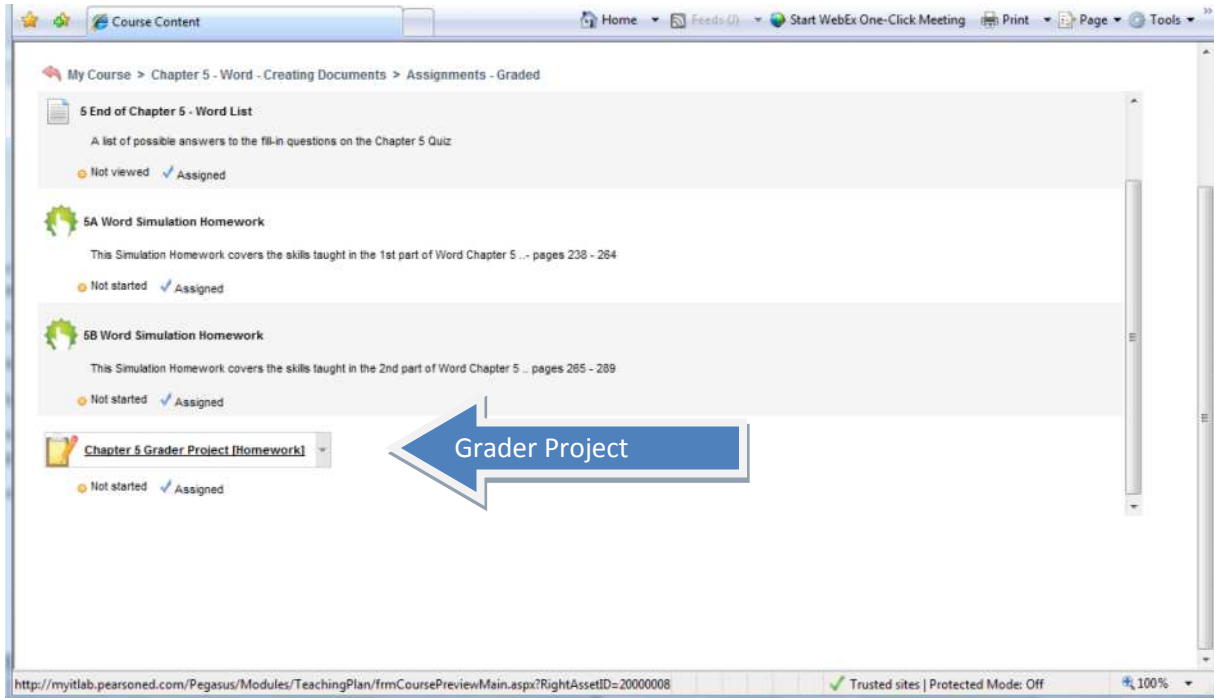
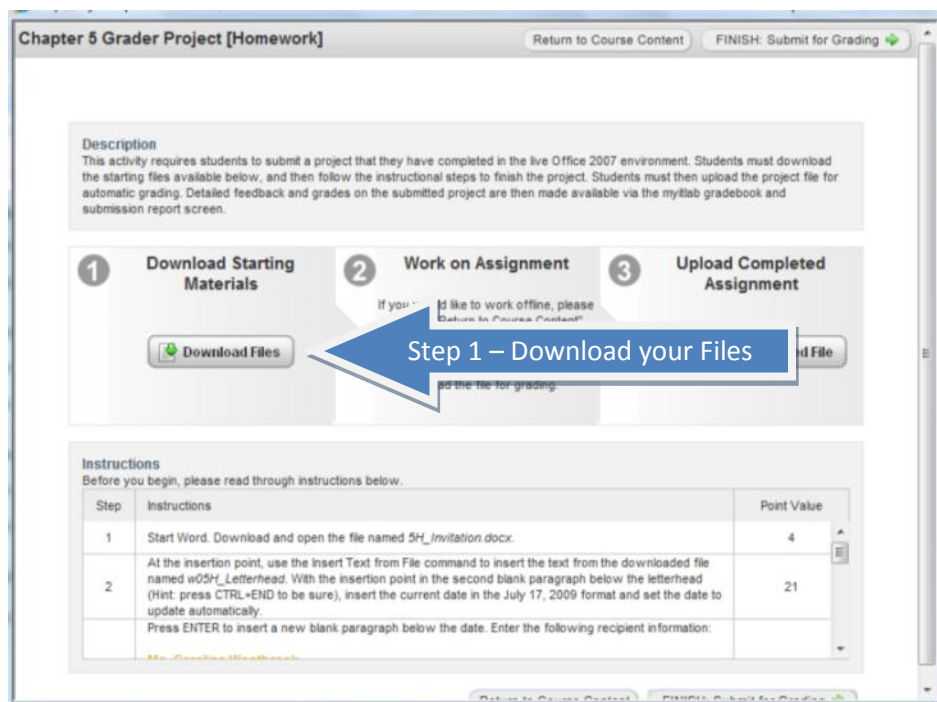


