

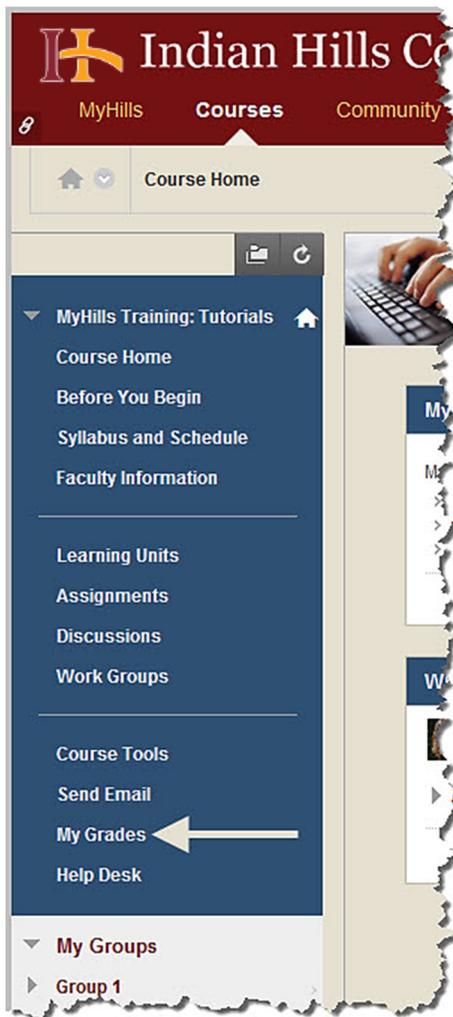
Computer Tutorial:

Review Submitted Assignments, Tests, and Communication Tools

Purpose: To show students how to review submitted Assignments, Tests, and Communication Tools from within the My Grades area of a course in MyHills.

From within a course in MyHills, click “**My Grades**,” which is located in the **blue** Course Menu.

Note: You may also access the “My Grades” area of your course by clicking “Course Tools,” and then clicking “My Grades.”

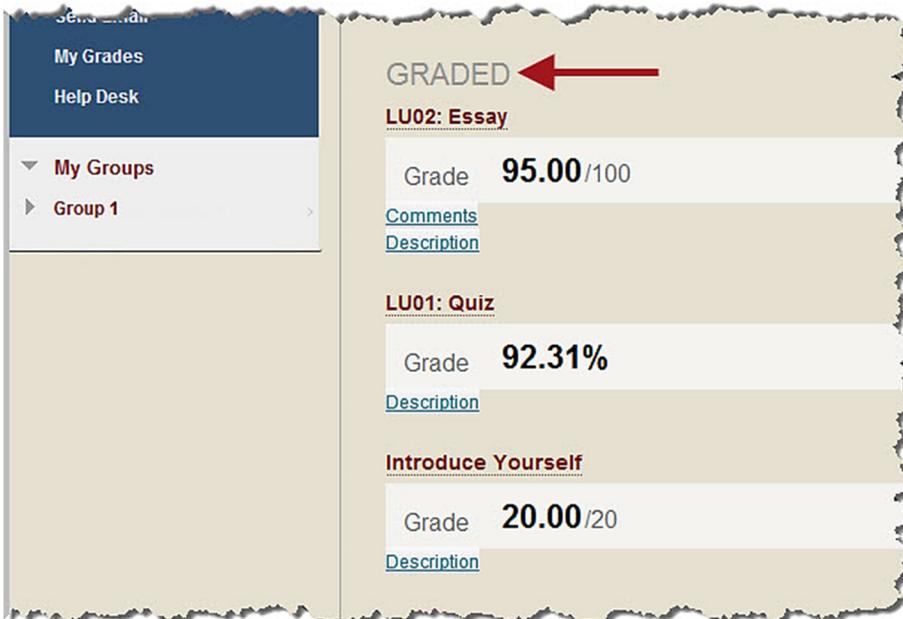


The “My Grades” page will open.

