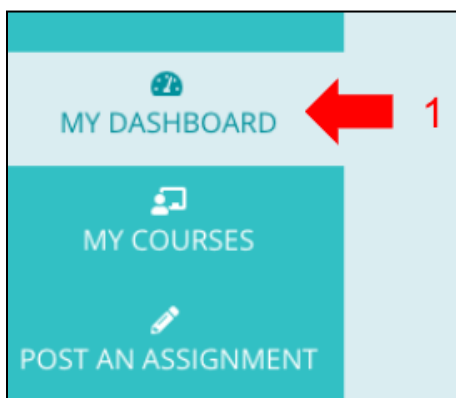


Educators have the following capabilities:

- [View and Download Reports](#)
- [Approve Assignments or Request Revisions](#)
- [Review Graders](#)

View and Download Reports

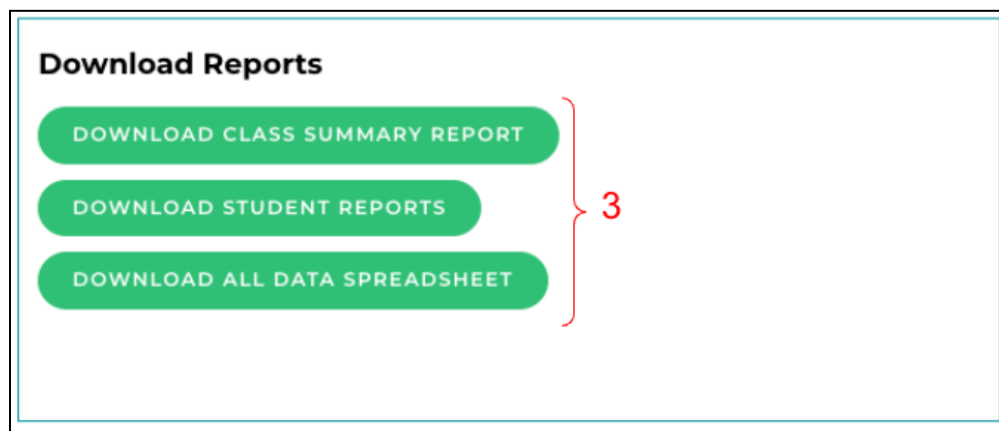
1. Click "My Dashboard"



2. Click "View Reports"

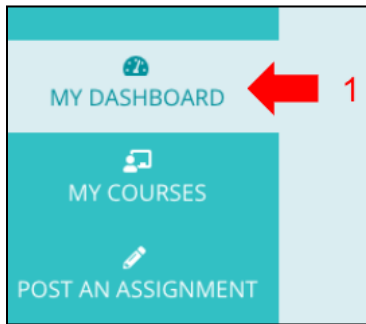
| My Assignments | | | | | |
|----------------|-----------|-----------|--------------|------------------------|------------------------------|
| Id | Name | Status | Grader | Return By | |
| 10 | APES.FRO. | Completed | Marco Grader | Sunday, August 20,2023 | VIEW REPORTS |

3. **Scroll to the bottom of the page** and click the button(s) beside the report(s) that you would like to download



Approve Assignments or Request Revisions

1. Click "My Dashboard"



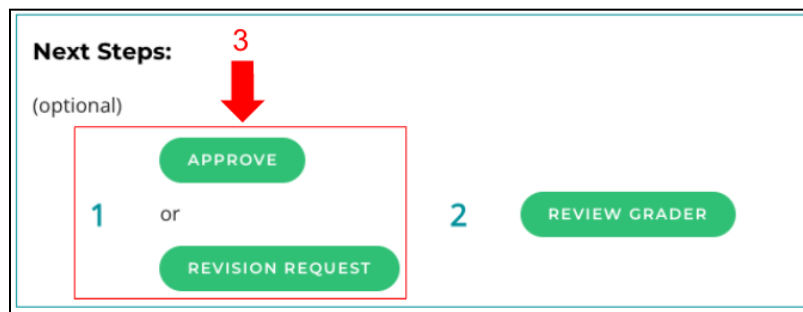
2. Click "View Reports"



3. In the "Next Steps" box, click "Approve" or "Revision Request"

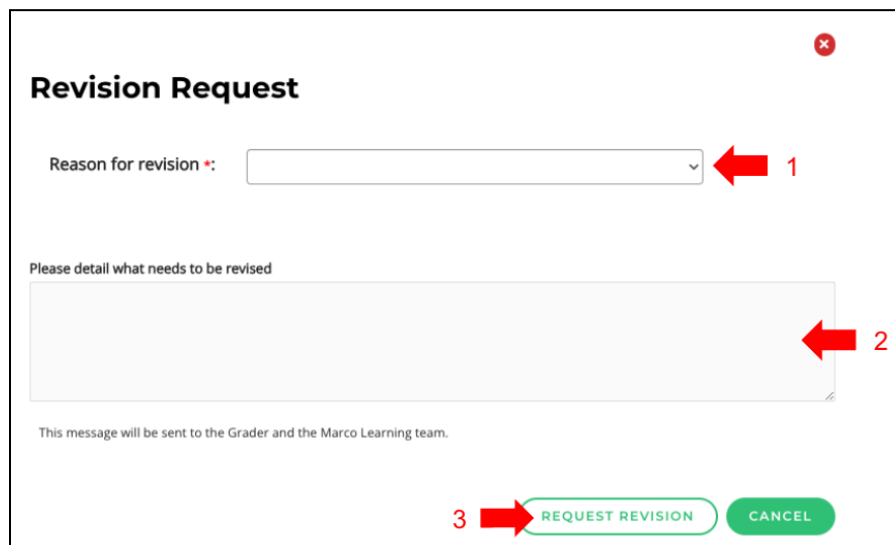
*Note: "Approve" means that you are satisfied with the scores and feedback provided.

