading

Collecting and grading assignments online can be a long and tiring process but it doesn't have to be anymore. Use the following directions to easily download, review, grade, and return marked up student assignments.

1. Go into the Assignments tool and click the 'Grade' link under the assignment you will be grading.



2. You are now looking at the submission list for your entire class. You can use the 'View' drop-down menu to select specific groups in your site instead of your whole class, if desired. You can grade each student individually by clicking on the student's name but that may take a long time in a large site. There is a much simpler way that involves downloading all of the assignment files, viewing and grading the assignments offline, and re-uploading everything quickly and easily to the site.



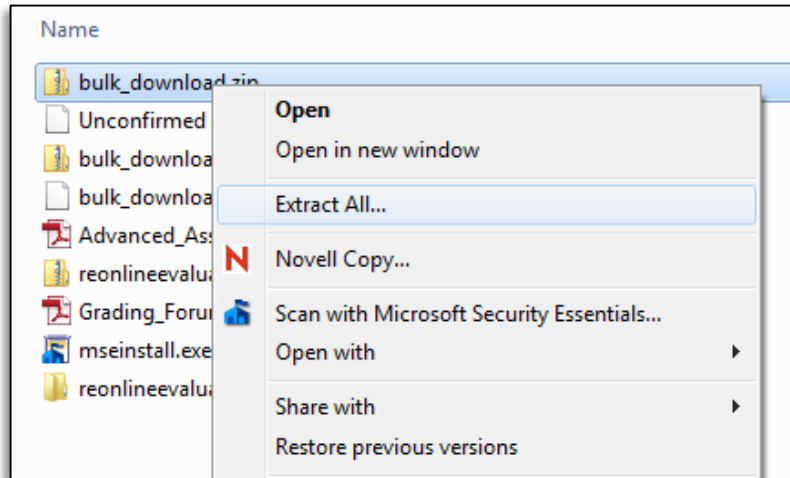
A screenshot of the "ASSIGNMENTS" tool interface. At the top, there are several tabs: "Add", "Assignment List", "Grade Report", "Student View", "Reorder", "Permissions", and "Options". Below the tabs, the page title is "Test Assignment 7 - Submissions". There is a prompt: "Please choose a group to view student submissions." with a "View" dropdown menu set to "Entire Site". Below that is a search bar with "Name, ID, or Email" and "Find" and "Clear" buttons. On the right side, there are three links: "Download All", "Upload All", and "Release Grades". The "Download All" link is highlighted with a red rectangular box. Below the links, it says "Found 63 participant(s). Assign this grade to participants without a grade:" followed by a "0" input field and an "Apply" button. On the right, it says "Viewing 1 - 63 of 63 items" with navigation buttons. Below this is a section titled "Select User(s) and Allow Resubmission" which contains a table of student submissions.

<input type="checkbox"/>	Student	Submitted	Status	Grade	Turnitin	Release
<input type="checkbox"/>	Bauer, David (dbauer1) Grade		Returned	0	no report	✓
<input type="checkbox"/>	Bergman, Leah (leah_admin) Grade		Returned	0	no report	✓
<input type="checkbox"/>	Bergman, Leah (lbergman1) Grade		Returned	2.0	no report	✓

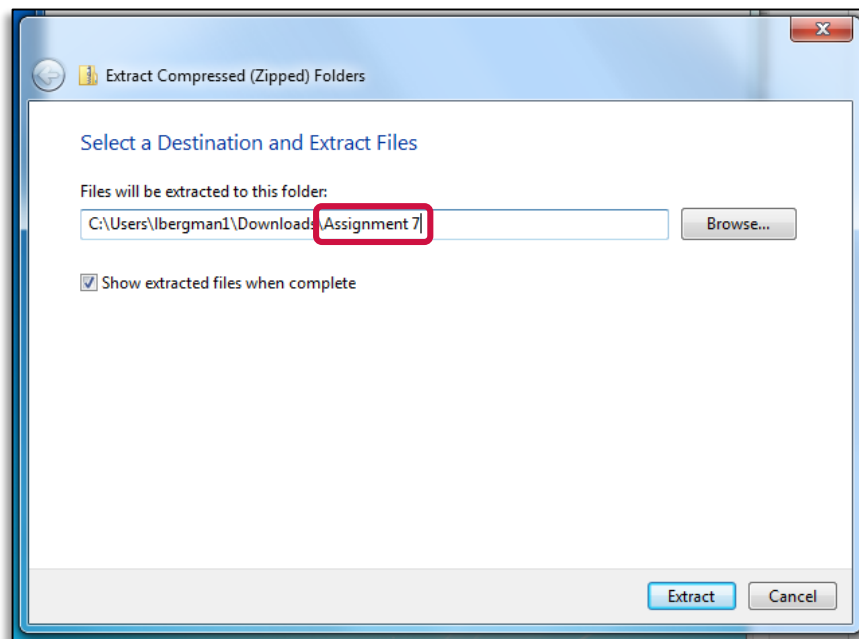
3. Click the link at the top of the page that says 'Download All'. You need to check the box next to "All." You will be prompted to save the ZIP file somewhere on your

