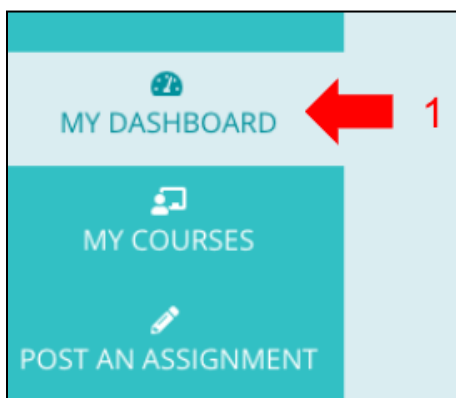Educators have the following capabilities:

- **View and Download Reports**
- **Approve Assignments or Request Revisions**
- **Review Graders**

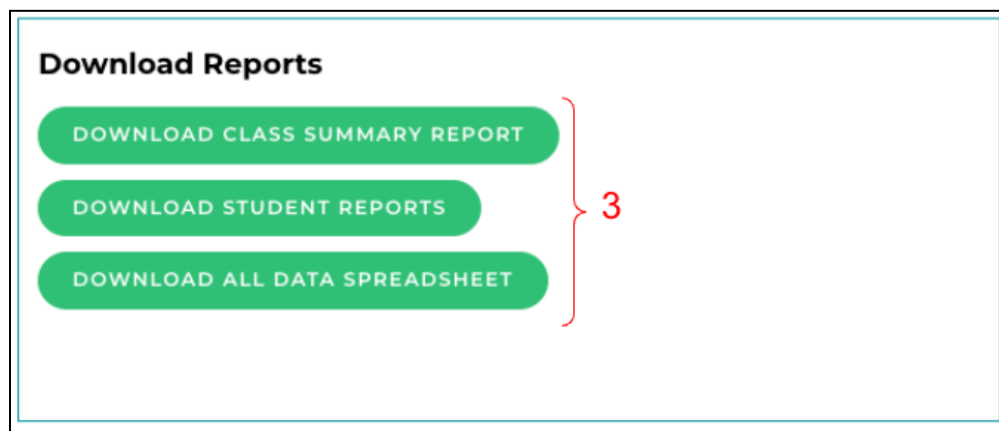## View and Download Reports
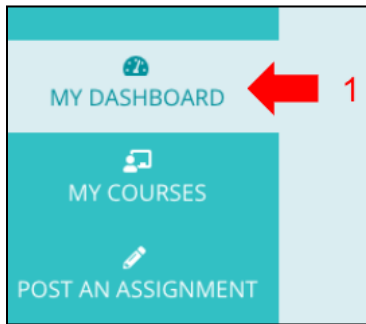
1. Click "My Dashboard"

2. Click "View Reports"

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

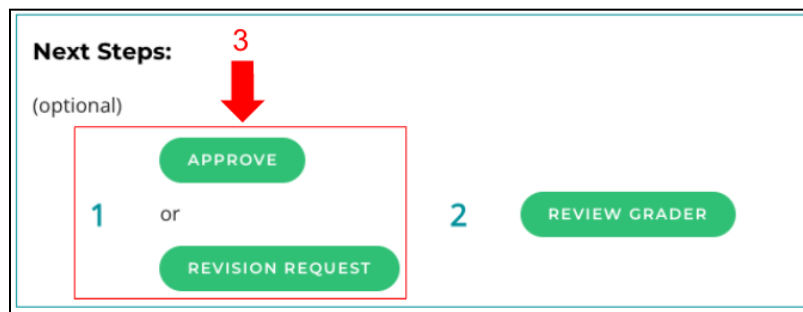## Approve Assignments or Request Revisions

1. Click "My Dashboard"

2. Click "View Reports

3. In the "Next Steps" box, click "Approve" or "Revision Request"
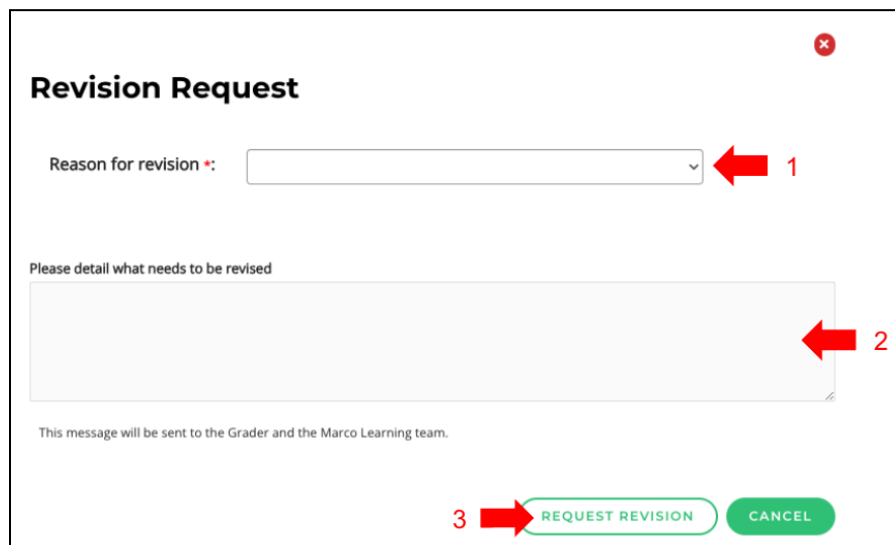
   *Note: "Approve" means that you are satisfied with the scores and feedback provided. "Revision Request" means that something needs to be revised about the assignment.
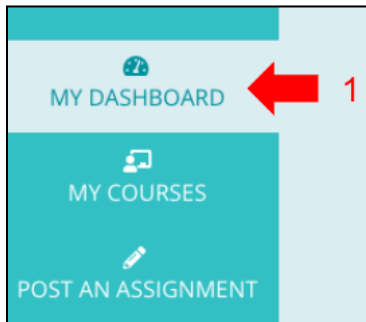

To Request a Revision:

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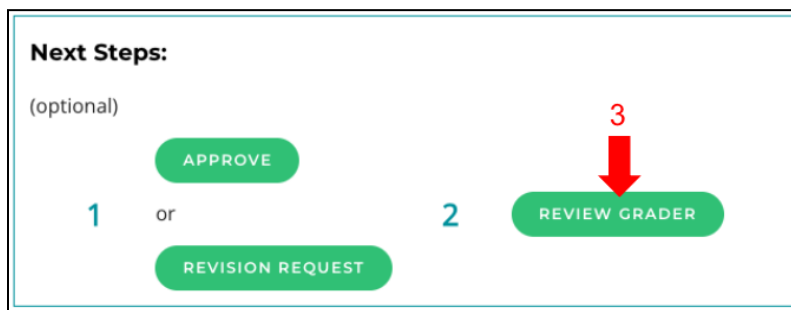3. Click "Request Revision"

Review Graders

1. Click "My Dashboard"

2. Click "View Reports

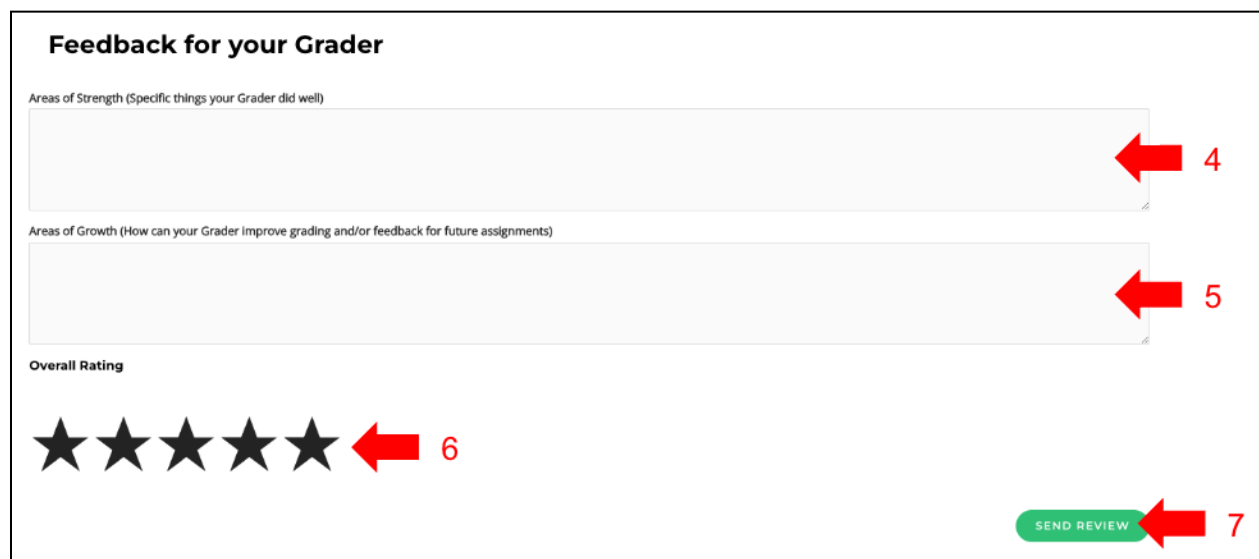3. In the "Next Steps" box, click "Review Grader"

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"