Enabling and Grading Offline Submissions

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When assessments are done in-person or on another platform, you can create an offline assessment to store student grades, and provide feedback. When this feature is enabled, students will not be able to submit assessments online.

Note: You can't collect submissions offline for an assessment with questions.

Enabling Offline Submissions:

- 1. Select the assignment for offline submissions.
- 2. Select thegear icon (top-right-side). The Settings panel is displayed.

Content and Settings Submissions (0) Student Activity Question A	nalysis	
Assignment Content	rint Assessment Settings	(
Our first written assignment. It asks you to choose two articles from a list and evaluate them. You'll be determining what the author is saying, what their reasons are, and whether you think the reasons are good. Instructions are attached.	tu Due date 1 month Fri Dec 20, 2024 11:59 PM (ES ↑↓ Grade category Assignment	ח
CUL493 - Assignment 1 - Assessing Article	Grading Points 10 maximum points Post grades manually when a graded. Change grade posting	ssessment is <u>3 setting.</u>
Allow students to add content at end of assessment	Attempts allowed	
Submission	Originality Report	

Check Collect submission offline. Note: If this box is greyed out text will appear below Collect submission offline. Follow the suggestions and change features that may
be blocking the ability to collect offline submissions.



4. Update grading and submission options.



5. Select Save. The content area of the assignment will have the following notice visible to you:

Grading an Assignment with Offline Submissions

For detailed information about grading an assignment, visit Grading an Individual Assignment.



2. Select the Gradable Items tab to view your assessments.

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2	Content <u>Calendar</u> Announcements	Discussions Gradebook	Messages (5) Analy	/tics Groups	Student Preview
	Overview Gradable Items Grades	Students			<u> 1</u> 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Ē	Item 🕈	Category ≎	Due Date 🕈	Grading Status 🗢	Post 🗢
ጵ	Assignmen Assessing Articles	Assignment	12/20/24, 11:59 PM		↑↓
	Reflections Values 1 missing 0 of 1 submitted	Journal	3/31/23, 9:51 AM	⊘ Complete	↑↓
	Practice Quiz 1 0 of 1 submitted	Quiz		⊘ Complete	tį

- 3. Select the offline assignment you want to grade.
- 4. Select a student to grade. The Create Attempt panel is displayed.



6. Select Save. The Submission window is displayed for the selected student.

7. Enter the grade, and provide feedback for the student



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