

## Assignments Dropbox

Assignment dropbox submissions are arranged into five different categories represented by the following tabs:

- ✓ **Submitted**  
The Submitted tab contains submissions that have not been returned to the assigned Section Student or group. The titles of submissions that you have not yet reviewed are highlighted in bold. Submissions also include resubmitted assignments, or missed assignments. Missed assignments automatically appear on the Submitted tab when the cutoff date for the assignment is missed.
- ✓ **Not Submitted**
- ✓ The Not Submitted tab contains submissions that have been assigned or returned to Students for editing. The Not Submitted tab does not contain missed assignment submissions but can contain late assignment submissions. Late assignment submissions are submissions that have missed the due date but not the cutoff date.
- ✓ **Graded**  
The Graded tab contains all submissions that have been reviewed and graded or marked as complete.
- ✓ **Published**  
The Published tab contains all submissions that you or the Section Student decide to publish to all members of the section. Submissions can be published, republished, or unpublished from the Submitted, In Progress, Graded, and All tabs. Depending on the settings selected when the assignment was created, assignments can be published by the Section Instructor or both the Section Instructor and Section Students.
- ✓ **All**  
The All tab contains all submissions, regardless of their status.

### To Locate Assignments

1. Click the **Teach tab**, and then click the **Tool View subtab**.
2. Then find the Assignments area located in the second column of the Tool View.

#### **Assignments**

##### [Settings](#)

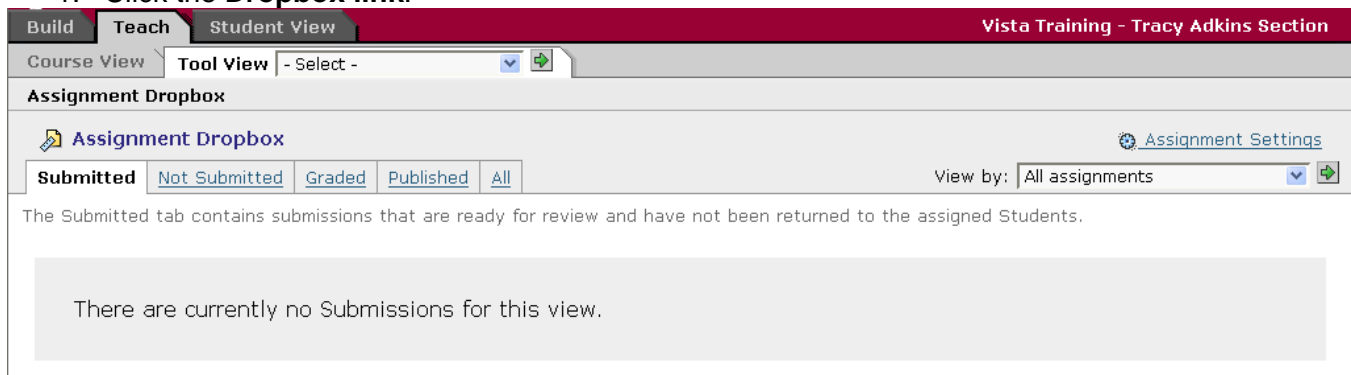
View all Assignments, update Assignment Settings and group settings

##### [Dropbox](#)

Review, return, grade, and publish assignment submissions.

### To Access the Dropbox

1. Click the **Dropbox link**.



The screenshot shows the WebCT Vista interface. At the top, there are navigation tabs: 'Build', 'Teach', and 'Student View'. The 'Teach' tab is active. Below the tabs, there is a header for 'Vista Training - Tracy Adkins Section'. Underneath, there is a 'Course View' section with a 'Tool View' subtab selected. The main content area is titled 'Assignment Dropbox'. It features a sub-header 'Assignment Dropbox' with a link to 'Assignment Settings'. Below this, there are five tabs: 'Submitted', 'Not Submitted', 'Graded', 'Published', and 'All'. The 'Submitted' tab is selected. To the right of the tabs, there is a 'View by:' dropdown menu set to 'All assignments'. Below the tabs, there is a text box that reads: 'The Submitted tab contains submissions that are ready for review and have not been returned to the assigned Students.' At the bottom of the view, there is a message: 'There are currently no Submissions for this view.'

## Submitted tab

### To View Submissions

1. Click the **Submitted** tab.

The screenshot shows the top navigation bar with 'Build', 'Teach', and 'Student View' tabs. Below it is the 'Assignment Dropbox' section. The 'Submitted' tab is highlighted. Other tabs include 'Not Submitted', 'Graded', 'Published', and 'All'. A 'View by:' dropdown menu is set to 'All assignments'. The page title is 'Vista Training - Tracy Adkins Section'.

The Submitted tab contains submissions that are ready for review and have not been returned to the assigned Students.

| Title                       | Assigned to          | Attempt | Due Date              | Submitted Date       | options |
|-----------------------------|----------------------|---------|-----------------------|----------------------|---------|
| Excel Homework Assignment 2 | Demo Student 1284033 | 1       | May 31, 2005 12:00 PM | May 19, 2005 2:27 PM |         |

[Create Printable View](#)

= Student can take back for editing

### To Review a Student Submission

1. Click the Title of the assignment for the appropriate student.

The screenshot shows the 'Teach' tab selected. The 'Assignment Submission: Excel Homework Assignment 2 Demo Student 1284033' is displayed. On the left, there are sections for 'Instructions', 'Section Instructor Attachments' (with a link to 'travelplans.xls'), 'Due Date' (May 31, 2005 12:00 PM), 'Type' (Work individually), and 'Grading Criteria' (out of 100). The main area shows 'Status: Submitted on May 19, 2005 2:27 PM (Attempt #1)', 'Submission:' section, 'Student Attachments:' (with a link to 'voiptrainingschedule.xls'), and '\*Grader/Reviewer Comments:' (with a large empty text box). At the bottom, there are 'Add Attachments', '\*Save Options:' (with radio buttons for 'Return to Student(s) for further editing', 'Save for further review and editing', and 'Return graded submission to Student(s) with the following grade: [ ] out of 100'), and 'Save' and 'Cancel' buttons. A red asterisk indicates a required field.

### To Download or Open an Attached File

1. In the Student Attachments list in the Submission screen, *click the name of the file* you wish to download or open.
2. Follow your web browsers instructions for downloading (saving) or opening the file.

### To Grade a Submission

## WebCT Vista 3.x

1. On the Assignment Submission screen, *enter your comments* regarding the assignment in the Grader Comments box.
2. Then in the Save Options section, select the **Return graded submission to Student(s) with the following grade radio button**.
3. *Enter a grade* in the text box.
4. Click **Save**.

### To Return a Submission to a Student

1. On the Assignment Submission screen, select the **Return to Student(s) for further editing radio button**.
2. Click **Save**.

NOTE: This returns the assignment to the student's Inbox on the Assignment tool.

### To Delay Grading a Submission

1. On the Assignment Submission screen, select the **Save for further review and editing radio button**.
2. Click **Save**.

### To Create a Printable View

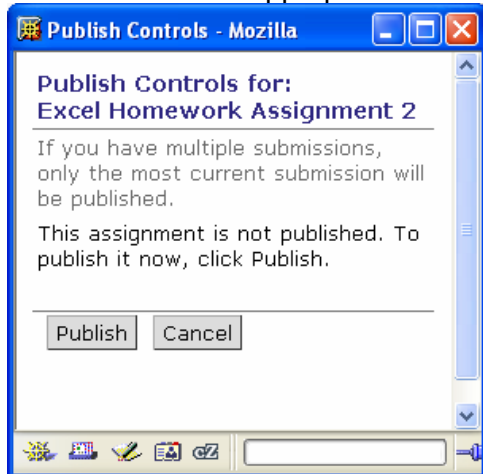
1. On the Submitted tab, *select the check boxes next to each assignment* you want to print.
2. Click the **Create Printable button**.
3. Then click **Print, Save to File, or Cancel**.

NOTE: If you click Save to File this will create a zip file with the attachments. You can download the zip file and then view the attachments. This should be faster than downloading each attachment one at a time.

The zip file is saved in your My Files folder inside the File Manager.

### To Publish Submissions

1. On the Submitted screen, click the **Publish Controls button**  found in the options column next to the appropriate submission.



2. Click **Publish**.

### To Republish Submissions (after changes have been made)

1. On the Submitted screen, click the **Publish Controls button**  found in the options column next to the appropriate submission.
2. Click **Republish**.

### To Unpublish Submissions

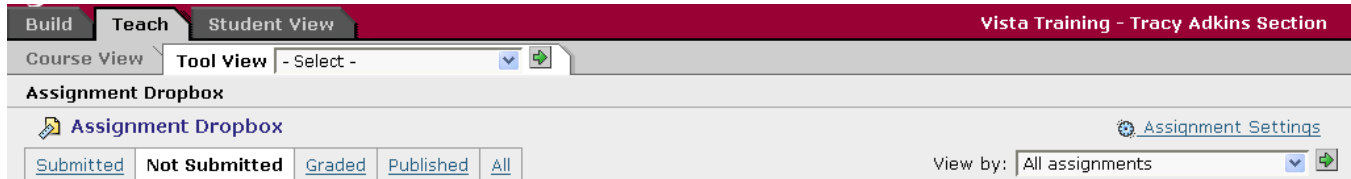
## WebCT Vista 3.x

1. On the Submitted screen, click the **Publish Controls button**  found in the options column next to the appropriate submission.
2. Click **Unpublish**.

## Not Submitted tab

### To View Assignments that have Not been Submitted

1. Click the **Not Submitted tab**.



Build Teach **Student View** Vista Training - Tracy Adkins Section

Course View Tool View - Select -

Assignment Dropbox

Assignment Dropbox Assignment Settings

Submitted **Not Submitted** Graded Published All View by: All assignments

The Not Submitted tab contains submissions that have been assigned or returned to Students for editing.

Expand All Collapse All

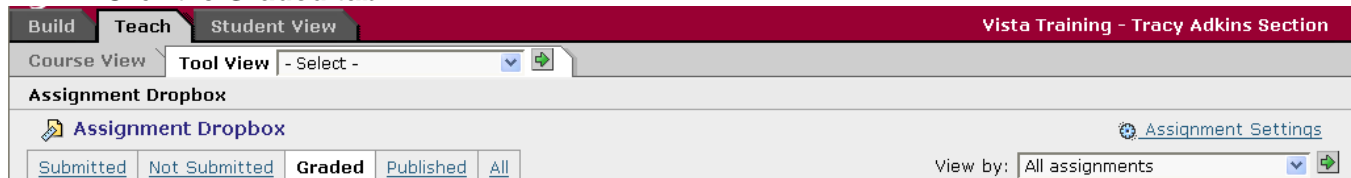
| Title                         | Assigned to | Attempt | Due Date                   |
|-------------------------------|-------------|---------|----------------------------|
| ▶ Excel Homework Assignment 2 |             |         | May 31, 2005 12:00 PM      |
| ▶ Feeling like an Outsider    |             |         | December 28, 2005 12:00 PM |

2. Click the green arrow next to the assignment name to view the members who have not submitted.

## Graded tab

### To View Graded Assignments

1. Click the **Graded tab**.



Build Teach **Student View** Vista Training - Tracy Adkins Section

Course View Tool View - Select -


Assignment Dropbox

Assignment Dropbox Assignment Settings

Submitted Not Submitted **Graded** Published All View by: All assignments

The Graded tab contains submissions that have been reviewed.

[Edit Paging](#)

| Title                    | Assigned to          | Grade  | Completed Date         | Graded By    | options ?   |
|--------------------------|----------------------|--------|------------------------|--------------|---|
| Feeling like an Outsider | Demo Student 1284033 | 85/100 | April 27, 2005 5:11 PM | Tracy Adkins |  |
| Create Printable View    |                      |        |                        |              |   |

## Published tab

### To View Published Assignments

1. Click the **Published** tab.

The screenshot shows the top navigation bar with 'Build', 'Teach', and 'Student View' tabs. The 'Student View' tab is active. Below it, there's a 'Course View' section with 'Tool View' and a dropdown menu. The 'Assignment Dropbox' section is visible, with the 'Published' tab selected among other options like 'Submitted', 'Not Submitted', 'Graded', and 'All'. A link for 'Assignment Settings' is also present.

The Published tab contains submissions that you or the Student have published to all members of the course.

[Edit Paging](#)

| <input type="checkbox"/>            | Title                                       | Author                        | Published            |
|-------------------------------------|---|-------------------------------|----------------------|
| <input type="checkbox"/>            | <a href="#">Excel Homework Assignment 2</a> | <a href="#">Test Student1</a> | May 19, 2005 2:39 PM |
| <input checked="" type="checkbox"/> | <a href="#">Create Printable View</a>       |                               |                      |

## All tab

### To View All Assignments (regardless of submission status)

1. Click the **All** tab.

The screenshot shows the same WebCT interface as above, but with the 'All' tab selected in the 'Assignment Dropbox' section. The 'View by' dropdown menu is set to 'All assignments'.

The All tab contains all submissions.

[Edit Paging](#)

| <input type="checkbox"/>            | Title                                       | Assigned to                          | Status      | Due Date                   | Grade  | options |
|-------------------------------------|---|--------------------------------------|-------------|----------------------------|--------|---------|
| <input type="checkbox"/>            | <a href="#">Excel Homework Assignment 2</a> | <a href="#">Demo Student 1284033</a> | Submitted   | May 31, 2005 12:00 PM      | --     |         |
| <input type="checkbox"/>            | <a href="#">Excel Homework Assignment 2</a> | <a href="#">Test Student1</a>        | Submitted   | May 31, 2005 12:00 PM      | --     |         |
| <input type="checkbox"/>            | <a href="#">Excel Homework Assignment 2</a> | <a href="#">Test Student2</a>        | Not Started | May 31, 2005 12:00 PM      | --     |         |
| <input type="checkbox"/>            | <a href="#">Excel Homework Assignment 2</a> | <a href="#">Test Student3</a>        | Not Started | May 31, 2005 12:00 PM      | --     |         |
| <input type="checkbox"/>            | <a href="#">Feeling like an Outsider</a>    | <a href="#">Test Student1</a>        | Not Started | December 28, 2005 12:00 PM | --     |         |
| <input type="checkbox"/>            | <a href="#">Feeling like an Outsider</a>    | <a href="#">Test Student2</a>        | Not Started | December 28, 2005 12:00 PM | --     |         |
| <input type="checkbox"/>            | <a href="#">Feeling like an Outsider</a>    | <a href="#">Test Student3</a>        | Not Started | December 28, 2005 12:00 PM | --     |         |
| <input type="checkbox"/>            | <a href="#">Feeling like an Outsider</a>    | <a href="#">Demo Student 1284033</a> | Graded      | December 28, 2005 12:00 PM | 85/100 |         |
| <input checked="" type="checkbox"/> | <a href="#">Create Printable View</a>       |                                      |             |                            |        |         |

= Student can take back for editing

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