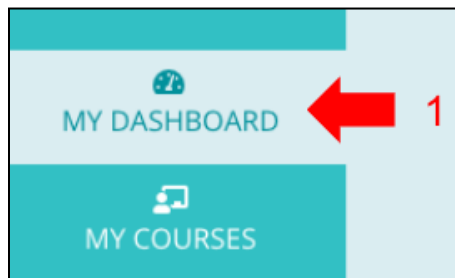


Educators have the following capabilities:

- [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

My Assignments

Number of rows to display: 10

Search by assignment name, course name, section name or id number

Search:

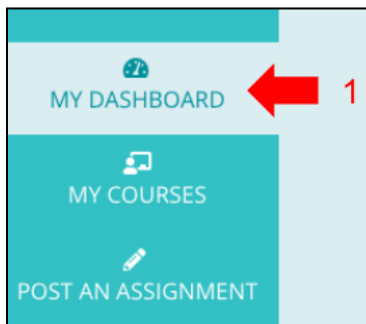
Id	Name	Status	Grader	Return By	
12	ELA 9 Benchmark #1 - Period 1	Completed	Marco Grader	Sunday, August 20, 2023	

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

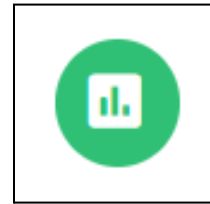
Download Reports

Approve Assignments or Request Revisions

1. Click "My Dashboard"



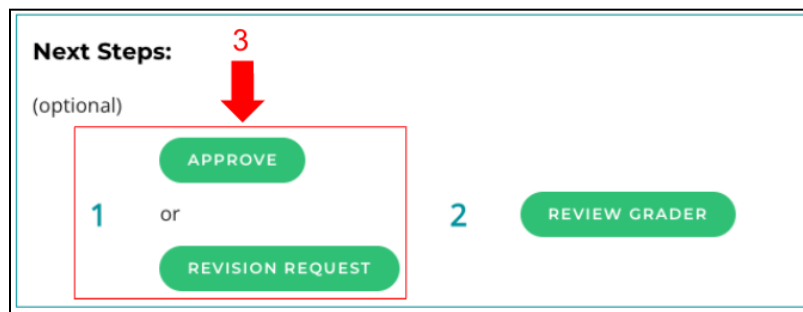
2. Click the "View Report" icon



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

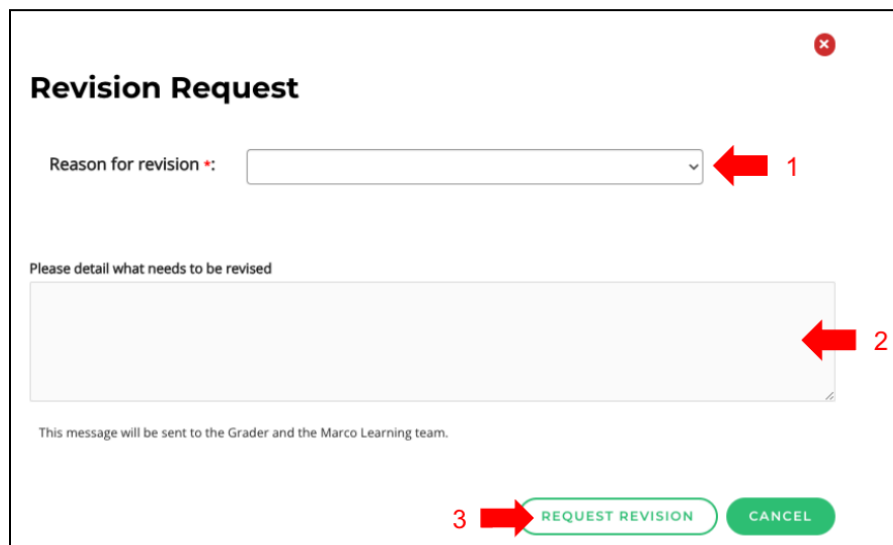
*Note: "Approve" means that you are satisfied with the scores and feedback provided.

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



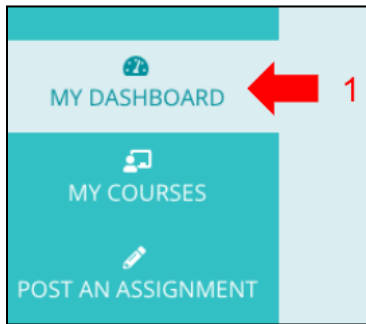
To Request a Revision:

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

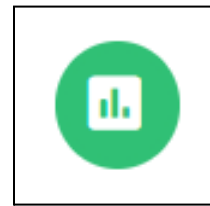
A screenshot of a 'Revision Request' form. It has a title 'Revision Request' and a close button (X) in the top right. Below the title is a dropdown menu labeled 'Reason for revision *' with a red arrow and the number '1' pointing to it. Below that is a text area labeled 'Please detail what needs to be revised' with a red arrow and the number '2' pointing to it. At the bottom, there is a message: 'This message will be sent to the Grader and the Marco Learning team.' Below the message are two buttons: 'REQUEST REVISION' and 'CANCEL'. A red arrow and the number '3' point to the 'REQUEST REVISION' button.

Review Graders

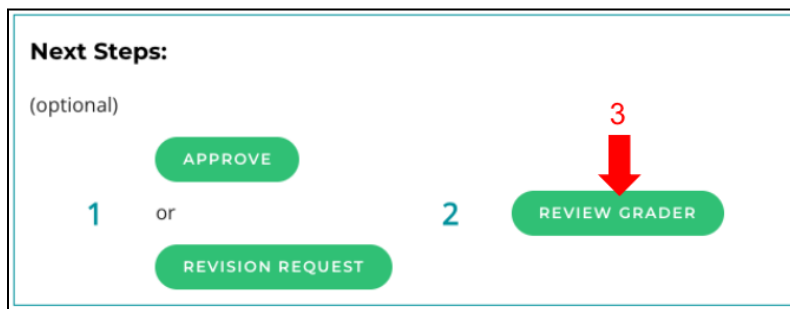
1. Click "My Dashboard"



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"

A screenshot of the 'Feedback for your Grader' form. It has a title 'Feedback for your Grader' and 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 green 'SEND REVIEW' button with a red arrow labeled '7' pointing to it.