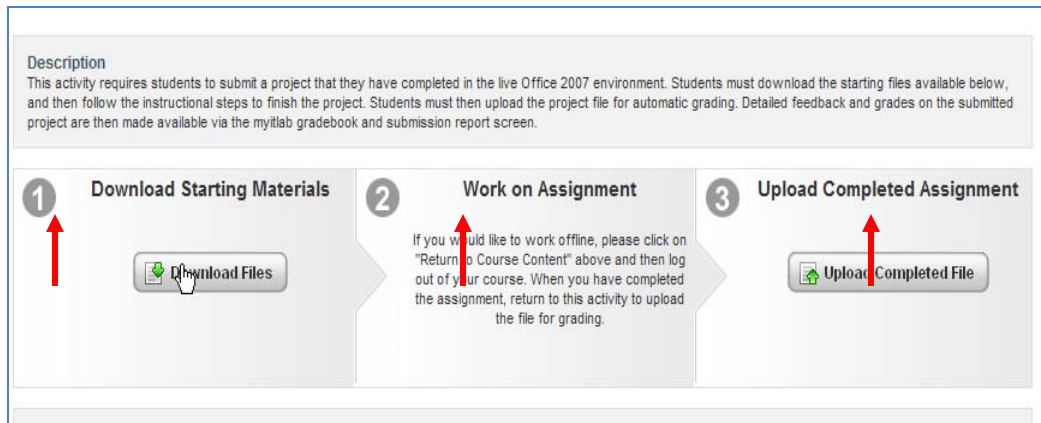


Student Instructions: Working with Grader in myitlab

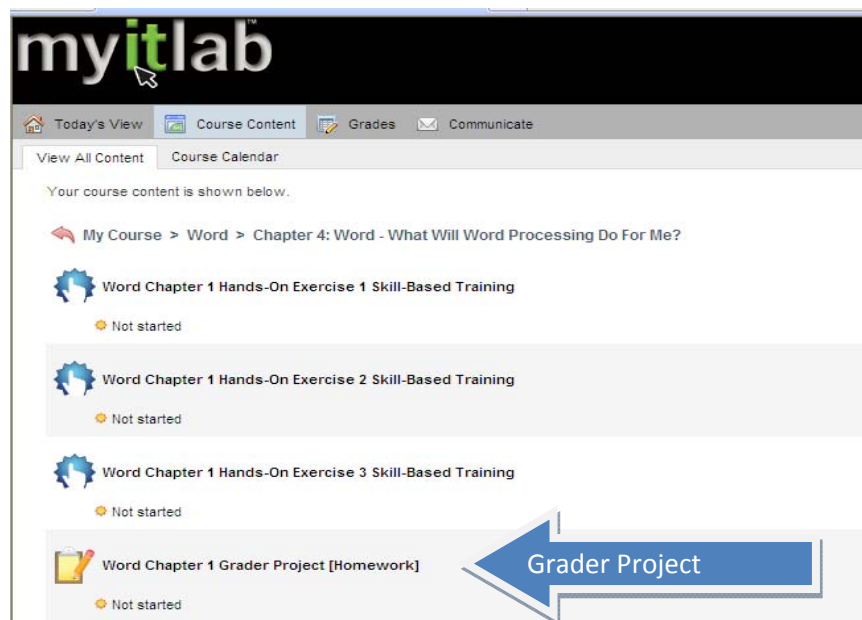
Your instructor may assign Grader projects to you in your myitlab courses. You will be asked to complete a project live in the Office application (Word 2007, Excel 2007, PowerPoint 2007, or Access 2007), and then submit to the myitlab grading engine for immediate grading and detailed feedback.

Students simply **download the starting materials**, **launch the live Office application and complete the project** as instructed, and then **upload the completed assignment** to be graded.

It's as simple as 1 – 2 – 3:

