

Grading Drop Box Submissions

From the ANGEL 7.4 Instructor Reference Manual

Students can submit assignments in a variety of formats to the drop box. A drop box assignment can either be submitted by inputting text into the message window or by uploading a document file. Once submitted, the assignment can be graded within the drop box and the grade will go to the Gradebook if it has been set up as an assignment. The instructor can download an attachment, make comments on it, save it, and then upload it again for the student to read.

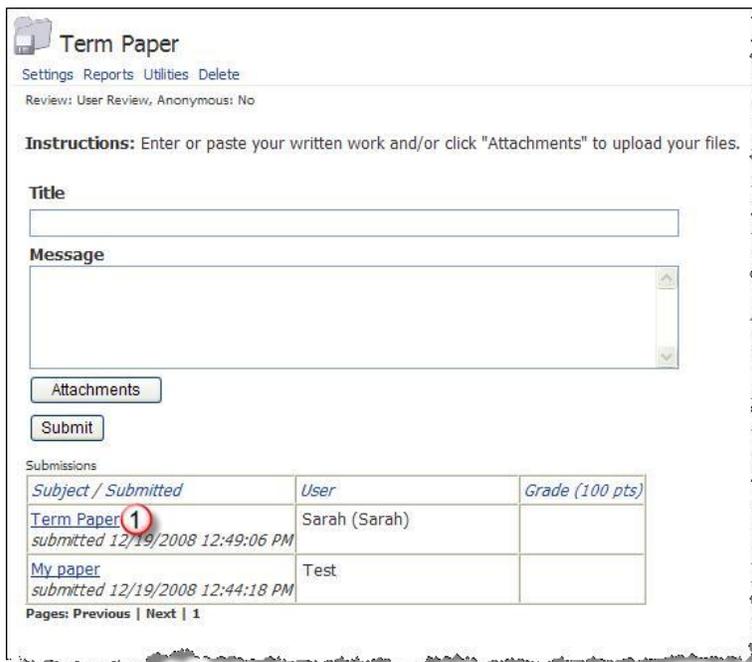
Set up the drop box, including setting it up as a Gradebook assignment. During the setup, decide whether you want students to input their answers as text in the message window, as a document file, or if either would be acceptable. In the Submissions section of Settings you can disable either feature.

Click the **title** of the content item to enter the drop box.



To grade a drop box submission, do the following:

1. **Subject/Submitted.** Click the subject hyperlink to view the corresponding submission.

A screenshot of the 'Term Paper' drop box submission page. The page has a white background with a light blue border. At the top, there is a folder icon and the title 'Term Paper'. Below the title are links for 'Settings', 'Reports', 'Utilities', and 'Delete'. A review setting is shown as 'Review: User Review, Anonymous: No'. The 'Instructions' section says 'Enter or paste your written work and/or click "Attachments" to upload your files.' There are input fields for 'Title' and 'Message'. Below these are buttons for 'Attachments' and 'Submit'. A 'Submissions' section contains a table with three columns: 'Subject / Submitted', 'User', and 'Grade (100 pts)'. The first row shows 'Term Paper' with a red circle around the number '1' in the subject column, submitted by 'Sarah (Sarah)'. The second row shows 'My paper' submitted by 'Test'. At the bottom, there are links for 'Previous', 'Next', and '1'.

2. **Grade.** Enter a grade in the **Grade** field.

3. **Use Grading Rubric.** Click the **Use Grading Rubric** hyperlink to utilize the rubric associated with this content item.
4. **Remarks.** Enter remarks regarding the submission.
5. **Attachments.** Upload an attachment for the student (for example, the student's file with comments and track changes).



Note: You must first save the student's file to your computer before adding track changes to the student's file.

6. **OK.** Sends the information to the Gradebook.
7. **Submitted Files.** The student's submitted files and/or message text appears at the bottom of the screen. Click the hyperlink to retrieve the file.

The screenshot shows a web interface for grading a submission titled "Term Paper". The breadcrumb trail is "Utilities > Submissions > Grade submission by Test, Sarah (Sarah) on 12/19/2008 12:49:06 PM".

Grade
A text input field contains the number "2" (callout 2). To its right is the text "points (100 max.)" and a checkbox labeled "Use Grading Rubric" (callout 3).

Remarks
A rich text editor toolbar is visible with icons for bold, italic, underline, link, unlink, image, and text color. The main text area is empty (callout 4).

Attachments (callout 5)
A checkbox labeled "Send as mail message to user" is present.

Buttons (callout 6)
There are "OK" and "Cancel" buttons.

Term Paper
Submitted by Test, Sarah (Sarah) On 12/19/2008 12:49:06 PM

Submitted Files (callout 7)
A link labeled "Sample.doc (179712 bytes)" is displayed.

The assignment now has a grade when viewing grades in utilities. This grade will also appear in the Gradebook if it has been set up as an assignment for the Gradebook.

Term Paper
Utilities > Submissions

Display Filters

View: 25

	User	Subject	Grade (100 pts)	Submitted	IP Address
View Grade Delete	Sarah (Sarah)	Term Paper	98	12/19/2008 12:49:06 PM	172.20.0.15
View Grade Delete	paper	My paper		12/19/2008 12:44:18 PM	172.20.0.15

Items 1 to 2 of 2

Students can see their grades when they return to the drop box or view their grades. If they click the link within the comments, they can see the corrected copy uploaded by the instructor.

[View Grading Rubric](#)

User Review Enabled

Subject	Grade (100 pts)	Comments
Term Paper submitted 12/19/2008 12:49:06 PM	98.00 View Rubric Scores	Well done! file.doc (12/19/2008 2:25:42 PM)

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