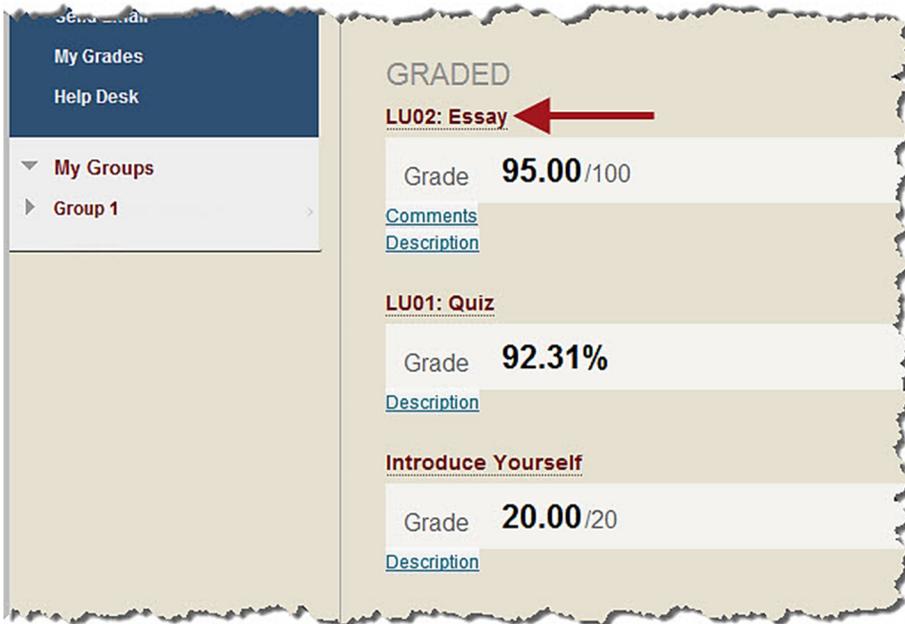


Under “Graded,” there will be a list of assessments, along with the grade you received for each assessment.

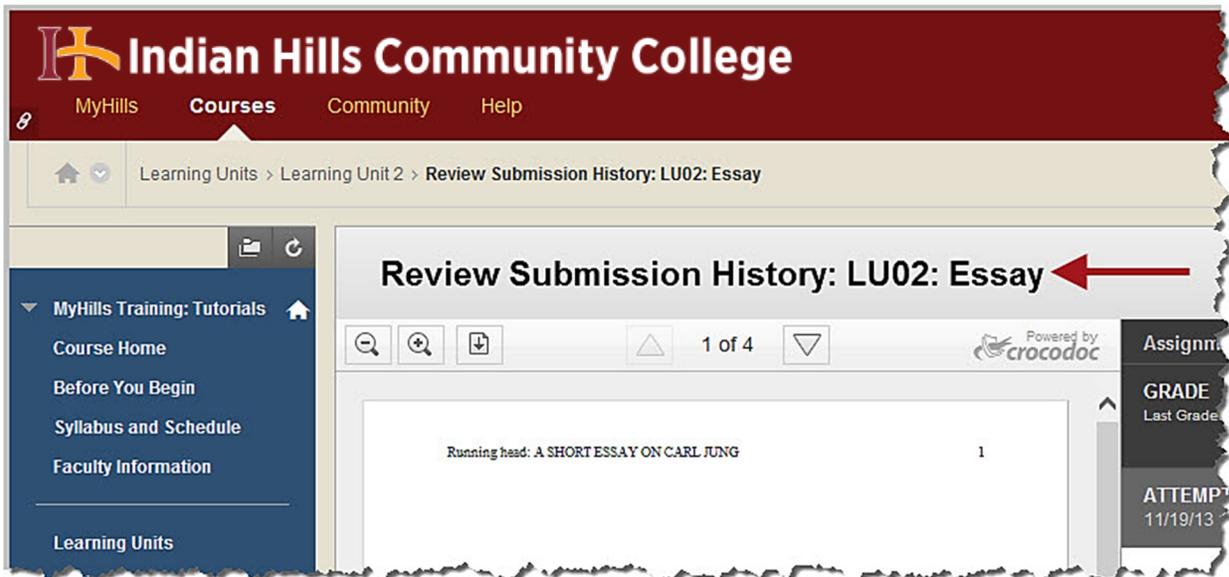
Note: Not all instructors make graded assessments available for students to view, so you may not see items listed here. Contact your instructor, if this is the case.



