# Grading and Returning Submissions

If you are grading a student submission and wish to submit your corrections back to the student, you can do so by accessing the student's attempt, downloading the student's work and then making your edits.

To make the edits, you can use Microsoft Word's Comment Feature or you can turn on track changes prior to editing so that the student can see exactly what was edited.

Once you have made the corrections, you will need to access the Grade Center in order to submit the grade to the student as well as the corrected file.

1) Under "Grade Center" in the Control Panel, select "Full Grade Center".
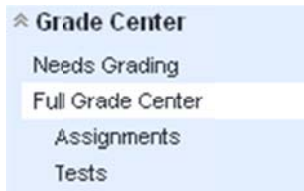
2) Scroll to the column with the item you intend to grade. There should be a green box with an exclamation point that signifies the item needs grading. Click the pull-down menu next to the item and click "View Grade Details.
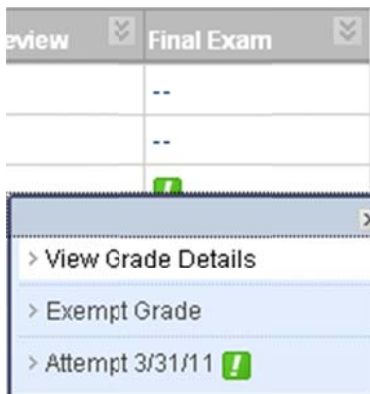
3) On the Grade Details page, click "View Attempt".
4) Under "Review Current Attempt", click the student's file to download.
5) Open the file you just downloaded and make changes in the manner you wish to do so and save.
6) Now you will enter the grade under "Current Grade Attempt" in the grade box you can type the grade for the assignment.
7) To attach the edited file, click "browse my computer" and navigate to where you saved the file and click "open" to attach it to the grade.
8) Add any notes you wish and then click "Submit".