

# Evaluate and Publish Assignment Submissions

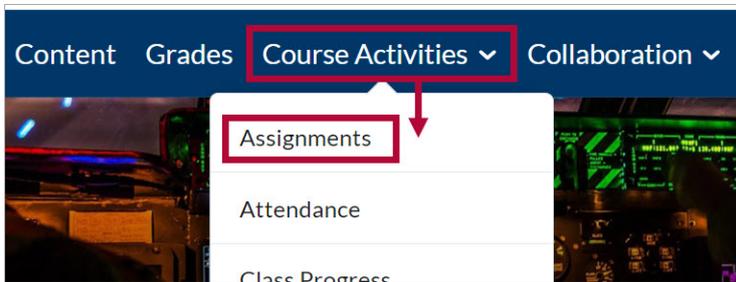
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This article describes how to evaluate and publish assignment submissions as an assignment evaluator and/or publisher. The process will differ depending on the assignment settings.

## Access Assignment Submissions

Once the assignment folder has received student submissions, you may follow the steps below to access them.

1. From the course **Navbar**, select **[Course Activities]** followed by **[Assignments]**.



2. From the **Assignment Folders** page, select the **[dropdown arrow]** next to the assignment you want to evaluate and select **[View Submissions]**.

**NOTE:** You may also select the number in the **New Submissions** column to go directly to new student submissions.

<input type="checkbox"/>	Folder	New Submissions
	No Category	
<input type="checkbox"/>	Week 1 Assignment <span>▼</span> <span>🔑</span> <span>🔗</span>	2
	History of Coffee Tin <span>▼</span>	
<input type="checkbox"/>	Due on Oct 14, 2023 10: <span>▼</span> Edit Folder	

3. From the **Folder Submissions** page, select a student submission to begin evaluating.

<input type="checkbox"/>	Last Name ▲	First Name	Turnitin Simila
<input type="checkbox"/>	Alaska, Abby		
	<input type="checkbox"/> <a href="#">The Cold War.docx</a> (18.69 KB)		27 %

4. If the file does not open and display in the left-hand pane, select the file again on the following page.

**A** Abby Alaska User Submissions ▼

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**Submission 1**  
Unevaluated Monday, November 25, 2024 3:26 PM

**The Cold War**  
 DOCX • 18.7 KB

[Download all files](#)

Devon Delaware

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Overall Grade

Overall Feedback

## Evaluating and Publishing Submissions

The evaluation screen will differ depending on the assignment's setup options. If the student is allocated to you for evaluation, you will see **Your Name** under the **Evaluators** section when viewing the submission.

If the assignment you are evaluating has a rubric attached, please refer to the [Grade an Assignment with a Rubric \(https://vtac.lonestar.edu/help/grade-assignment-rubric\)](https://vtac.lonestar.edu/help/grade-assignment-rubric) article.

### All Evaluators Can Publish Any Evaluations

If **[All evaluators can publish any evaluations]** is enabled, you will have access to publish evaluations for any student, including those allocated to other evaluators.

1. Enter a grade for the submission in the **Overall Grade** field.
2. Enter any desired feedback for the submission in the **Overall Feedback** field.
3. Select **[Publish]** to publish the grade and feedback.

California A Brewed History.docx

Submissions

1 of 2

A Brewed History: Coffee in America

Coffee's journey in America began in the 17th century, initially introduced by Captain John Smith in Jamestown. While tea remained popular, the Boston Tea Party in 1773 marked a turning point, leading to a patriotic shift towards coffee consumption. The 18th and 19th centuries witnessed the rise of coffeehouses, fostering intellectual exchange and social gatherings. The Civil War further solidified coffee's role in American culture, with soldiers relying on it for energy and

Evaluator  
Devon Delaware

Your name will appear here

Overall Grade  
1 90 / 100

Overall Feedback  
Your thesis statement provides a strong foundation for your argument.

3 Publish Save Draft

**NOTE:** If you open a submission for a student allocated to another evaluator who has not yet completed their evaluation, you will see a message saying ***Evaluation is not ready to be reviewed and published.***

Evaluator  
Flossy Florida

Evaluation is not ready to be reviewed and published

## Evaluators Can Only Publish Their Evaluation

If **[Evaluators can only publish their evaluation]** is enabled, you will only have access to evaluate and publish evaluations for students who are allocated to you.

1. Enter a grade for the submission in the **Overall Grade** field.
2. Enter any desired feedback for the submission in the **Overall Feedback** field.
3. Select **[Publish]** to publish the grade and feedback.