Click the title of an assignment to access the “Submission History” for that assignment.



The “Review Submission History” page will open.



On the “Review Submission History” page, *if available*, you can view your grade for each “Attempt,” as well as your overall “Grade” for the assignment.

The screenshot shows the top portion of a web interface. The title is "Review Submission History: LU02: Essay". Below the title is a toolbar with icons for search, zoom, and download, and a page indicator "1 of 4". The main content area on the left shows a document preview with the text "Running head: A SHORT ESSAY ON CARL JUNG" and a page number "1". On the right, there is a sidebar titled "Assignment Details" which contains a table with the following information:

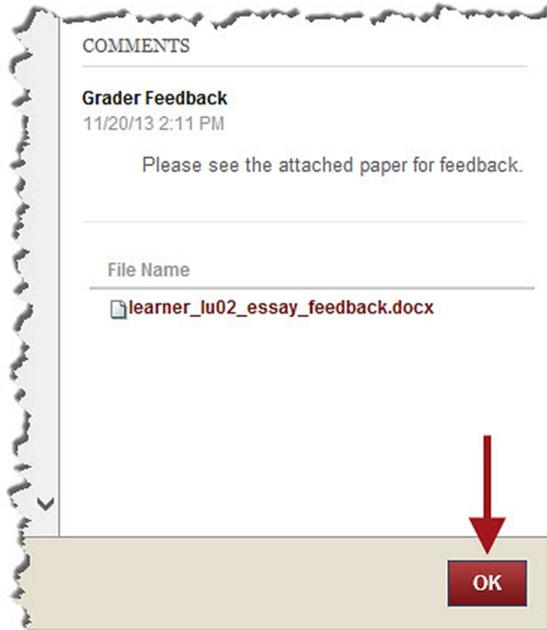
GRADE	95/100
Last Graded Attempt	
ATTEMPT	95/100
11/20/13 2:09 PM	

You may also be able to view “Grader Feedback” left by your instructor about the assignment. If your instructor uploaded an edited version of the document you submitted for the assignment, it will be located below the “Grader Feedback” area under “File Name.” Click the name of the file to open it.

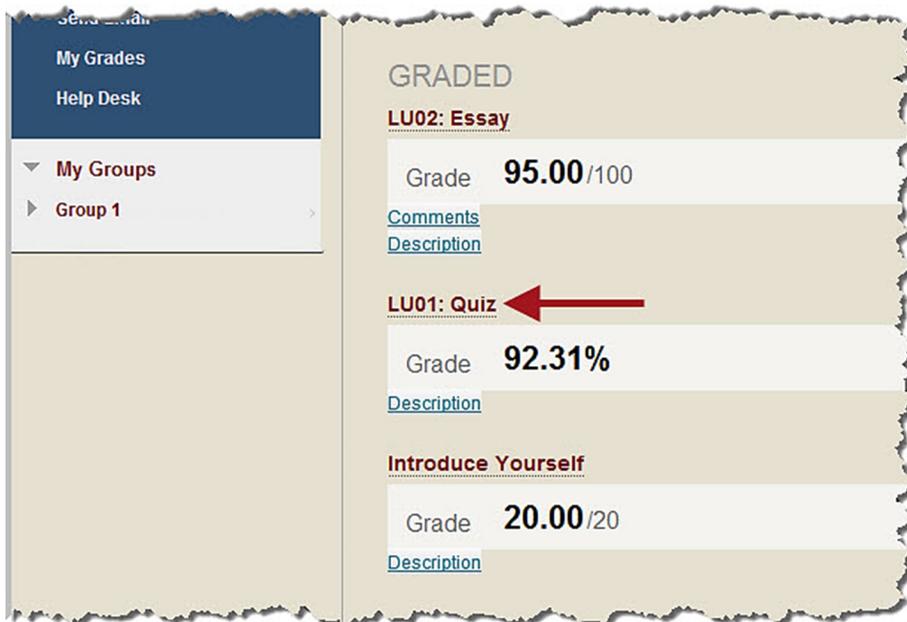
This screenshot shows the same interface as the previous one, but with more content visible. The document preview on the left now shows the full text of the essay, including the author's name "Janet Learner" and the date "October 2013". The sidebar on the right has expanded to show a "SUBMISSION" section with a file named "learner_lu02_essay.docx" and a "COMMENTS" section. The "COMMENTS" section contains a "Grader Feedback" entry from "11/20/13 2:11 PM" with the text "Please see the attached paper for feedback." Below this, there is a "File Name" section with a file named "learner_lu02_essay_feedback.docx".

