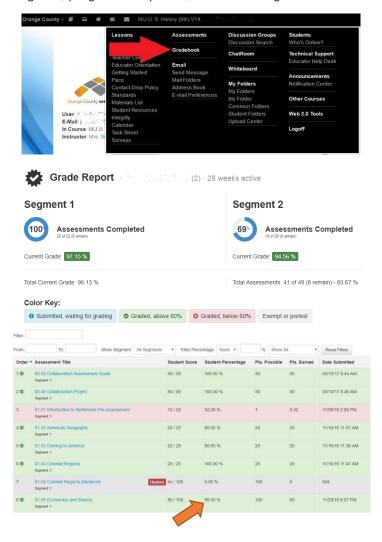
Gradebook

- ➤ Main Menu → Gradebook
- Check grades
- Check teacher feedback
- Resubmit assignments or retake quizzes



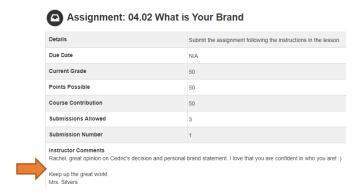
You submitted an assignment! How do you check your grade & feedback?

Gradebook is a place you should visit daily to check your individual assessment grades, assignment feedback, overall course grade, progress completion, and remaining assessments.



<u>To check grades</u>: Scroll and locate a particular assessment. Student Percentage tells you your actual grade for the assignment. You may notice that each assignment row is highlighted either <u>blue</u> (the assignment has been submitted & is awaiting grading), <u>green</u> (the assessment has been graded & grade is above 60%), <u>red</u> (the assessment has been graded & grade is below 60% - failing), or <u>gray</u> (assessment is exempt & you do not need to complete it). Assignment rows that are white have not yet been completed.

<u>To check teacher feedback</u>: Scroll to locate and click on the assignment link. You will see your grade for that assignment as well as teacher feedback.



<u>To resubmit an assignment</u>: If you did not receive 100% on the assignment, your teacher will suggest that you resubmit it in the feedback comments. Review the assignment directions and grading rubric to ensure that you have corrected any errors and/or completed the assignment correctly. You will then be able to resubmit the assignment for a higher grade by going back to the original file on your computer, making adjustments, adding the updated file, and submitting as you did previously.



Most assignments will only allow three submissions, so make sure that you double check the assignment directions and grading rubric BEFORE submitting to ensure was completed correctly.

Do not use the assignment submissions to communicate with your teacher - submitting an assignment containing a question or stating that you do not understand how to complete the assignment will count as your first submission. Email or call your teacher for help or with any questions before submitting your work, if needed!

Remember...

