

Teachers: View Student Submissions

Introduction

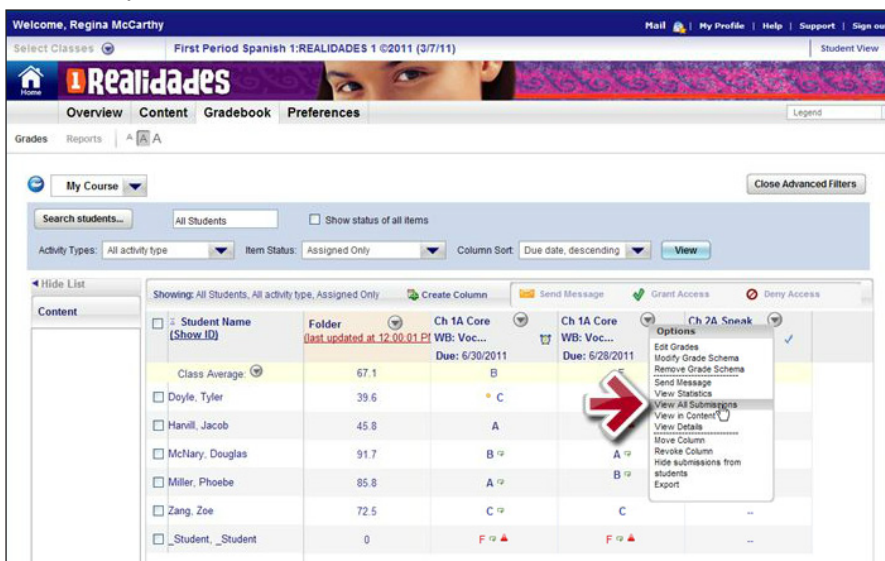
This guide explains how to view student submissions on SuccessNet Plus. First, log in to SuccessNet Plus, choose a class, and click **Student Performance** in the Products and Classes channel.

On the Gradebook tab, there are options to view all submissions for an assignment or a single submission.

Be aware that late submissions are marked with a zero until the teacher accepts the late submission.

Viewing All Submissions

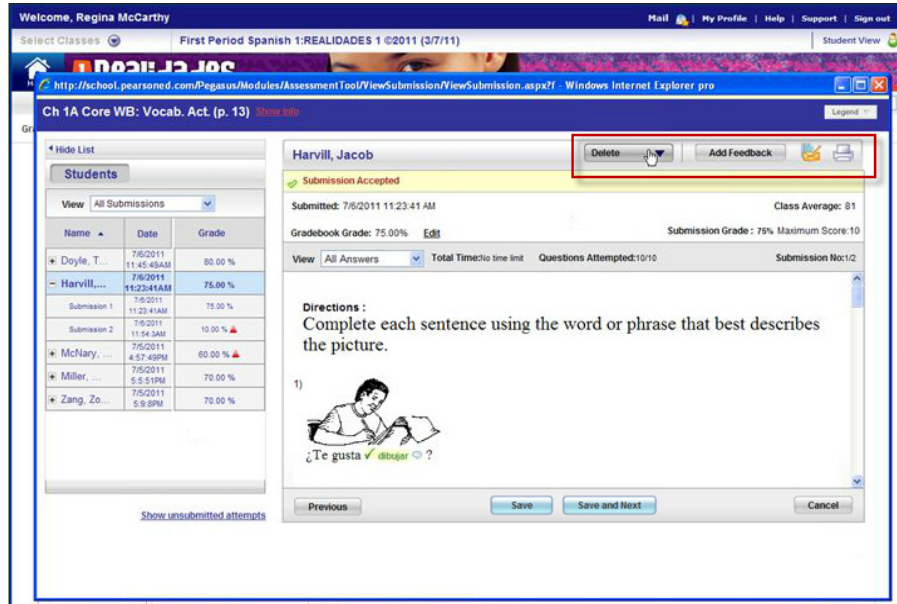
1. Click the assignment Options menu.
2. Select **View All Submissions**. The submissions preview pane now opens.



3. If there are late submissions, click **Accept All** if desired.
4. Click **Show Info** to view assignment information, including the total number of submissions, the number of questions, and the number of attempts allowed.
5. The Student List appears on the left. To shorten the list and view only those students who have submitted the assignment for grading, click the Hide unsubmitted attempts link.
6. Click a student's name in the roster on the left to display the submission in the preview pane.
7. If the student has made more than one submission, click the plus sign to view the date and times of each submission.
8. The submission recorded into Gradebook appears in the row with the student's name and appears in bold font. Assignments that allow multiple submissions may accept the highest score, the average score of all submissions, or the most recent submission.

These settings are determined when the content is created or customized.

- Above the preview pane, there are options to delete this or all submissions for this student. There are also options to record written and verbal feedback for the student, send the student a message, and print the submission.



- Underneath the student's name, information such as the date and time submitted and the Gradebook grade is provided.
- The class average and the submission grade may be displayed on the right. This information may vary for different products and different assignment types.
- Click **Save and Next** to view the next submission.
- After viewing all submissions, click **Save**.

Viewing Individual Student Submissions

- Choose the Options menu for the assignment in the student row.
- Select **View Grade/Submission**.
- View the submission as described above.
- After viewing the submission click **Close**, or click **Save** to save any changes.

Students can view their submissions. To hide submissions from students, choose the Options menu next to the assignment and select **Hide submissions from students**.