Working with Grader

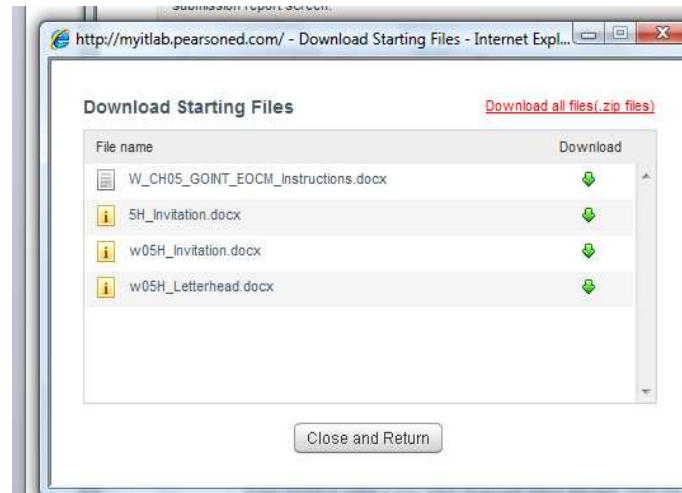
Grader Projects – Select the Grader project in the appropriate myitlab folder.



When you select the Grader Project you will be taken to a screen displaying a 3 Step Process:

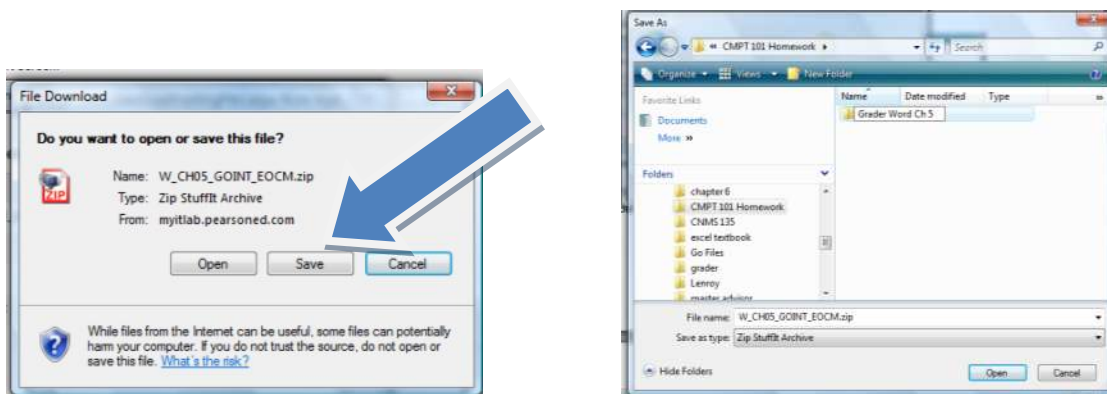


STEP 1) Download the Data File - IMPORTANT - Everyone must download their own copy of the file through the Grader Project screen. Copying someone else's file to then use for your project will be caught by the system as Academic Misconduct. You MUST complete the entire 3 step process ON YOUR OWN as part of the assignment.

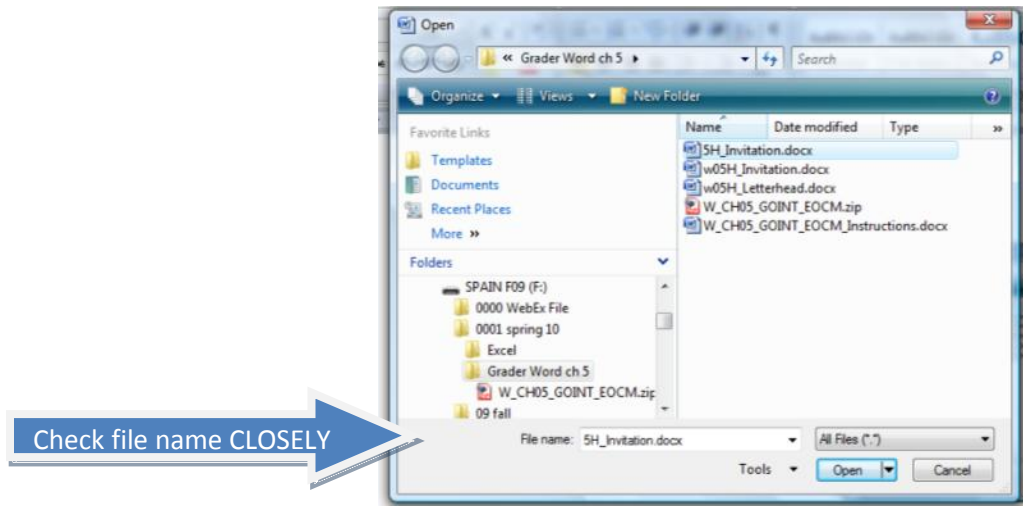


When downloading the files for Grader Assignments – create a Folder for the Chapter (i.e. Grader Word Ch 5). There will be at least two files:

- 1) **The Grader Instruction File** –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.
- 2) **The Grader Assignment Starter File** - You must always download this data file and **save it onto your jump drive (or 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.
- 3)-There may be other files – graphic files, data to insert, etc.