"Revision Request" means that something needs to be revised about the assignment.



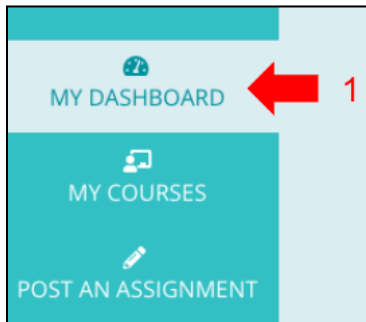
To Request a Revision:

1. Select a reason for revision
2. Detail what needs to be revised
3. Click "Request Revision"

A screenshot of a 'Revision Request' form. At the top right is a red close button (X). The title 'Revision Request' is in bold. Below it is a dropdown menu labeled 'Reason for revision *' with a red arrow labeled '1' pointing to it. Below the dropdown is a text area labeled 'Please detail what needs to be revised' with a red arrow labeled '2' pointing to it. At the bottom, there is a green button labeled 'REQUEST REVISION' with a red arrow labeled '3' pointing to it, and a green button labeled 'CANCEL'.

Review Graders

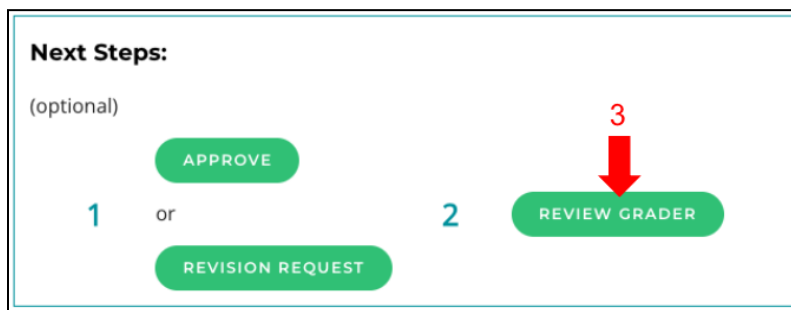
1. Click "My Dashboard"



2. Click "View Reports"



3. In the "Next Steps" box, click "Review Grader"

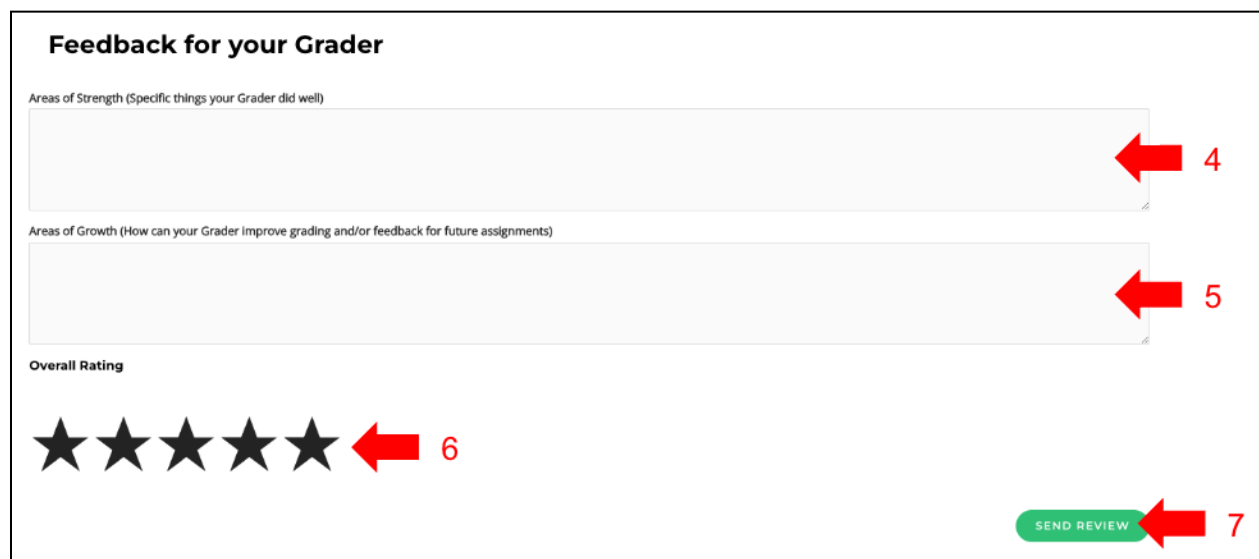


4. Enter Areas of Strength (Specific things your Grader did well)

5. Enter Areas of Growth (How can your Grader improve grading and/or feedback for future assignments?)

6. Select an overall star rating

7. Click "Send Review"

A screenshot of a form titled 'Feedback for your Grader'. It contains three main sections: 'Areas of Strength (Specific things your Grader did well)' with a text input field and a red arrow labeled 4; 'Areas of Growth (How can your Grader improve grading and/or feedback for future assignments)' with a text input field and a red arrow labeled 5; and 'Overall Rating' with five stars and a red arrow labeled 6 pointing to the last star. At the bottom right, there is a 'SEND REVIEW' button with a red arrow labeled 7 pointing to it.