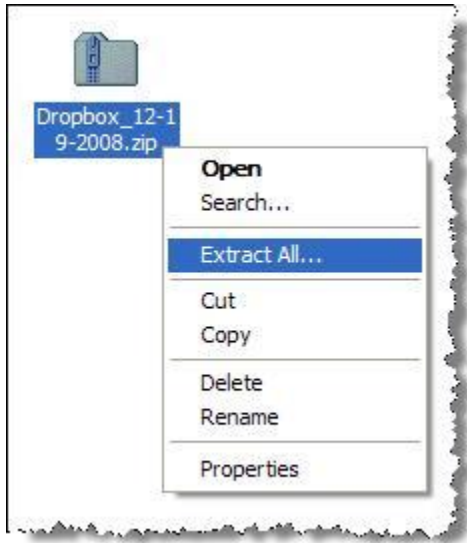


Using the Offline Grading Utility

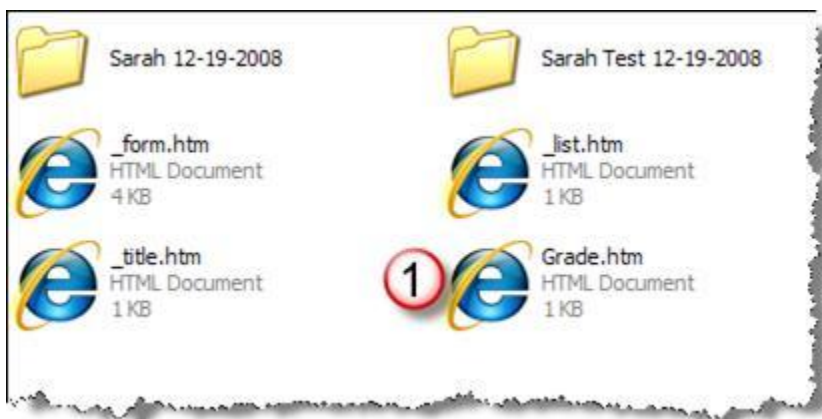
After you download the files, you need to extract, or unzip, the folder with the decompression utility on your computer's operating system.



Simply opening the folder without decompressing the contents will cause errors when using the utility.

To grade offline, follow these steps:

1. **Grade.htm.** Double-click the Grade.htm file to open it in your default web browser.



2. **Submissions.** Click a hyperlink to view the student's submission.
3. **File View Area.** The student's file appears in the bottom pane. To add a grade for the assignment, go to the top of the grade page and find the student's name.

4. **Grade.** Enter a grade into the Grade field.
5. **Feedback.** Upload a file to be returned to the student. Click the Browse button. All files will be uploaded when the Submit button is pressed at the end of the grading session.
6. **Comments.** Enter comments regarding the submission.
7. **Submit.** Click the Submit button to send all grades, comments, and file attachments at once.

Term Paper created 12/19/2008 2:35:47 PM | [refresh grade form](#)

Submissions

1. [Sarah](#)
(f86f807c-0eae-460a-980f-1e5d44cf888d)
12/19/2008 12:44:19 PM
My paper

2. [Sarah Test](#) (c39a24b8-b95b-4a14-89b1-d743c4e078b3) **2**
12/19/2008 12:49:07 PM
Term Paper

Grade Form

Maximum Points: 100

1. Sarah (f86f807c-0eae-460a-980f-1e5d44cf888d) submitted 12/19/2008 12:44:19 PM
Grade: Feedback:

2. Sarah Test (c39a24b8-b95b-4a14-89b1-d743c4e078b3) submitted 12/19/2008 12:49:07 PM
Grade: 98 **4** Feedback: **5**

Well Done! **6**

Send mail messages to users

7


Note: Only selected items will be submitted.

3



Note: You do not have to grade all the papers at one time. Only grades that have the box checked next to the student name will be submitted. You can return later to grade the others.

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 ▼

	<u>User</u>	<u>Subject</u>	<u>Grade (100 pts)</u>	<u>Submitted</u> ▼	<u>IP Address</u>
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 will 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.