

Grade Dropbox Items

INTRODUCTION

The Dropbox makes it easy to grade assignments and return the graded work to students. In fact, it is possible to open and grade assignments from the Dropbox without having to go to the Gradebook.

- It is only possible to enter grades through the Gradebook for assignments that have been added as gradable items in the Gradebook.
- Items that have not been marked as gradable are displayed as NA in the Number/Letter Grade columns of the Dropbox.
- Any grades that are saved through the Dropbox are saved in the Gradebook.
- Number/Letter Grade fields will not display in the Dropbox window.

The Gradebook Details window can be used to add comments, assign grades, and return grades to students.

ASSIGN GRADES TO A SINGLE STUDENT

- ❖ Click **Dropbox** on the **Tools Menu**.
 - ❖ In the **Name** column, click the **Dropbox Basket** that is to be opened.
 - ❖ Click the **Inbox** tab, if necessary.
 - Click the student's name to open the **Gradebook Details** window.
 - Enter information into the appropriate fields. An explanation of these fields is provided in the table below.
- or
- Type a grade for the assignment in either the **Numeric Grade** or the **Letter Grade** field, or both.
- ❖ Click **Save Changes**.

QUICK GRADE VIEW (GRADE DETAILS) WINDOW

The table below explains the fields in the **Quick Grade View (Gradebook Details) Window**.

Field	Explanation
Numeric Grade	In this field, type a grade for the submission. Either this field and/or the next field can be used for entering grades.
Letter Grade	This field is used to input a letter grade for a student. Either this field and/or the previous field can be used for entering grades.
Weighted Average	If weighting has been added for the Gradebook item, this field will display the weighted average for the submission. This grade is based on the values entered in the Gradebook.
Return to Student Upon Closing	This field is used to save the grade and return the assignment to the student. The assignment will move from your Inbox to your Outbox. You will not be able to view the assignment in the Inbox once it is moved to the Outbox. The student will be able to view the assignment in his/her Inbox.
Visual Editor	In this area, input any comments or suggestions that you might have about the assignment that the student submitted.
Add/Remove	This link is used to attach a file to the review when the assignment is returned to the student.

Field	Explanation
Save	Use this button to save the grade without returning the assignment to the student.
Save and Next	This button is used to save the grade and then open the next student's assignment. Clicking this button will cycle through your Inbox until the last assignment is graded. When the last assignment is graded, the Save and Next button will become inactive.
Save and Close	Click this button to save the assignment and close the Grade Details window.
Cancel	This button is used to close the Grade Details window without saving changes.
Details	In this area, the name of the student who submitted the assignment, the date and time the assignment was submitted, and any comments or notes the student entered are displayed.

ASSIGN GRADES TO MULTIPLE STUDENTS

- ❖ Click **Dropbox** on the **Tools** menu.
- ❖ Click the **Dropbox Basket** that is to be opened.
- ❖ Click the **Name of the Student** on the **Inbox** tab to open the **Gradebook Details** window.
- ❖ Enter the **Grade** and **Comment** for the student.
- ❖ Click the **Save and Next** button.
 - The **Grade** will be saved in the **Gradebook**.
 - The **Assignment** will remain in the **Inbox**.
 - The **Assignment** is not shared with the student.
- ❖ Continue to grade additional assignments in the same way.
 - The **Save and Next** button cycles through **Inbox** items until there aren't any more assignments to grade.
 - The **Save and Next** button will be disabled when the last item is graded.
- ❖ Click **Save and Close** to return to the **Inbox** and to return the assignments to the students.

RETURN GRADED ASSIGNMENTS

- ❖ Click **Dropbox** on the **Tools** menu.
- ❖ Click the **Dropbox Basket** that is to be opened.
- ❖ On the **Inbox** tab, do one of the following:
 - Click the student's name.
 - Click the **Return to student upon closing** check box.
 - Click **Save and Close** to return to your **Inbox**.
 - The **Gradebook Details** window for the next student will open.

or

 - Click the check box in the **Return** column.
 - The **Assignment** will be returned to the student's **Inbox**.
 - The **Assignment** will be moved to your **Outbox**.