**NOTE:** If you open a submission for a student **NOT** allocated to you for evaluation. You will have access to open the submission file and see the allocated evaluator, but will not be able to provide feedback or a grade.

## Evaluator Access Only with One Shared Evaluation

If you have access to evaluate students but **NOT** publish your evaluation, and **One Shared Evaluation** is enabled.

1. Enter a grade for the submission in the **Overall Grade** field.
2. Enter any desired feedback for the submission in the **Overall Feedback** field.
3. Select **[Ready for Review]** to complete your evaluation.

**NOTE:** If a student is receiving **One Shared Evaluation**, the process remains the same regardless of whether it's from one or multiple evaluators.

## Evaluator Access Only with Multiple Individual Evaluations

If you have access to evaluate students but NOT publish your evaluation, and **Multiple individual evaluations** is enabled. You'll see multiple tabs for each student submission: one for each evaluator allocated to the student and one labeled **Aggregated**.

If you are an assigned evaluator for the student, your name will appear in one of the tabs. Evaluate the submission under the tab with **[Your Name]**.

1. Enter a grade for the submission in the **Overall Grade** field.
2. Enter any desired feedback for the submission in the **Overall Feedback** field.
3. Select **[Ready to Aggregate]** to complete your evaluation.

**NOTE:** When an **[Aggregated]** tab is present, entries made in individual evaluator tabs are internal and not visible to the student. Only the information in the **[Aggregated]** tab is published to the gradebook and visible to the student.

## Publisher Only Access

If you only have access to publish evaluations, you can access all submissions and view the feedback and grades provided by each evaluator. These evaluations are organized under individual tabs labeled with the evaluator's name.

## Publisher Access with One Shared Evaluation

If you have publisher access and **One Shared Evaluation** is enabled. You will only have the option of publishing completed evaluations. You can open student submissions and select **[Publish]** for any completed evaluations.

The screenshot displays a submission review interface. At the top, the user is identified as 'Abby Alaska' and the document is 'The History of Coffee.docx'. Below this, there is a 'Click to User Submissions' link. The main area shows the document content, which is a page from 'The History of Coffee' discussing its history and cultural impact. On the right side, there is a panel for evaluation details. This panel shows the evaluator's name 'Devon Delaware', the overall grade '90 / 100', and the overall feedback: 'Good work, your thesis statement provides a strong foundation for your argument.' At the bottom right of the interface, a blue 'Publish' button is highlighted with a red box.

## Publisher Access with Multiple Individual Evaluations

If you have publisher access and **Multiple Individual Evaluations** is enabled. You will have access to provide feedback and grades in the **[Aggregated]** tab. Only these entries will be published to the gradebook and be made visible to the student.

1. Select the **[Aggregated]** tab.
2. Enter a grade for the submission in the **Overall Grade** field.
3. Enter any desired feedback for the submission in the **Overall Feedback** field.
4. Select **[Publish]** to publish the grade and feedback.

Chris California A Brewed History.docx

Click to User Submissions

Click evaluator's name to view their evaluation

1

✓ Devon Delaware Aggregated

This evaluation currently has one evaluator assigned. If this is not expected, contact your Course Administrator.

2 Overall Grade 90 / 100

3 Overall Feedback

Your paper is great but consider developing your analysis further by exploring the role of coffee in modern times.

4 Publish Save Draft

A Brewed History: Coffee in America

Coffee's journey in America began in the 17th century, initially introduced by Captain John Smith in Jamestown. While tea remained popular, the Boston Tea Party in 1773 marked a turning point, leading to a patriotic shift towards coffee consumption. The 18th and 19th centuries witnessed the rise of coffeehouses, fostering intellectual exchange and social gatherings. The Civil War further solidified coffee's role in American culture, with soldiers relying on it for energy and comfort. Today, coffee is deeply ingrained in American life, fueling productivity and serving as a social lubricant. Its rich history reflects its evolution from a luxury to an everyday staple.

The early days of coffee in America were marked by its association with European culture and luxury. Coffeehouses emerged as hubs for intellectual

**NOTE:** All evaluators must complete their evaluations before the **[Aggregated]** tab becomes accessible to the publisher. If an evaluator has not completed their evaluation, you will see a message indicating ***One or more evaluators have not completed their initial evaluation.***

One or more evaluators have not completed their initial evaluation

Overall Grade

90 / 100