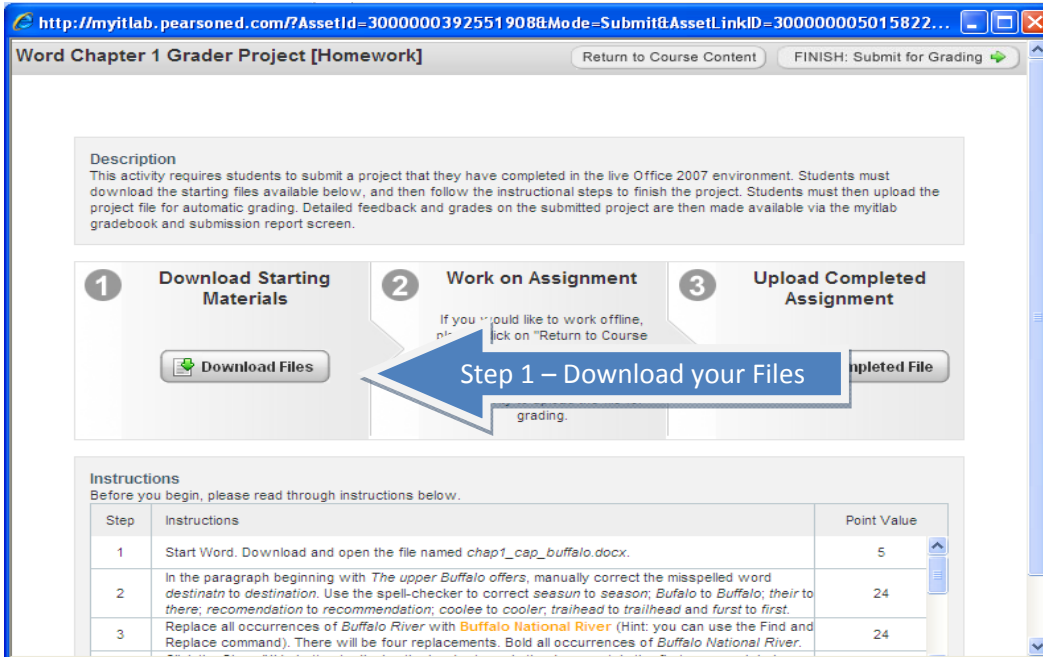


1. **Login into myitlab** using your login name and password
2. **Open your Course**, click on **Course Content**, and navigate to the **Grader Project** in the appropriate folder as directed by your instructor.



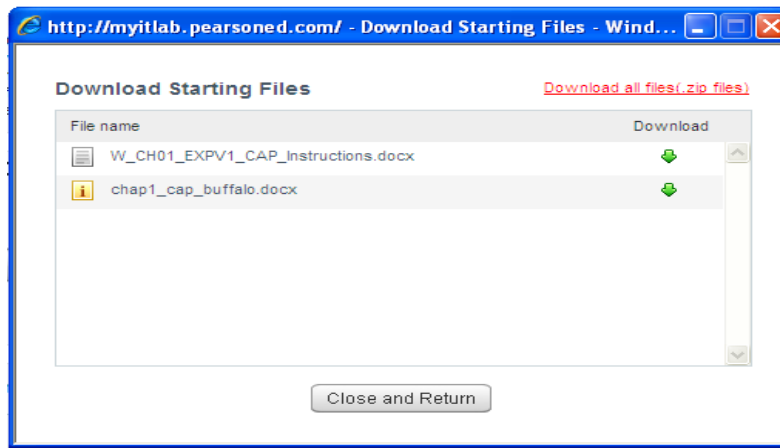
3. **Click to open the Grader Project.** You will be taken to a screen displaying a **3 Step Process**:

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Step 1) Download the Instructions and Data File(s) -

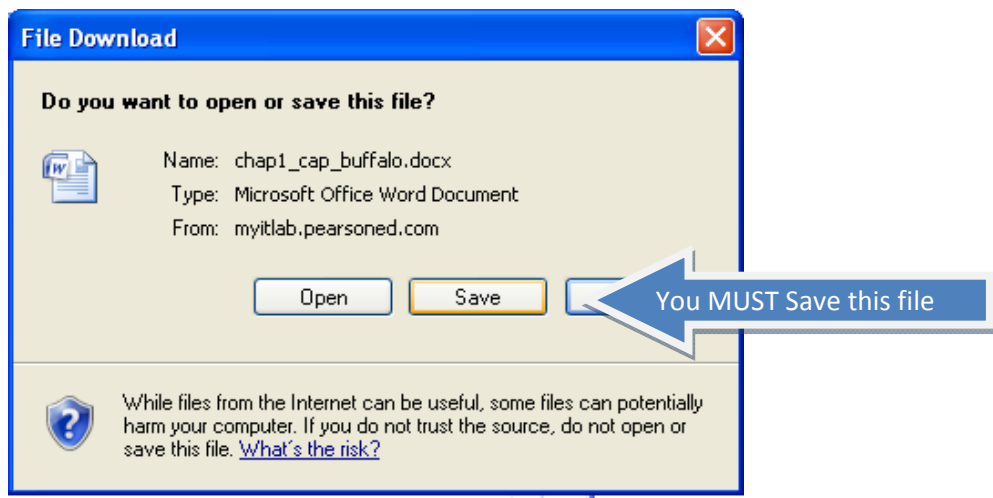
IMPORTANT - Everyone must download their own copy of the file through the Grader Project screen and complete the entire 3 step process ON YOUR OWN as part of the assignment.