Click **“OK”** to return to the **“My Grades”** area of the course.

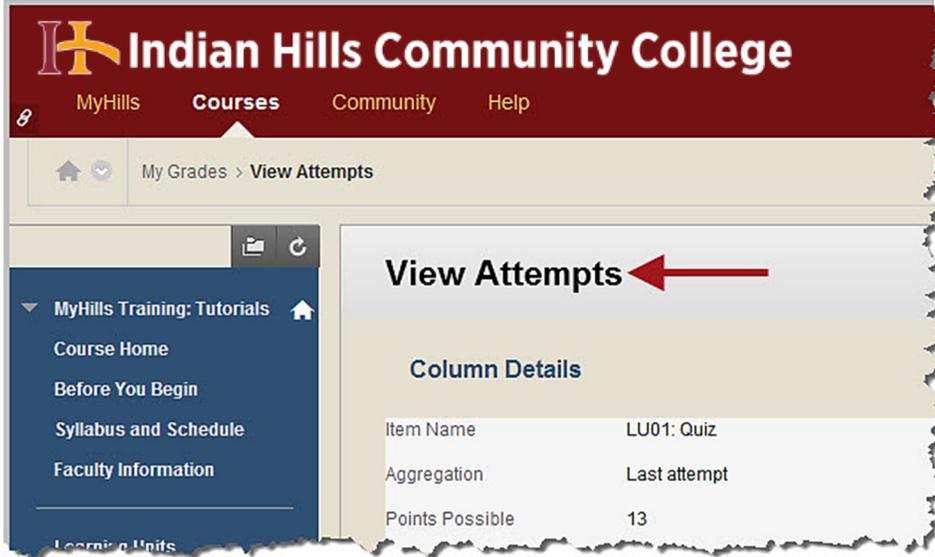
Note: For more information on the **“Review Submission History” page, please see the tutorial **“Submit an Assignment in MyHills.”****



Click the title of a test to access the **“View Attempts”** page for the test.



The "View Attempts" page will open.



This page will include attempt information for the test, as well as your "Calculated Grade," if your instructor has made it available.



Click the score under “Calculated Grade” to review your test submission.

Column Details

Item Name	LU01: Quiz
Aggregation	Last attempt
Points Possible	13

Attempts

Date Created	Date Last Submitted or Edited	Calculated Grade
Nov 19, 2013 11:03 AM	Nov 19, 2013 11:03 AM	92.31%

[Icon Legend](#)

The “Review Test Submission” page will open.

Indian Hills Community College

MyHills Courses Community Help

Learning Units > Learning Unit 1 > **Review Test Submission: LU01: Quiz**

MyHills Training: Tutorials

On the “Review Test Submission” page you can view general information about the test in the white box at the top of the page.

