**Grade Turned In Assignments**



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*This topic covers how to view and grade turned-in assignments.*

1. Select a class to view turn-ins for that class.
2. Select **Turn-ins** from the left sidebar.
3. On the **Turn-ins** page, you can view all of the assignments in your class that have Turn-Ins enabled. You can click **Assignment**, **Due**, or **Status** to sort the assignments on the page.


4. The status for an assignment will either be **Open** or **Closed**.
	* **Open** indicates that an assignment has turn-ins enabled and the due date for turning in the assignment has not passed.
	* **Closed** indicates that students can no longer submit turn-ins for that assignment.
5. You will be able to see how many students in your class have turned in the assignment under the **Turn-ins** column.
6. To view turned in assignments, click on the name of an assignment.
7. Select **View** to the right of a student’s name to view their turn-in.


8. If the selected student included a file with their turn-in submission, the file will display in a file viewer.
	* To download the file to your computer, hover over the file and select the pop-out icon at the top right corner. The file will open in a new browser tab or window.
	* Select the **Open original** icon at the top of the screen to download the file to your computer.



1. Back on the **Turn-Ins** page, you can view additional files or items submitted by the same student.
2. Click the drop-down menu next to **Viewing:** and select another file or type of content you wish to view.
	* Select **Submitted Links** to view any links submitted by the student.
	* Select **Text and/or Multimedia Entry** to view any text or multimedia submissions, such as images or videos.
	* Any additional files submitted by the student will also be listed in this menu.



1. Once you have reviewed a student’s entire submission, you can enter their score in the field next to **Points:**

Once you assign a score, the student will no longer be able to submit any additional items for that turn-in, even if the turn-in has not been closed.  However, if you assign an **M** to denote a missing assignment, the student will still be able to provide a submission.

1. You can enter any comments for the student in the field under **Grade Comment**.
2. To create a private discussion between yourself and the student regarding their turn-in, you can type your comments in the available field under **Turn-In Discussion**. Select the green **Add Comment** button to initiate a discussion.
	* Any comments the student types back to you in response will be visible on this page.



1. To view turn-ins submitted by other students in your class, you can navigate through your student list using the arrow buttons at the top right. Alternatively, you can select a student’s name from the drop-down menu at the top left to navigate directly to that student’s turn-in.


2. To go back to the student list view, select the **Back** button at the top left.
3. If the due date for the assignment has passed, or you wish to disable student submissions for the turn-in, you can select the red **Close Turn-ins** button at the top right.