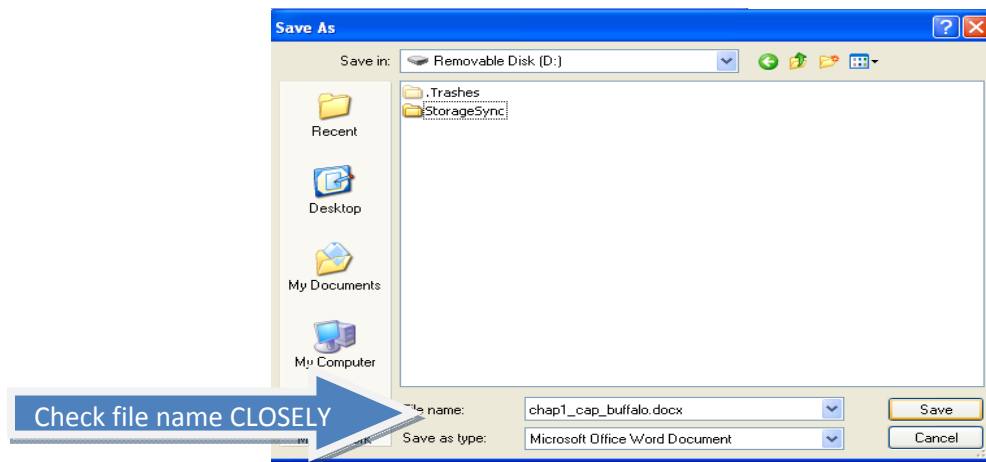
You will have 2 types of files to download –

- 1. The Grader Instruction file** – this is a Word document containing the instructions for this assignment. This can be directly opened and printed for your use, or you may choose to save it to your flash drive or to a folder on your personal computer to be opened or printed later.
- 2. The Grader Assignment Starter File(s)** - You must always download all data files and **save to your jump drive or to a folder on your personal computer**. You may not work with the file unless it has been saved first - Do NOT change the name of the file unless instructed to do so.

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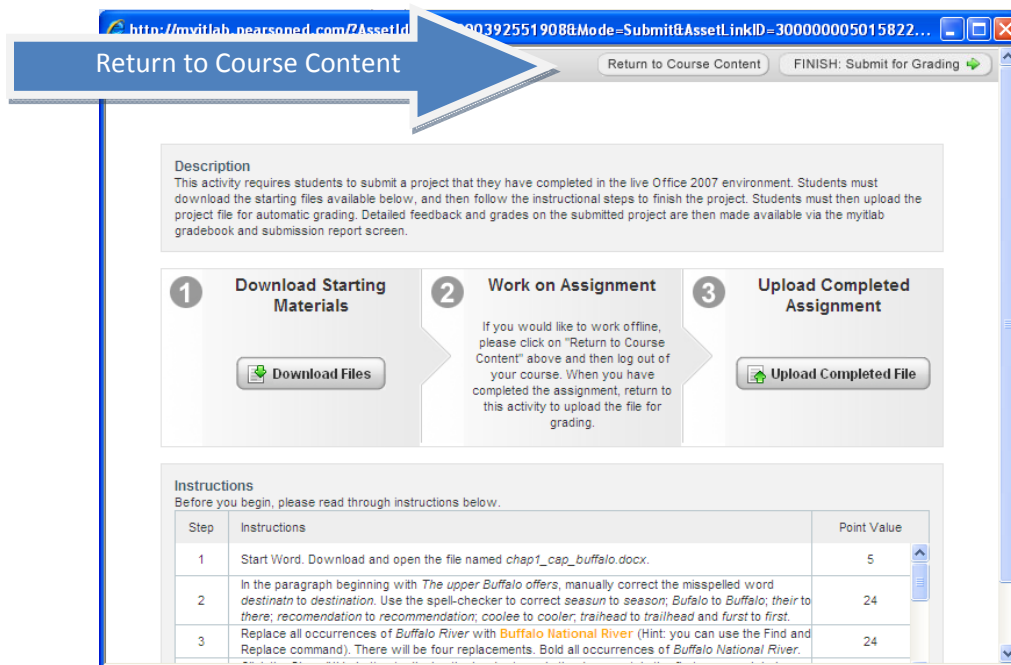


IMPORTANT: You must **SAVE** this file to your jump drive. **DO NOT** open it here – if you do you will not be able to save changes made to this file as it is stored on the publisher’s web server.



