1. Access your class and click the **Timeline** tab.
2. Go to the appropriate sessions and click the name of the desired assignment.
3. Click the **Show More**... link to view and grade a student's work. Links to the student's work and grading options will become visible.
4. Click **Open Original Assignment** to view the student's work.
5. Indicate **points earned** OR **points lost** in the appropriate text boxes. Do not enter numbers for both points earned and points lost.
6. Enter Comments TO STUDENT: (student will see remarks on assignment page and Grades tab) and/or YOUR PRIVATE comments: (remarks visible to instructor only on assignment page and Grades tab)
7. Enter a letter or numerical final grade. If left blank, N/A will appear in the Grades column of the grade report (Grades tab).
8. Select one of the status options
SEND TO [student name]: returns grade and comment to student; visible from assignment page or Grades tab
KEEP IT; DON'T SEND OR RETURN IT YET: saves grade and comments, but does not return to student
RETURN FOR REWORKING TO [student name]: returns to student for resubmission; visible from assignment page.
9. Click - **Post It**
Student View of Graded Assignments

View from a Timeline or Work2Do link

When students access their graded work from the assignment link on the Timeline or Work2Do tab, they will see their grade (letter or number), any comments you have entered in the Comment to Student field, and any comments within the assignment itself.

This illustration shows a completed assignment with a letter grade (do not enter anything in the grade field).

Assignment Status: The assignment has been graded!
Max points you can get: 10

Grade: F

Points Earned: 5
Points Lost: 0
Instructor's Comments: Comments on assignment...

Your Assignment Text with Instructor's Edits:
Sample response
Sample comments...

Here's what you submitted:
Sample response

This illustration shows a completed assignment with a number grade (enter the number in the grade field).

Assignment Status: The assignment has been graded!
Max points you can get: 10

Grade: 5

Points Earned: 5
Points Lost: 0
Instructor's Comments: Comments on assignment...

Your Assignment Text with Instructor's Edits:
Sample response
Sample comments...

Here's what you submitted:
Sample response
This illustration shows an assignment that has been returned to the student. Student can modify response and return to instructor using the same process as when the assignment was originally submitted.

Assignment Status: Awaiting your submission.
Max points you can get: 10

Grade: F

Points Earned: 5
Points Lost: 0
Instructor's Comments: *RETURNED* Comments on assignment... Resubmit for better grade.

The instructor returned the assignment to you for reworking
Your Assignment Text with Instructor's Edits:

Sample response

Sample comments...

Here's what you submitted:
Sample response

View from Grades tab

When students access their graded work from the Grades tab, they see a list of all graded items (e.g., assignments, exams, presentations, etc) and any assigned scores. Students can view your comments by clicking the comments button (button will appear only if comments have been made).

![Grades tab view](image)