

## Retrieve a graded assignment

After your instructor has graded your paper (allow one week after the due date), your grade will be posted. In some cases the instructor will type general comments about the paper in a message box. In other cases detailed comments will be inside the document itself. (If you cannot read Word files, or if you cannot see any comments,<sup>1</sup> let the instructor know, so that the comments will be saved in some other format, such as PDF.)

When the paper is uploaded to the course website, you will also be sent an email to let you know that it has been graded. The email will not include any grades or response files, since email is not considered secure. The email will provide a link, which will require you to log in, then take you to the page shown below.



Or you may start at the course home page, and click on the name of the assignment. You will see the confirmation data, just as you did when you submitted the assignment. Below that, you will see the grade, instructor comments, and any file the instructor has uploaded for you to view:

The screenshot displays a 'Submission status' section with the following information:

Submission status	Submitted for grading
Grading status	Graded
Due date	Monday, August 31, 2015, 11:55 PM
Time remaining	4 days 0 hours
Last modified	Wednesday, December 24, 2014, 5:16 PM
Submission comments	<a href="#">Comments (0)</a>

Below the submission status, there is an 'Edit submission' button and a link that says 'Make changes to your submission'.

The 'Feedback' section contains the following information:

Grade	87.00 / 100.00
Graded on	Thursday, August 27, 2015, 2:51 PM
Graded by	 Michael Mamson
Feedback comments	good work in most sections, but the section on literary context ignored the connection this passage has with the following passage.
Feedback files	 Smith paper graded.doc

<sup>1</sup> In “read” view, redline edits will not be seen. Use “Print Layout” view.

To download the file to your own computer, click on the file. Depending on how you have told your computer to handle such documents, a small box may pop up to ask you how to save the file. Navigate in your computer to the folder you want the file to be in, and click “Save.”