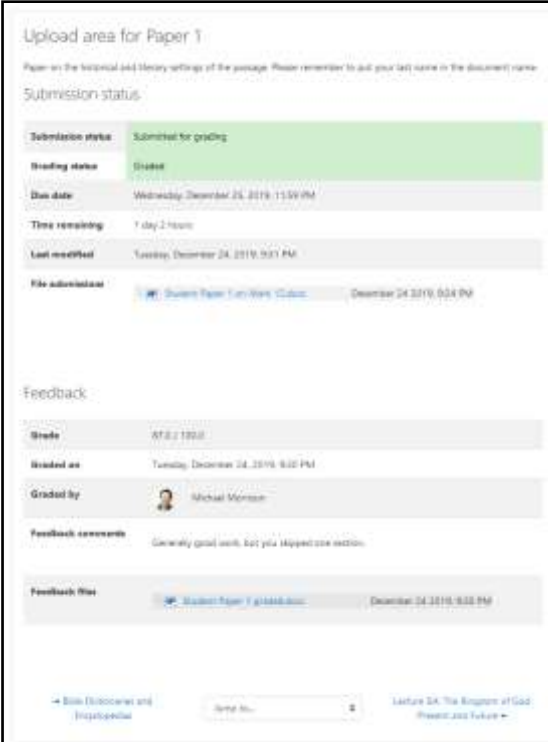


Retrieve a graded assignment

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,¹ 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 user interface for a course assignment. At the top, it says "Upload area for Paper 1" and includes a note: "Paper is the filename and history settings of the package. Please remember to add your last name in the document name." Below this is the "Submission status" section, which includes:

- Submission status: Submitted for grading
- Grading status: Graded
- Due date: Wednesday, December 26, 2019, 11:59 PM
- Time remaining: 1 day, 2 hours
- Last modified: Tuesday, December 24, 2019, 9:51 PM
- File submitted: Student Paper 1.mw.docx (December 24, 2019, 9:54 PM)

Below the submission status is the "Feedback" section, which includes:

- Grade: 87.0 / 100.0
- Graded on: Tuesday, December 24, 2019, 9:52 PM
- Graded by: Michael Morrison
- Feedback comments: Generally good work. But you missed one section.
- Feedback file: Student Paper 1 graded.docx (December 24, 2019, 9:52 PM)

At the bottom of the page, there are navigation links: "Back (Subpages and Properties)", "Print this page", and "Lecture 24, The Kingdom of God (Present and Future)".

¹ 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.”