When completing the download of the file, make sure you do not change the name of the file. If you have downloaded it before, the downloader may try to insert a [1] at the end of the file name – this will cause you to lose points on your assignment. The name must match exactly with what is displayed in the download dialog box – including the complete file extension (.docx,.xlsx, .pptx, etc.)

Step 2) Complete the Assignment in a "live" version of the Office Software (Word 2007, Excel 2007, PowerPoint 2007, or Access 2007). Select the **Return to Course Content** button to exit Grader without submitting a file to be graded.

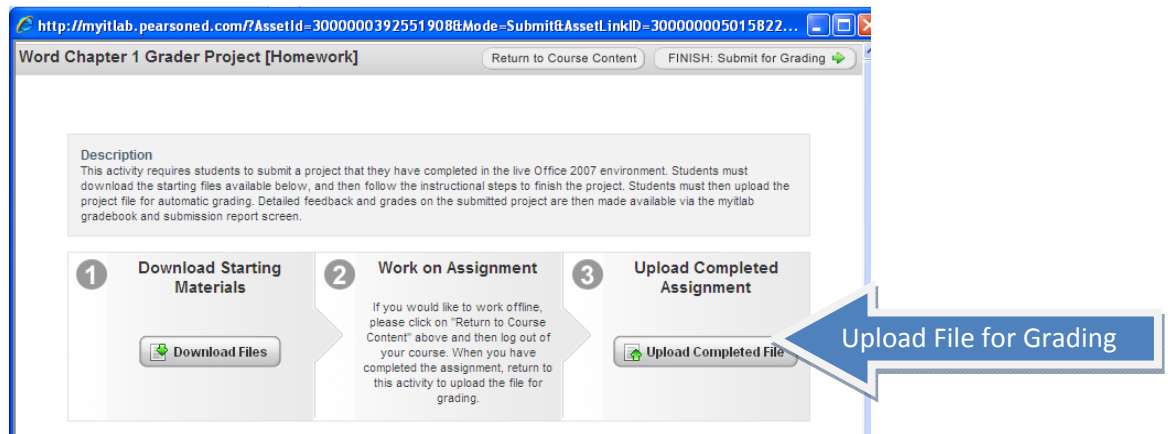


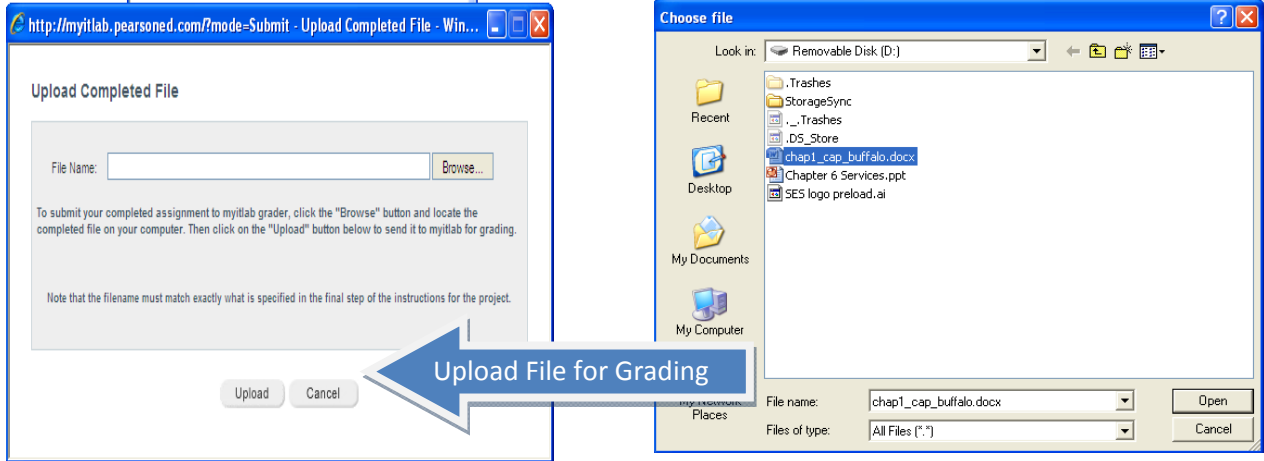
Navigate to the starter file on your jump drive or in a folder on your computer to open the application software and the downloaded files. You may want to print out the instructions to follow as you complete your project.

When you are finished, be sure to **SAVE** the file with your changes – do not execute a "Save As" command or in any way change the file name.

Step 3) Upload your completed document through the Grader Project Screen.

