

# BREAKTHROUGH

Together

## Lesson 9: Review Submissions

### Learning Objectives:

1. View Details of Student Submissions
2. Reset Assignment
3. Add Additional Time

### 1. View Details of Student Submissions

You can view the details of a student's submission from both the **Gradebook Overview** as well as the **Grade By Assignment** view of the Gradebook. The details of the submission will allow you to review the date taken, time spent on the assignment, number of questions, percentage and raw score earned, as well as a breakdown of each of the questions and answers.



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To review details from the **Gradebook Overview**:

1. Click **Gradebook**.
2. Locate the student and scroll to the activity column you wish to review
3. Left click on the dropdown next to the score earned
4. Click **View Details**.

To review details from the **Grade by Assignment** view:

1. Click **Gradebook**.
2. Click the right Modify and select **Grade by Assignment**.
3. Select the assessment you want to reset, from the drop-down list of assignments.
4. In the row of the student whose assessment needs reset, click **Details View**.

**Best Practice:** Since there are no per student settings for assignments, if you have students that need to complete a make-up assignment, you can create a second copy of your course to use for make-up work or extended timed assignments. Students can enroll in the second course to complete the work and you can manually transfer student grades from the make-up course to the actual live course.

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### 2. Reset Assignment

If you would like to allow a student to retake an assessment that you had configured for only one attempt, you can reset the assessment.

To reset an assessment item:

1. Click **Gradebook**.
2. Click the right Modify and select **Grade by Assignment**.
3. Select the assessment you want to reset, from the drop-down list of assignments
4. In the row of the student whose assessment needs reset, click **Details View**



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| Gradebook - Grade By Assignment   |                          |                  |              |          |              |
|---|--------------------------|------------------|--------------|----------|--------------|
| Select Assignment Apply: Apply: New Product Development [simulation Quiz] |                          |                  |              |          |              |
| Student Name  | Share With Student       | Points out of 20 | Letter Grade | Comments | Details View |
| Nyles, Jessica  | <input type="checkbox"/> | 8                |              |          |              |

5. Click **Reset Student Assessment** under **Details**. (If the Reset Student Assessment button is grayed out, the due date has passed. You will need to extend the due date in order to reset the assignment.)
6. Click **Continue** to clear the student's answers and results.

#### Details

##### Summary

Date Taken: Thursday, July 19, 2012  
Time Spent: 19secs  
# of Questions: 10

##### Grant Additional Minutes

15

Grant

##### Reset Student Assessment

Reset Student Assessment

**Note:** Resetting an assessment will delete the previous submission and those results will be irretrievable, however, the previous grade will remain in the gradebook until a new score is earned to overwrite it.

**Keys for Success:** Make sure you click on the button titled "Reset Student Assessment" and not the Reset link found under the Comments box. The reset link under the comments box will reset the comments and have no affect on the actual assignment.

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### 3. Add Additional Time

If you need to allow additional time on an assignment on a per student basis, you can choose to add additional time in one minute increments. Before you can add additional time for any student, the student must launch and submit their first attempt. Once a submission is received, you will be able to review the submission and add additional minutes at that time.



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To grant additional minutes on an activity:

1. Click **Gradebook**.
2. Click the right Modify and select **Grade by Assignment**.
3. Select the assessment you want to reset, from the drop-down list of assignments.
4. In the row of the student whose assessment needs reset, click **Details View**.
5. Use the up and down arrows to adjust the additional minutes you wish to grant the student
7. Click **Grant** (If the Grant Additional Minutes button is grayed out, the due date has passed. You will need to extend the due date in order to reset the assignment.)
6. Click Ok on the confirmation pop up

#### Details

##### Summary

Date Taken: Thursday, July 19, 2012  
Time Spent: 19secs  
# of Questions: 10

##### Grant Additional Minutes

15

##### Reset Student Assessment

**Note:** This will allow the student back in to the entire assignment and they will have the ability to change previous answers as well as answer incomplete ones.

**Best Practice:** Use this feature to accommodate students who qualify for additional time on assignments. Have the student use the initial allotted time and submit. Then add additional minutes to extend the amount of time students have to complete the assignment.