computer. Save it somewhere obvious, such as your Desktop or your Downloads folder.

4. Once the file is downloaded, right-click on the bulk_download.zip file you downloaded and select 'Extract All...'



5. In the "Files will be extracted to this folder" text box, replace the bulk_download text with something meaningful (i.e. Assignment 7). Then click on the "Extract" button.



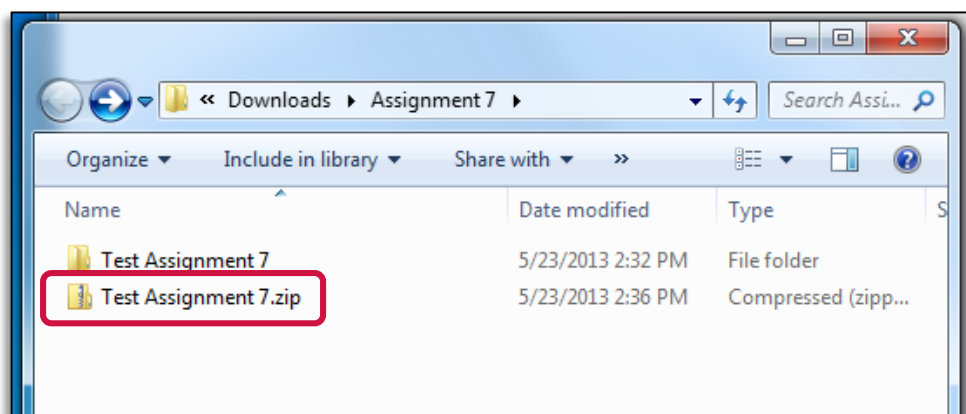
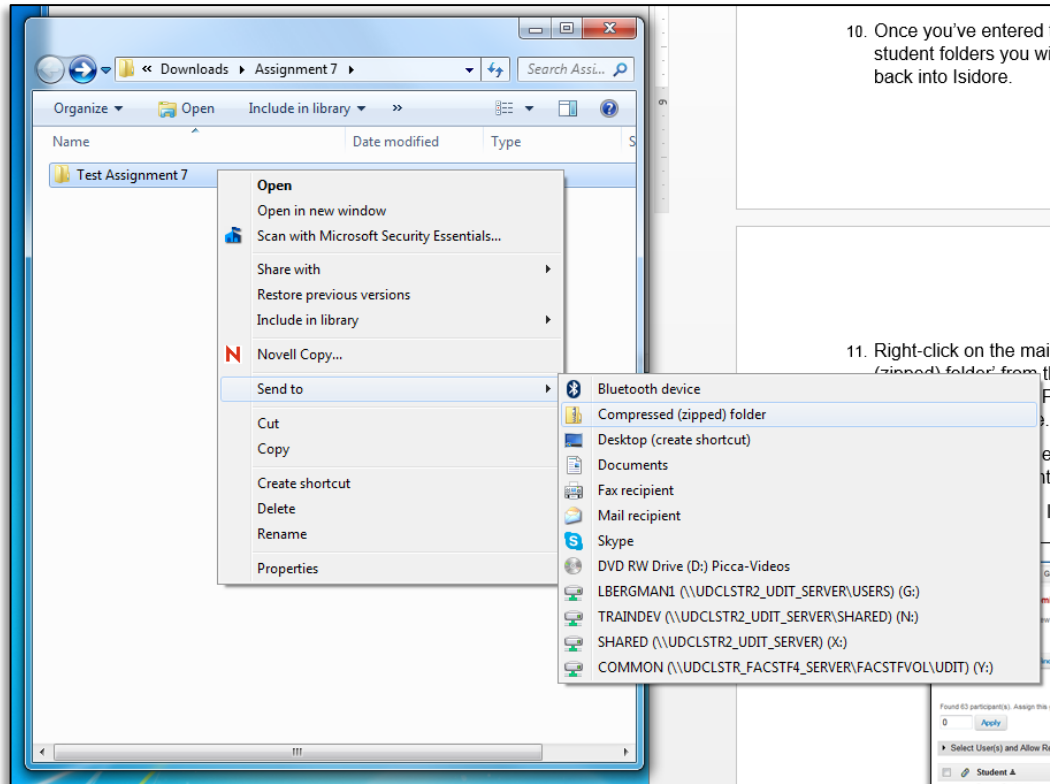
6. A new window will open with a folder with the title of the Assignment submissions you downloaded. Double click on the folder to open it.

