



How to: *Grade* in the drop box

First, go to *Dropbox*, listed in the drop down menu under Assessments. Then, **click** on the Assignment title you wish to grade.

The screenshot shows the 'Assessments' dropdown menu with 'Dropbox' circled in red and an arrow pointing to it. Below the menu is a table with the following data:

	Folder	Total Files	Unread Files	Flagged Files	Due Date
No Category					
<input type="checkbox"/>	Testing the Dropbox: Pre-test	7	1	0	
<input type="checkbox"/>	Testing the Dropbox: Post-test	2	0	0	

Next, identify the student you wish to grade, and **click** on the *Evaluate* link (to the right of the student's name).

The screenshot shows a table of students with the following data:

	Last Name ▲, First Name	Report	Submission Date	Delete
<input type="checkbox"/>	Clayton, Justin			Evaluate

Below the table, a document titled 'Doc1.docx (12.32 KB)' is shown with a submission date of 'May 23, 2016 6:28 PM'. The 'Evaluate' link in the table is circled in red with an arrow pointing to it.

Once in the drop box, click on the submitted document or select Download from the dropdown menu.

The screenshot shows the grading interface for Justin Clayton. Several callout boxes provide instructions:

- Clicking on the link will either open the document in the screen here or prompt a download of the document.** (Points to the 'Doc1.docx' link in the document list)
- Score Goes Here** (Points to the score input field)
- If there is a rubric attached to the drop box, it will be found here.** (Points to the 'Evaluation' section)
- Once done, click Publish.** (Points to the 'Publish' button)
- Include feedback here, or attach a revised document or record an audio file for the student to listen to using the buttons below the feedback box. Note: there is a 60-second time limit on the audio option.** (Points to the feedback text area)