Review Test Submission: LU01: Quiz

User	Janet Learner
Course	MyHills Training: Tutorials
Test	LU01: Quiz
Started	11/19/13 10:59 AM
Submitted	11/19/13 11:03 AM
Status	Completed
Attempt Score	12 out of 13 points
Time Elapsed	3 minutes out of 1 hour.
Instructions	

Question 1 1 out of 1 points

Additional feedback, such as test questions, answers, and points, may also be viewed on the “Review Test Submission” page, *if your instructor has made it available.*

Question 1 ← 1 out of 1 points

49+121+7=
Selected Answer: 177

Question 2 ← 1 out of 1 points

Division is the operation of taking one amount, or number, away from another.
Selected Answer: No
Response Feedback: Good Job!

Click “OK” to return to the “View Attempts” page. Then, click “OK” again to return to the “My Grades” area of the course.



Click the title of a Communication Tool, such as a Discussion Forum, to be taken to your published post and view your grade, *if available.*

My Grades
Help Desk

My Groups
Group 1

GRADED

LU02: Essay

Grade **95.00**/100
[Comments](#)
[Description](#)

LU01: Quiz

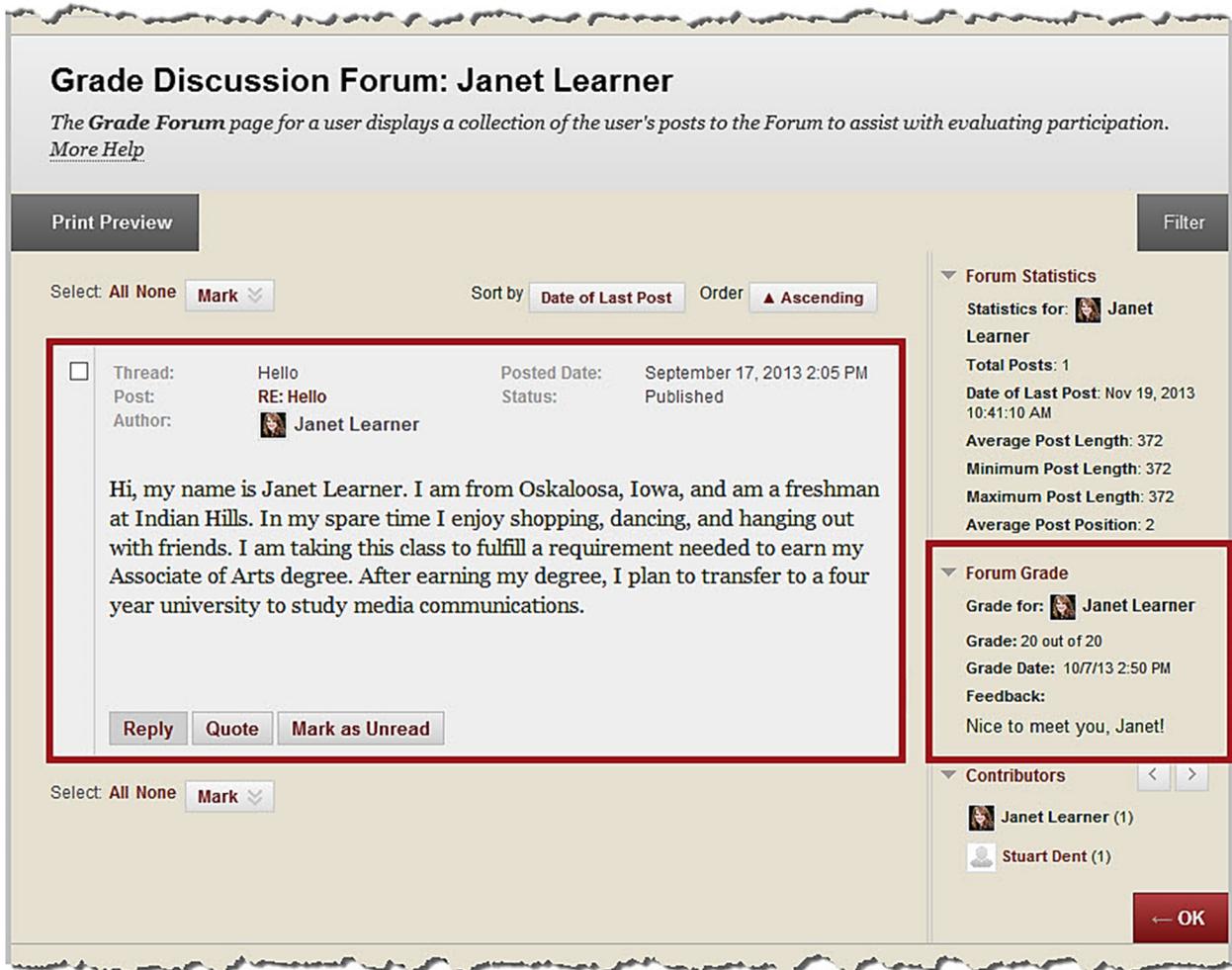
Grade **92.31%**
[Description](#)

