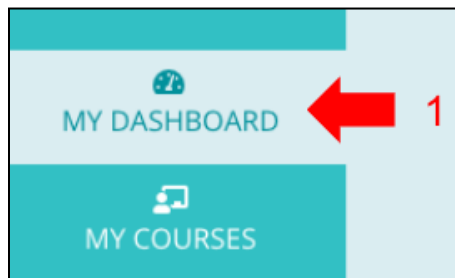Educators have the following capabilities:

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

View and Download Reports

1. Click "My Dashboard"

2. Click the "View Report" icon

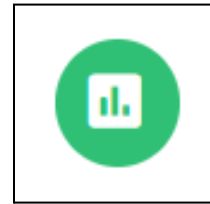3. **Scroll to the bottom of the page** and click the button(s) for the report(s) that you would like to download

Approve Assignments or Request Revisions
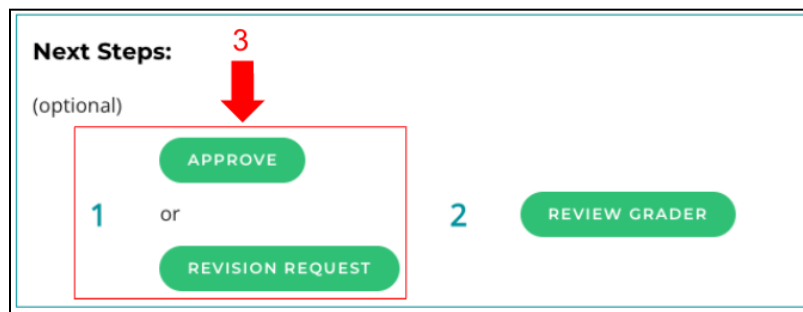
1. Click "My Dashboard"
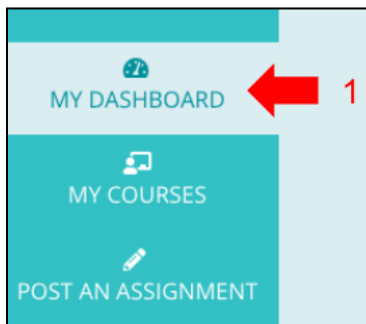
2. Click the "View Report" icon

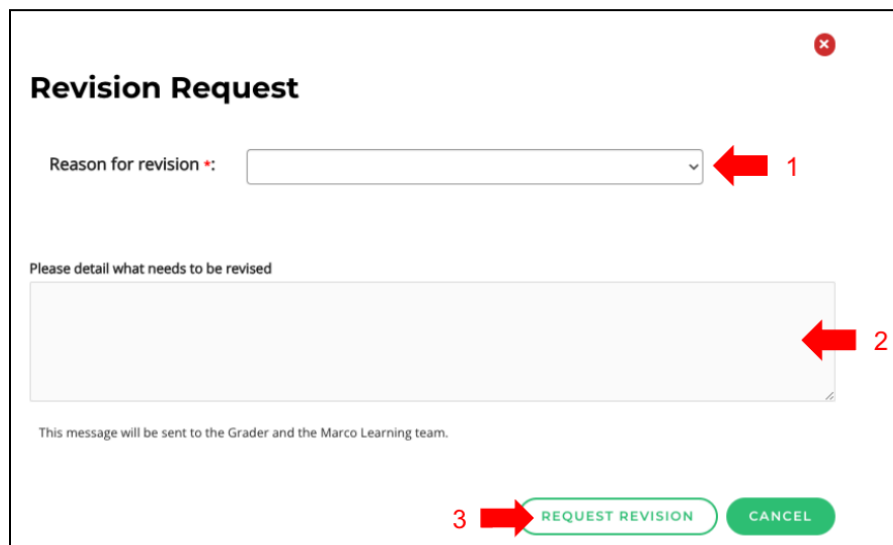3. In the "Next Steps" box, click "Approve" or "Revision Request"

   *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.
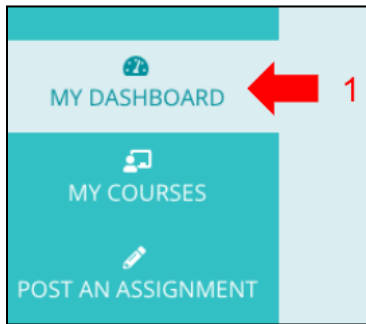

To Request a Revision:

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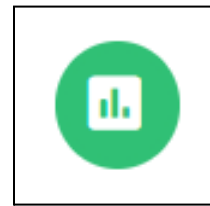3. Click "Request Revision"
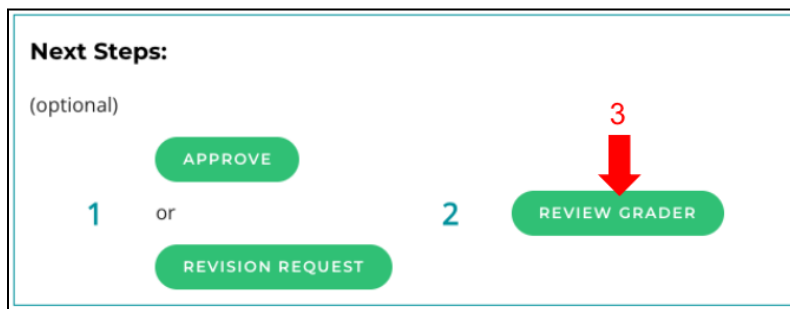
Review Graders

1. Click "My Dashboard"

2. Click the "View Report" icon

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"