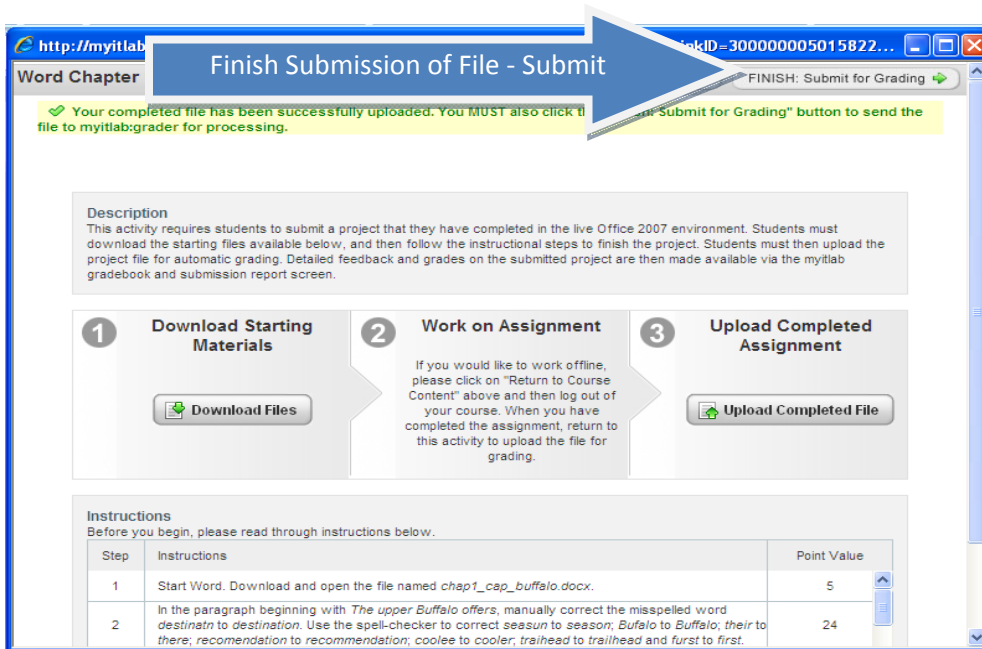
If you have logged out of your myitlab course, log in and navigate back to the Grader Project. Click to open the file and return to the Grader screen as shown here.

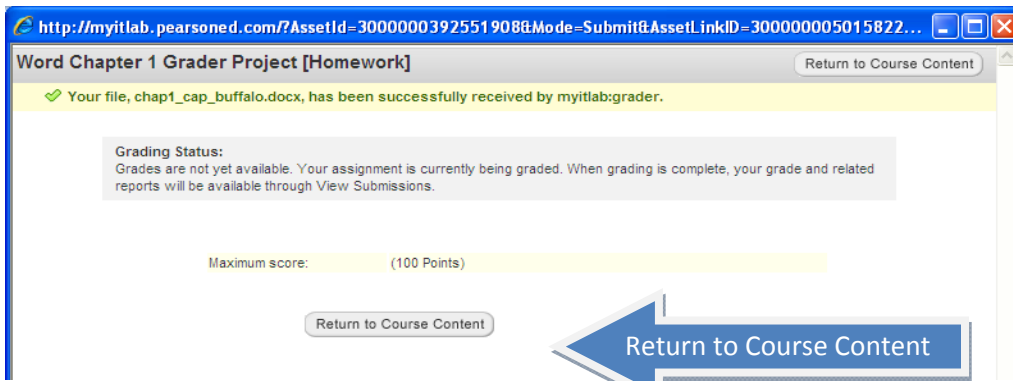




Browse to your jump drive or to the file on your computer to find the completed copy of the Grader file. The file that you upload must have originated from the same file that you downloaded in Step 1 and have the EXACT file name as required by the project instructions.

To submit the assignment for grading, after uploading to myitlab, you must hit the "**FINISH: Submit for Grading**" button at either the top or the bottom of the screen.





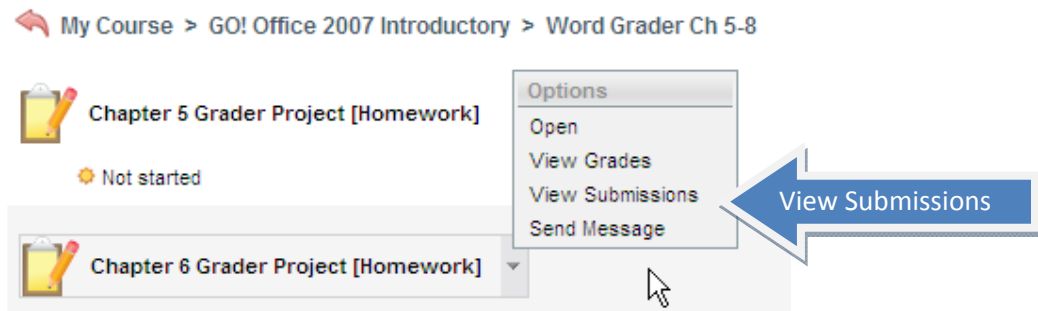
When your project has been submitted you will receive a message indicating that it has been submitted for grading. Your grade will be available through the myitlab gradebook.

Click on the **Return to Course Content** button to return to your myitlab course materials.

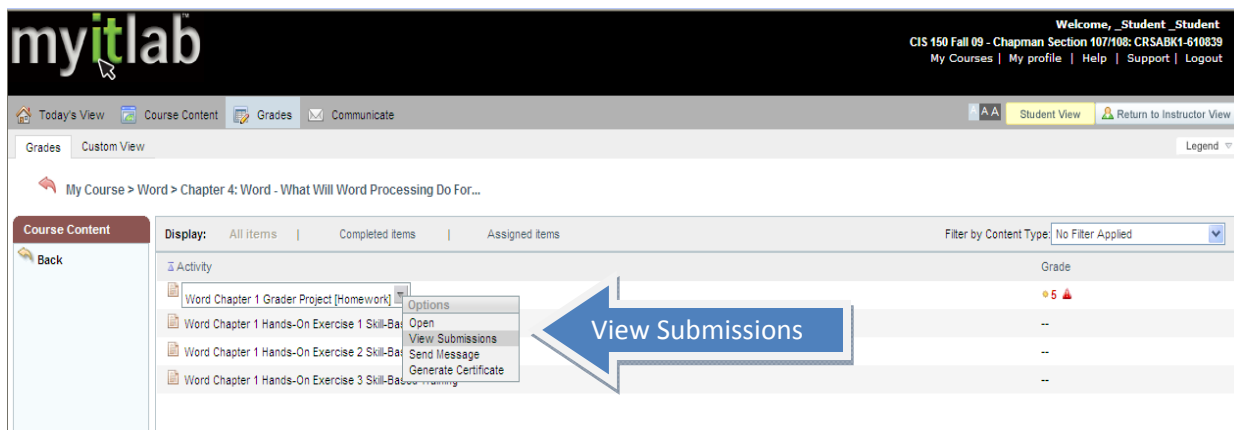
Viewing your Grader Results:

You can view details of your submission directly from your course or by locating it in your Gradebook.

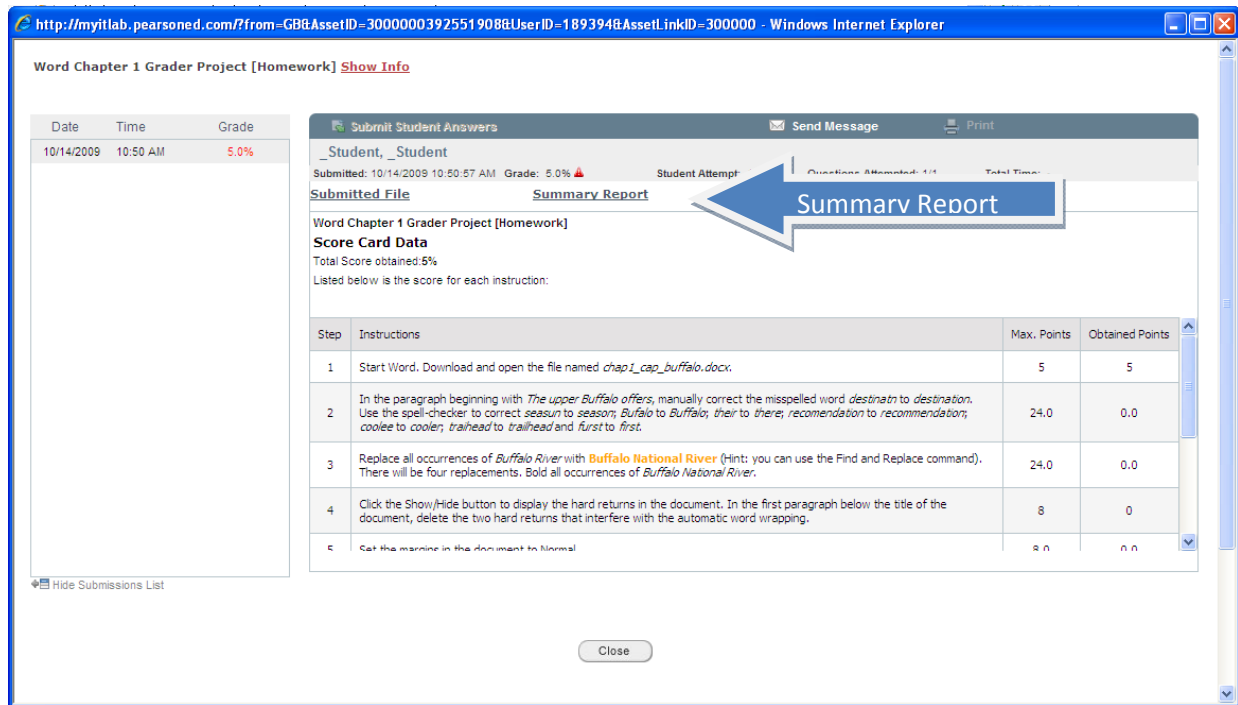
1..When you return to the **Course Content** page, locate the **Grader Project** you have completed, hover over the name of the assignment to bring up the **Options** menu, and select **View Submissions**.



2. OR click on the Gradebook tab in your course, locate the Grader project, select the down arrow to the right of the assignment and click **View Submissions**.



The initial **Score Card Data** report shows you how many points you have earned for each step of the project as well as the maximum amount of points possible for each step. Your score is shown as a percent.



Click on the **Summary Report** link to see additional details.

Many of the steps in each project contain more than one part, and Grader allows for partial credit to be awarded. The **Summary Report** allows you to see exactly where *within* each step you lost points.

Click the **expand/collapse arrows** to see details:

Your Total Score Obtained: **82% (82/100)** | Date Report Run **12/08/2**

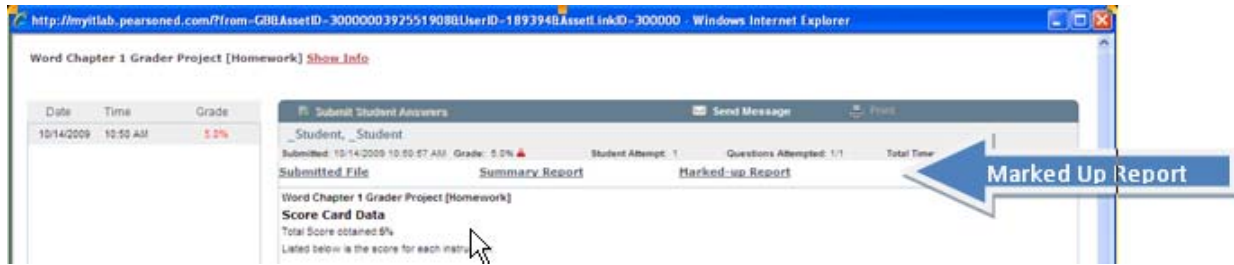
There are items which are either extra or missing in the document you submitted. Click on the arrow to view details.

You lost points in the following instructions. Click on the arrow to view the errors.

Step	Instructions	Points Deducted
I-2	At the insertion point, use the Insert Text from File command to insert the text from the downloaded file named <i>w05H_Letterhead</i> . With the insertion point in the second blank paragraph below the letterhead (hint: press CTRL+END to be sure), insert the current date in the July 17, 2009 format and set the date to update automatically.	3.000
	In the paragraph that starts with "Los AngelesCA90028" (3) the 'Paragraph Text' was not submitted as 'Los AngelesCA90028'.	0.000/3.000
I-3	Press ENTER to insert a new blank paragraph below the date. Enter the following recipient information: Ms. Caroline Westbrook Artists' Workshop Agency 249 Fifth Avenue #2700 New York, NY 10001	6.000
	Select the first three lines of text in the recipient information. Change the line spacing to 1.0, and add 0 pt spacing after each paragraph. For the last line (<i>New York, NY 10001</i>), ensure the line spacing is set to 1.15, and 12 pt spacing after this paragraph. At the end of the last address line, press ENTER.	
	In the paragraph that starts with "New York, NY 10001" (11) the 'Paragraph Text' was not submitted as 'New York, NY 10001'.	0.000/3.000
	In the paragraph that starts with "249 Fifth Avenue #2700" (10) the 'Paragraph Text' was not submitted as '249 Fifth Avenue #2700'.	0.000/3.000
I-5	At the end of the document (hint: press CTRL+END to be sure), type Sincerely , press ENTER and then type: John Diamond Vice President, Creative Development	3.000
I-6	Select the <i>Sincerely</i> , paragraph. Add 30 pt spacing before and 18 pt spacing after this paragraph. Select the <i>John Diamond</i> and <i>Vice President, Creative Development</i> paragraphs. Set the spacing before and after these paragraphs to 0 pt.	1.000
I-9	Select the entire document. Change the font to Cambria.	5.000

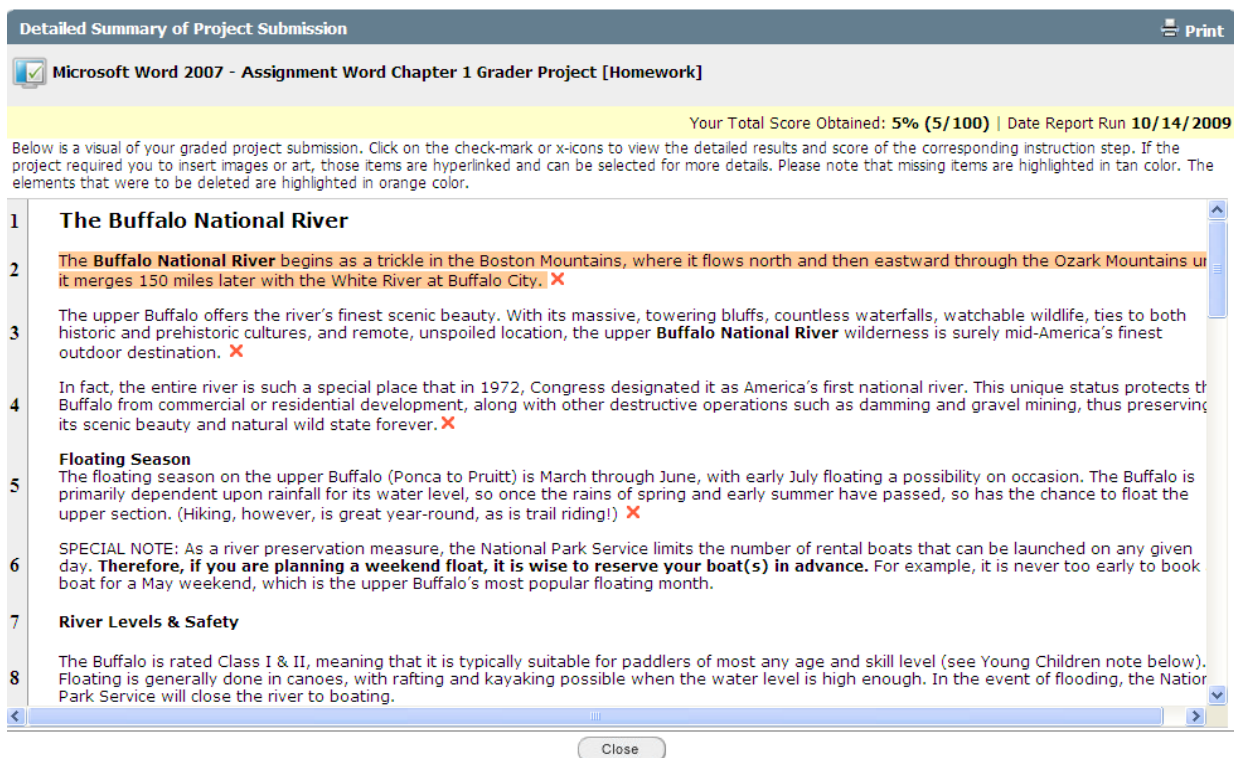
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Close this report to return to the score card and click the link to the **Marked Up Report**.



The **Marked Up Report** is a visual of the your actual student submission.

This report will give you details on your project submission with red **X**'s indicating incorrect actions and green **✓**'s showing what you did correctly.



By clicking on the red **X** and/or the green **✓**, you are provided with the actual actions taken within each task. This detailed report also shows if partial credit is awarded.

Actions performed on the paragraph that starts with "The Buffalo National River begins..." (2)		
Instruction 3 ▶	Replace all occurrences of <i>Buffalo River</i> with Buffalo National River (Hint: you can use the Find and Replace command). There will be four replacements. Bold all occurrences of <i>Buffalo National River</i> .	
	Points Awarded to Student	0.000 / 6.000
	✘ In paragraph(2) , the text 'Buffalo River' was not replaced by text 'Buffalo National River'.	0.0 / 4
	✘ In paragraph(2) , bold was not applied to the text 'Buffalo National River' .	0.0 / 2
Instruction 4 ▶	Click the Show/Hide button to display the hard returns in the document. In the first paragraph below the title of the document, delete the two hard returns that interfere with the automatic word wrapping.	
	Points Awarded to Student	0.000 / 8.000
	✘ In the paragraph that starts with "The Buffalo National River begins..." (2) the 'Paragraph Text' was not submitted as 'The Buffalo National River begins as a trickle in the Boston Mountains, where it flows north and then eastward through the Ozark Mountains until it merges 150 miles later with the White River at Buffalo City. '.	

Click the **Close** buttons on each form to return to your myitlab course.