



To view student submissions to the Assignment tool you will need to be in the **Teach Tab**

1. Go to **Teach** Tab



2. Go to **Instructor Tools > Assignment Drop Box**

3. Select **Review Submission** from the ActionLink

Your location: **Assignment Dropbox**

**Assignment Dropbox**

Submitted Not Submitted Graded Published All

The Submitted tab contains submissions that are ready for review and I

<input type="checkbox"/>	Title ↑	Assigned to
<input type="checkbox"/>	jerome	Demo Student 634572021 (webct_demo_634572021) ⌵

Review Submission Publish Controls editing

4. Click on Submission **Attachments** to open student submission(s).

Your location: [Assignment Dropbox](#) > **Review Submission**

Assignment Submission: [jerome Demo Student 634572021 \(webct\\_demo\\_634572021\)](#) ⌵

Due Date: 22 April 2008 12:00 Status: Submitted on 08 April 2008 11:10 (Attempt #1)  
 Type: Work individually  
 Grading Criteria: out of 10

**Instructions:**

**Submission:**

Attachments [meeting130606.doc](#) Demo Student 634572021 - 08 April 2008 11:10

**Grader/Reviewer Comments:**

5. Either **Save** or **Open File**



6. Enter Feedback for the student in the **Grader/Reviewer Comments:** field
7. OR use the **Add Attachments** button to upload feedback file(s)

**Grader/Reviewer Comments:**

**\*Save Options:**

Save for further review and editing

Return graded submission to Student with the following grade:  out of 10

**\* Required field**

8. Select **Save for further review** or **Return graded submission ...**
9. Select **Save** button