

Working With Grades in Teams



Listing of students in class here

Tiny Houses	DLR Week 2	Daily Language Review Week #1	Daily Language Review (DLR)
Viewed	Viewed	Viewed	
Viewed		Viewed	
Viewed			
Viewed	Turned in	Returned	
Viewed		Open student work	
Viewed		Return	
Viewed		Viewed	
Viewed		Viewed	

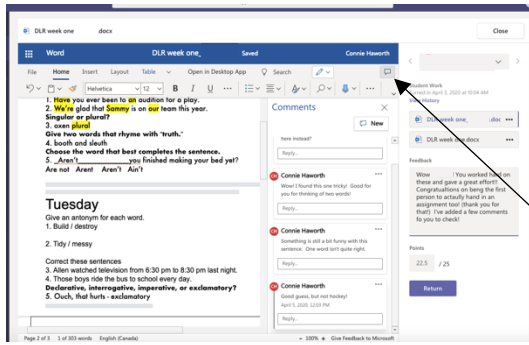
1. Go into Grades within the General Channel. In there, you will see a list of your students, what assignments they have viewed and what assignments they have turned in.
2. If you 'hover over' with your mouse/trackpad, you will see three dots appear (... - also called an ellipses)
3. You will see Open Student work, then click on that option.

4. You can comment on or edit a student's work by choosing Edit Document. (For this example, I chose Edit in Browser)

It will also open a feedback box where you can provide general comments.

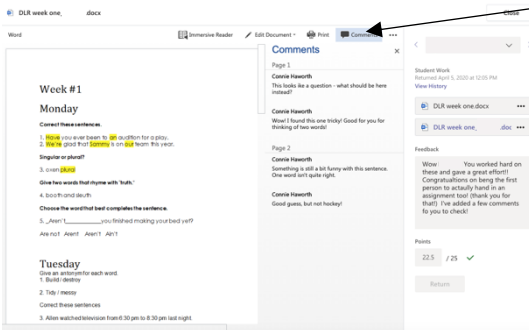
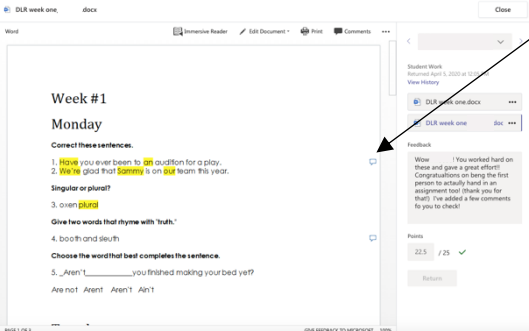
5. When you 'Edit in Browser' the window will look like this.

To make a comment on a specific part, highlight that section, and the option to make a new comment will appear.



You can make multiple comments, just highlight where you want them to appear. If you have chosen a points value, you can type that into the points box as my example shows.

Clicking the Comments box on the upper right side, will close the comments, and little speech bubbles will appear on each line where a comment has been made.



To recheck your comments, just click on that same upper Comments icon.

When you are finished, click Return.

General Posts Files Class Notebook Assignments Grades Wiki Read me first! Welco... 1 more

Due before Apr 30

Export to Excel

Search students

	Tiny Houses	DLR Week 2	Daily Language Review Week #1	Daily Language Review (DLR)
	Apr 30 - 24 points	Apr 30 - 25 points	Apr 30 - 25 points	Apr 30
	Viewed		Viewed	
	Viewed		Viewed	
	Viewed			
	Viewed		22.5	Returned
	Viewed		Viewed	Viewed
	Viewed		Viewed	
	Viewed			Viewed

Listing of students in class here

In the Grades screen, the assignment will now show as returned. The student will have the ability to make corrections and resubmit.