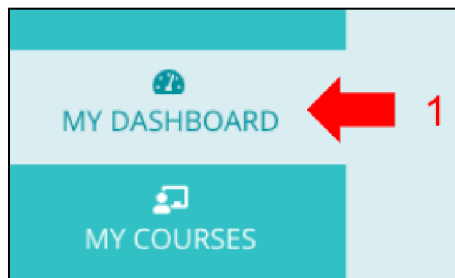


Educators have the following capabilities:

- [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

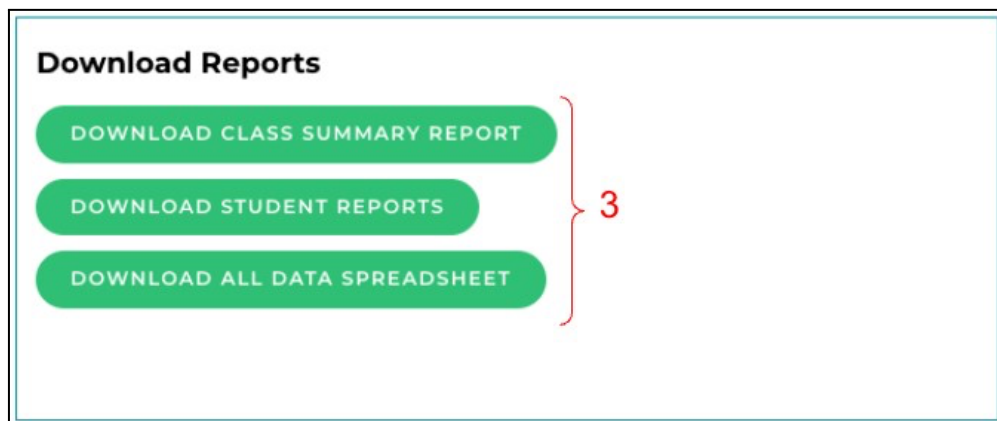
Number of rows to display: 10

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	

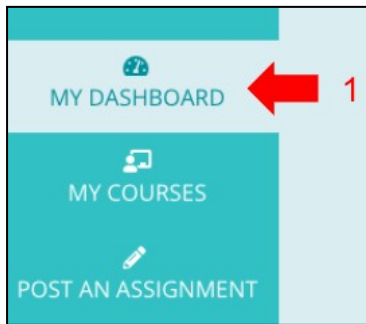
3. **Scroll to the bottom of the page** and click the button(s) for the report(s) that you would like to download



**Note: Once you click on any of the reports, they will automatically download to your computer. The files /folder will be found in your “Downloads” folder on your computer.*

Approve Assignments or Request Revisions

1. Click "My Dashboard"

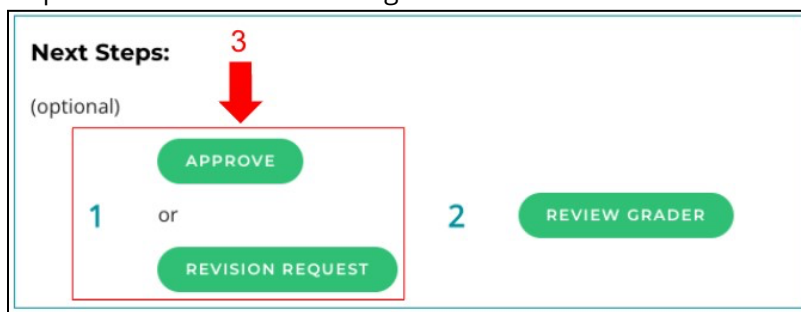


2. Click the "View Report" icon



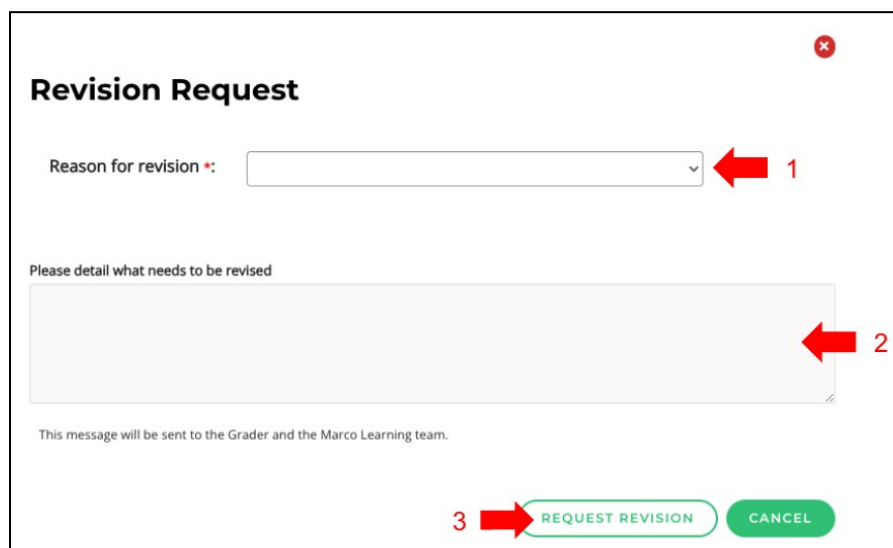
3. In the "Next Steps" box, click "Approve" or "Revision Request"

*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.



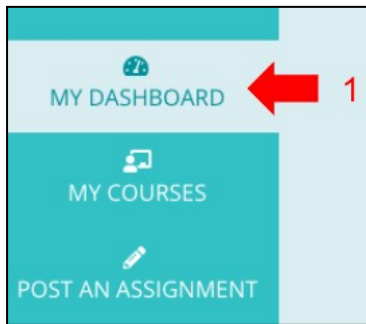
To Request a Revision:

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

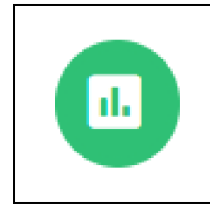
A screenshot of a 'Revision Request' form. The form has a title 'Revision Request' and a close button (red 'x'). It contains a dropdown menu for 'Reason for revision *' with a red arrow pointing to it and the number '1'. Below this is a text area for 'Please detail what needs to be revised' with a red arrow pointing to it and the number '2'. At the bottom, there are two buttons: 'REQUEST REVISION' and 'CANCEL', with a red arrow pointing to 'REQUEST REVISION' and the number '3'.

Review Graders

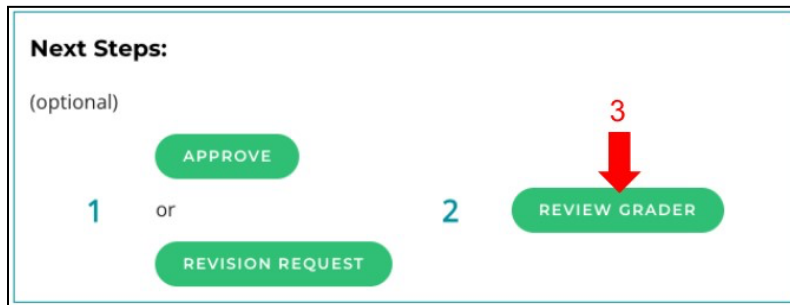
1. Click "My Dashboard"



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 three main sections: 'Areas of Strength (Specific things your Grader did well)', 'Areas of Growth (How can your Grader improve grading and/or feedback for future assignments?)', and 'Overall Rating'. The 'Overall Rating' section shows five stars. A red arrow points to the 'SEND REVIEW' button at the bottom right. Red arrows with numbers 4, 5, 6, and 7 point to the input fields and the 'SEND REVIEW' button respectively.