7. Inside the assignment folder you will notice that each student has their own folder. In each student folder you will find the following items:
 - a. **Submission Attachment(s) folder** – If the student submitted their assignment as an attachment (MS Word document) you will find the file(s) in this folder.
 - b. **Feedback Attachment(s) folder** – This folder is where you can save marked up files that you want to return to the student through Isidore. Any file that is saved into this folder will be returned to the student with their grade.
 - c. **Comments.txt** - This file can be used to type general comments to be returned to the students with their grade. Simply open the file, type in your comments, and save it to its current location before closing.
 - d. **Student Name_submissionText** - If the student submitted their assignment inline using the online WYSIWYG HTML editor their submission will be in this file. You can open it by double-clicking on it but you will need to open it in Microsoft Expression Web or FrontPage if you wish to make edits to it.
 - e. **feedbackText.html** - If you open the student's inline submission file and make changes in it (mentioned above – d) you will want to do a 'Save As' as opposed to a 'Save' and overwrite this file. This will allow the students to see their original submission WITH your comments in the file.

In the simplest use, most faculty will look in the folders at the submitted files, possibly write some notes in the student's comments.txt file, and assign a grade as described in the next step.

8. In the main assignments folder, along with the student folders, you will see a 'grades.csv' file. Double click on it to open it.
9. In the file you will see a 'grade' column where you can record the score for each student. Close and Save the grades file when you're done in the same location.
 - a. You don't need to grade every student at once. You can grade half the class, for example, and move on to the uploading steps without causing any problems.
10. Once you've entered the grades and made all of the necessary changes in the student folders you will need to ZIP everything back together so you can upload it back into Isidore.

11. Right-click on the main assignment folder and select 'Send To' -> 'Compressed (zipped) folder' from the menu that appears. This process will take a few seconds and you will see a ZIP file appear in the same directory. This is the file you will need to upload into Isidore.



12. Next, go back into the Assignments tool in your Isidore site and click the 'Grade' link under the assignment title you are grading.

13. Click the 'Upload All' link towards the top of the window.

The screenshot shows the 'ASSIGNMENTS' interface. At the top, there are navigation tabs: 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Reorder', 'Permissions', and 'Options'. Below these is the title 'Test Assignment 7 - Submissions'. A message says 'Please choose a group to view student submissions.' with a 'View' dropdown set to 'Entire Site'. There is a search box for 'Name, ID, or Email' with 'Find' and 'Clear' buttons. On the right, there are links for 'Download All', 'Upload All' (highlighted with a red box), and 'Release Grades'. Below this, it says 'Found 63 participant(s). Assign this grade to participants without a grade:' with a '0' input and an 'Apply' button. There are also navigation buttons for 'Show 200 items...' and 'Viewing 1 - 63 of 63 items'. At the bottom, there is a section 'Select User(s) and Allow Resubmission' with a table of student submissions.

<input type="checkbox"/>	Student	Submitted	Status	Grade	Turnitin	Release
<input type="checkbox"/>	Bauer, David (dbauer1) Grade		Returned	0	no report	✓
<input type="checkbox"/>	Bergman, Leah (leah_admin) Grade		Returned	0	no report	✓
<input type="checkbox"/>	Bergman, Leah (lbergman1) Grade		Returned	2.0	no report	✓

14. On the next page use the 'Browse' button to find and upload the ZIP file you created during step 11 above.

15. Next, check the boxes of the elements you want to return to the students and decided whether you want to release the information to the students immediately or not. It is generally safe to click all of the boxes if you're unsure.

16. Click the 'Upload' button to complete the process. The upload may take a few minutes. If done correctly, the grades and any uploaded files will be added to your site.

Please contact the E-Learning Lab at e-learning@notes.udayton.edu or 229-5039 for assistance.