Introduce Yourself ←
Grade **20.00**/20
[Description](#)

The "Grade" page for the communication tool you chose will open.



Your post(s), along with your grade and other information will be available on the "Grade" page.



Click "OK" to return to the "My Grades" area of the course.

Grade Discussion Forum: Janet Learner
The Grade Forum page for a user displays a collection of the user's posts to the Forum to assist with evaluating participation.
[More Help](#)

Print Preview Filter

Select: All None **Mark** ▾ Sort by: Date of Last Post Order: ▲ Ascending

<input type="checkbox"/>	Thread: Hello	Posted Date: September 17, 2013 2:05 PM
	Post: RE: Hello	Status: Published
	Author: Janet Learner	

Hi, my name is Janet Learner. I am from Oskaloosa, Iowa, and am a freshman at Indian Hills. In my spare time I enjoy shopping, dancing, and hanging out with friends. I am taking this class to fulfill a requirement needed to earn my Associate of Arts degree. After earning my degree, I plan to transfer to a four year university to study media communications.

Reply **Quote** **Mark as Unread**

Select: All None **Mark** ▾

Forum Statistics

Statistics for: Janet Learner

Total Posts: 1
Date of Last Post: Nov 19, 2013 10:41:10 AM
Average Post Length: 372
Minimum Post Length: 372
Maximum Post Length: 372
Average Post Position: 2

Forum Grade

Grade for: Janet Learner

Grade: 20 out of 20
Grade Date: 10/7/13 2:50 PM
Feedback:
Nice to meet you, Janet!

Contributors < >

- Janet Learner (1)
- Stuart Dent (1)

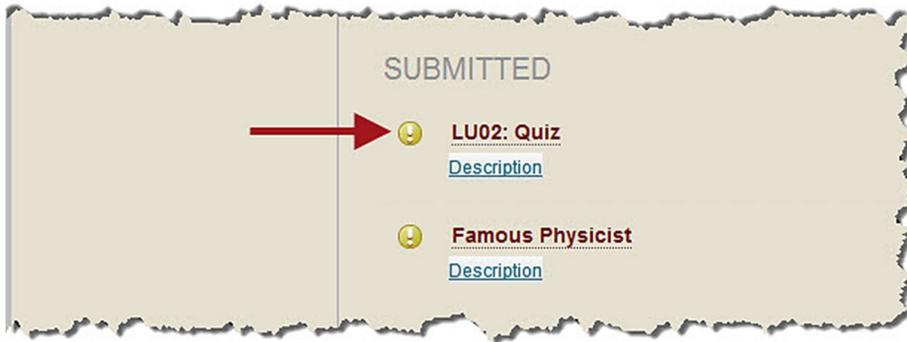
← OK

Submitted items, that have not yet been graded, will be listed under "Submitted."

SUBMITTED ←

- LU02: Quiz**
[Description](#)
- Famous Physicist**
[Description](#)

Click the exclamation point next to an item, or the title of the item, to view your submission details for that item.



Congratulations! You now know how to review submitted Assignments, Tests, and Communication Tools from within the My Grades area of a course in MyHills.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk