

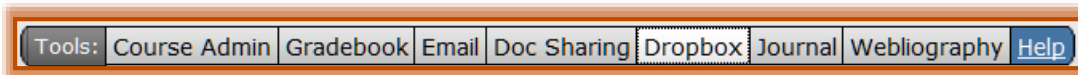
## Grade Dropbox Items from the Dropbox

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.

### Assign Grades to a Single Student

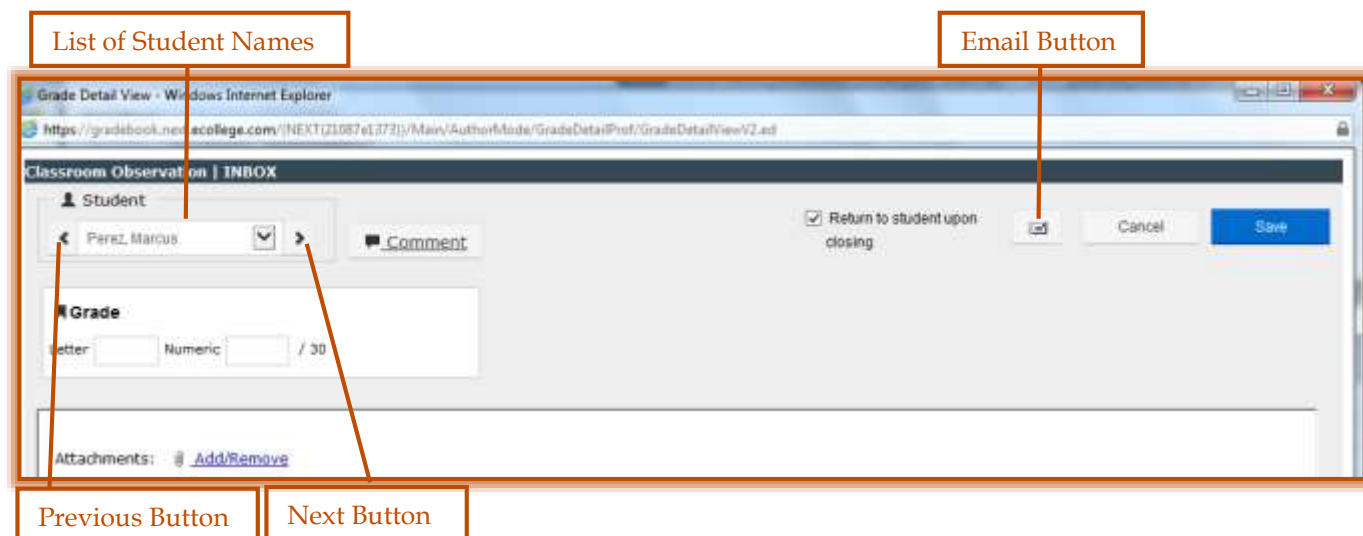
☞ Click **Dropbox** on the **Tools Menu** (see illustration below).



☞ 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 (see illustration below).



☞ 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

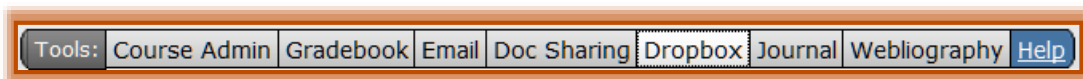
The table below explains the fields in the **Quick Grade View (Gradebook Details) Window**.

Field	Explanation
<b>Student Name</b>	To view the list of the students in the course or to select a specific student in the course, click the list arrow and select the student name.
<b>Next</b>	This button is used to save the grade and then open the next student's assignment. When this button is clicked, the current student grade will be saved and the next record in the list will display.
<b>Previous</b>	Select this option to return to the record that was being graded previously; to return to the previous record.

Field	Explanation
<b>Letter Grade</b>	This field is used to input a letter grade for a student. Either this field and/or the next field can be used for entering grades.
<b>Numeric Grade</b>	In this field, type a grade for the submission. Either this field and/or the previous field can be used for entering grades.
<b>Weighted Average</b>	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.
<b>Return to Student Upon Closing</b>	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.
<b>Email</b>	Use this feature to send an email message to the selected student.
<b>Comment</b>	To input a comment or suggestions that you might have about the assignment select this option. Once the comment or suggestion has been input click the Close (red x) to close the window.
<b>Attachments: Add/Remove</b>	This link appears under the Grade box. It is used to attach a file to the review when the assignment is returned to the student.
<b>Cancel</b>	This button is used to close the Grade Details window without saving changes.
<b>Save</b>	Use this button to save the grade without returning the assignment to the student.
<b>Details</b>	This area appears at the bottom of the Grade Details window. It contains 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.

### Assign Grades to Multiple Students

☞ Click **Dropbox** on the **Tools Menu** (see illustration below).



- ☞ 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 **Next** button.
  - ☞ The **Grade** will be saved in the **Gradebook**.
  - ☞ The **Assignment** will remain in the **Inbox**.
  - ☞ The **Assignment** is shared with the student.
- ☞ Continue to grade additional assignments in the same way.
  - ☞ The **Next** button cycles through **Inbox** items until there aren't any more assignments to grade.
  - ☞ The **Next** button will be disabled when the last item is graded.
- ☞ Click **Close** (red X in upper-right corner of window) to return to the **Inbox**.

After **Assignments** have been graded and the **Next** button has been clicked, the **Assignment** will be stored in the **Outbox** instead of the **Inbox**.