

# ADVANCED ISIDORE ASSIGNMENT GRADING

Collecting and grading assignments online can be a long and tiring process but it doesn't have to be anymore. Use the following directions to easily download, review, grade, and return marked up student assignments.

1. Go into the Assignments tool and click the 'Grade' link under the assignment you will be grading.



2. You are now looking at the submission list for your entire class. You can use the 'View' drop-down menu to select specific groups in your site instead of your whole class, if desired. You can grade each student individually by clicking on the student's name but that may take a long time in a large site. There is a much simpler way that involves downloading all of the assignment files, viewing and grading the assignments offline, and re-uploading everything quickly and easily to the site.

3. Click the link at the top of the page that says 'Download All'. You will be prompted to save the ZIP file somewhere on your computer. Save it somewhere obvious, such as your Desktop.

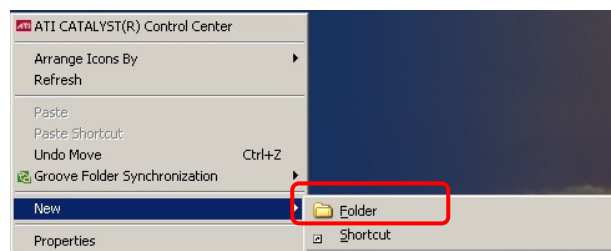
Submissions for "In Class Lab Assignment #1"

View

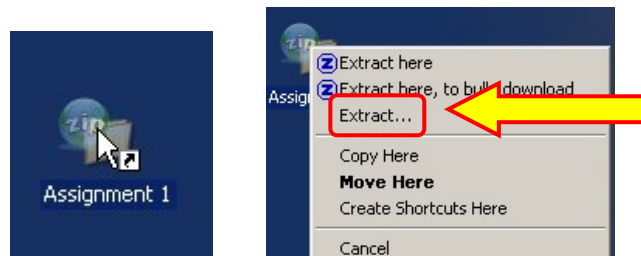
[Download All](#) | [Release Grades](#) | [Upload All](#)



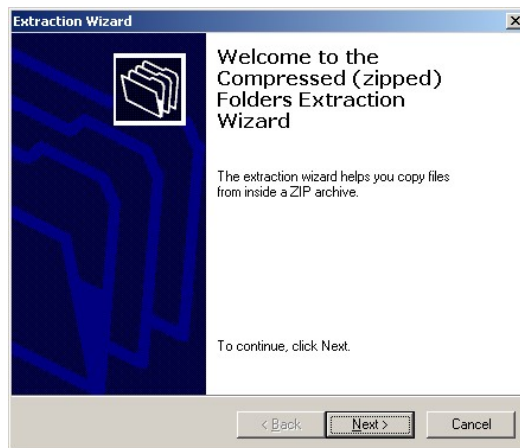
4. Once the file is downloaded, right-click on an empty spot on the desktop and select 'New' → 'Folder'. Give the folder a meaningful name.



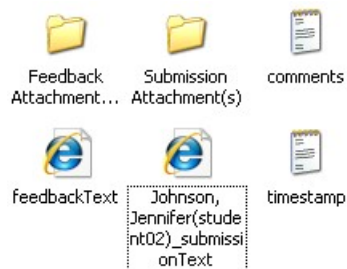
5. Next, right-click on **and** hold the ZIP file you downloaded and drag it on top of the folder you just created. Once the file is on top of the folder let the right-click mouse button go. You will see a menu. Select 'Extract...'



6. Once the extraction window appears, click the 'Next' button two times in a row to move past the first two steps. Click on the 'Finish' button on the third screen.



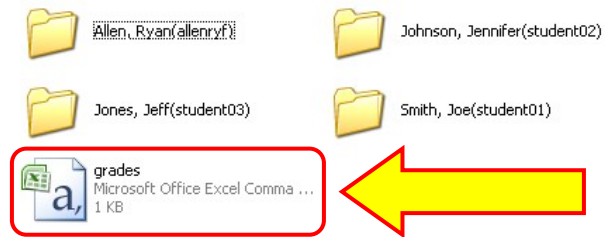
7. A new window will open with a folder with the title of the Assignment submissions you downloaded. Double-click on the folder to open it.
8. Inside the assignment folder you will notice that each student has their own folder. In each student folder you will find the following items:



- a. **Submission Attachment(s) folder** – If the student submitted their assignment as an attachment (MS Word document) you will find the file(s) in this folder.
- b. **Feedback Attachment(s) folder** – This folder is where you can save marked up files that you want to return to the student through Isidore. Any file that is saved into this folder will be returned to the student with their grade.
- c. **Comments.txt** - This file can be used to type general comments to be returned to the students with their grade. Simply open the file, type in your comments, and save it to its current location before closing.
- d. **Student Name\_submissionText** - If the student submitted their assignment inline using the online WYSIWYG HTML editor their submission will be in this file. You can open it by double-clicking on it but you will need to open it in Microsoft Expression Web or FrontPage if you wish to make edits to it.
- e. **feedbackText.html** - If you open the student's inline submission file and make changes in it (mentioned above – d) you will want to do a 'Save As' as opposed to a 'Save' and overwrite this file. This will allow the students to see their original submission WITH your comments in the file.

In the simplest use, most faculty will look in the folders at the submitted files, possibly write some notes in the student's comments.txt file, and assign a grade as described in the next step.

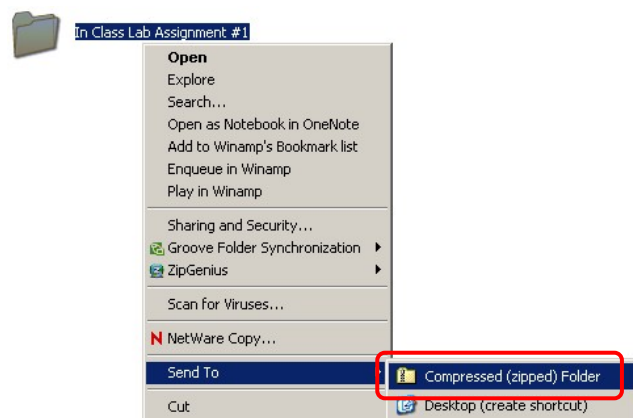
9. In the main assignments folder, along with the student folders, you will see a 'grades.csv' file. Double-click on it to open it.



10. In the file you will see a 'grade' column where you can record the score for each student. Close and Save the grades file when you're done in the same location.
- You don't need to grade every student at once. You can grade half the class, for example, and move on to the uploading steps without causing any problems.

11. Once you've entered the grades and made all of the necessary changes in the student folders you will need to ZIP everything back together so you can upload it back into Isidore.

Right-click on the main assignment folder and select 'Send To' → 'Compressed (zipped) folder' from the menu that appears. This process will take a few seconds and you will see a ZIP file appear in the same directory. This is the file you will need to upload into Isidore.



12. Next, go back into the Assignments tool in your Isidore site and click the 'Grade' link under the assignment title you are grading.

13. Click the 'Upload All' link towards the top of the window.

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View

[Download All](#) | [Release Grades](#) | [Upload All](#)



14. On the next page use the 'Browse' button to find and upload the ZIP file you created during step 11 above.

15. Next, check the boxes of the elements you want to return to the students and decided whether you want to release the information to the students immediately or not. It is generally safe to click all of the boxes if you're unsure.

The screenshot shows a web interface for uploading a ZIP file. At the top, there is a 'File:' label followed by an empty text input field and a 'Browse...' button, both enclosed in a red rectangular box. Below this is the heading 'Choose which elements in the archive file to upload'. Underneath, there is a list of five items, each with an unchecked checkbox: 'Student submission text (original student submitted text, possibly containing instructor added comments)', 'Student submission attachment(s)', 'Grade file (grades.csv file at top level of archive)', 'Feedback text (the inline comments with student submission)', and 'Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)'. The last item also has a checkbox for 'Feedback attachment(s)'. This entire list is enclosed in a red rounded rectangular box. Below the list is the heading 'Select release option'. Underneath, there are two radio button options: 'Release uploaded information to students' (which is unselected) and 'Do not release uploaded information - I'll release it later' (which is selected). This section is also enclosed in a red rounded rectangular box. At the bottom of the form, there are two buttons: 'Upload' and 'Cancel'.

16. Click the 'Upload' button to complete the process. The upload may take a few minutes. If done correctly, the grades and any uploaded files will be added to your site.

Please contact the E-Learning Lab at [e-learning@notes.udayton.edu](mailto:e-learning@notes.udayton.edu) or 229-5039 for assistance.