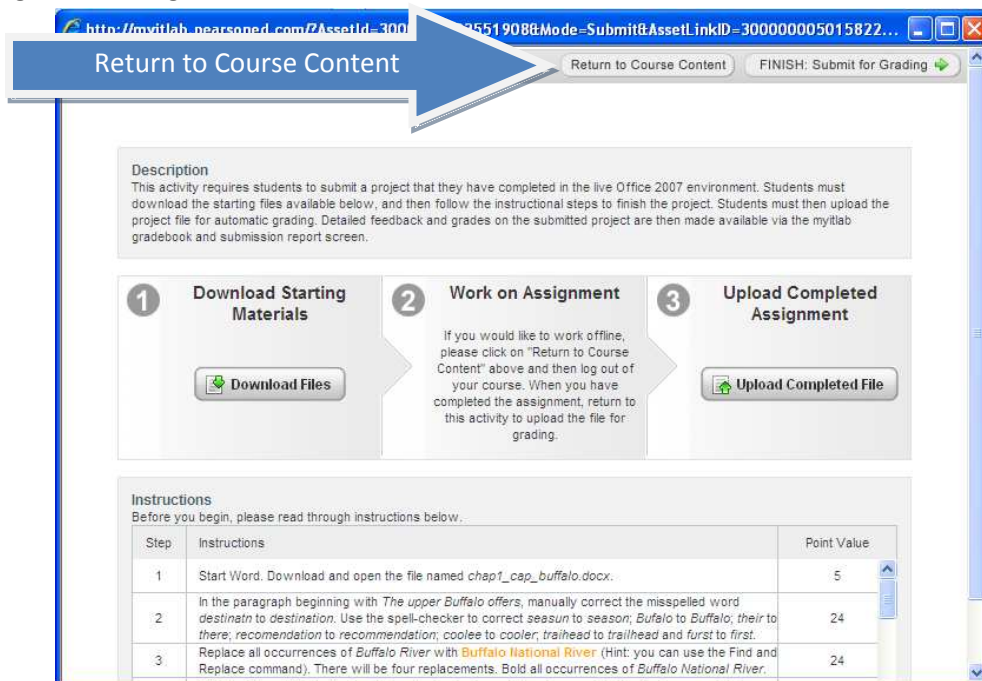


You must save this file to your some drive (jump drive or C: on your personal computer). DO NOT open it here – if you do you will not be able to save changes made to this file as it is stored on the publisher’s web server.



If you have downloaded as a zip file extract the file. 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.)

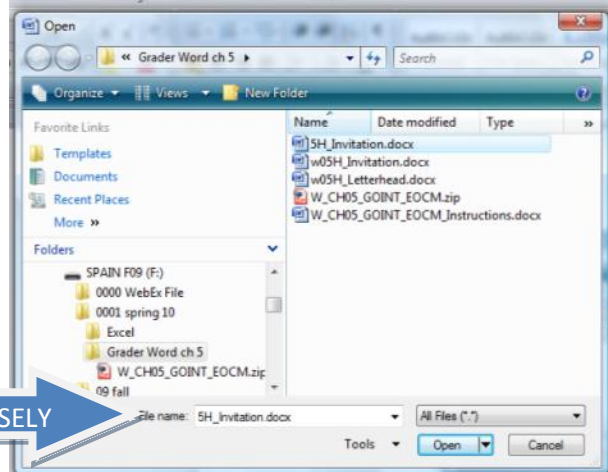
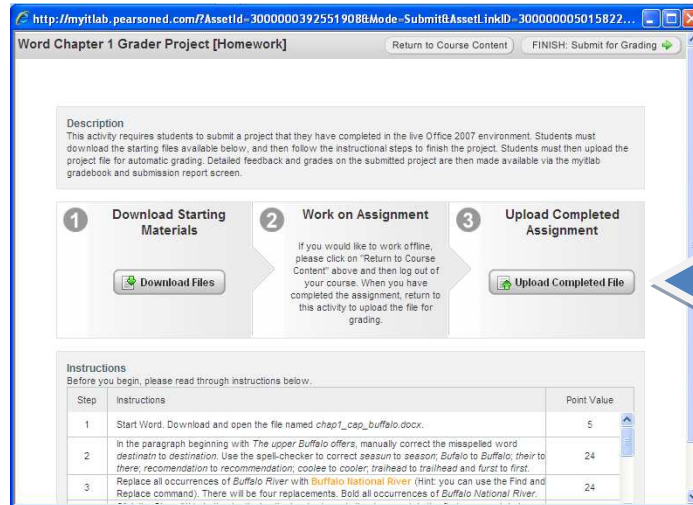
STEP 2) Complete the Assignment in a "live" version of the Office Software (Word 2007, Excel 2007, PowerPoint 2007, or Access 2007). Select the “Return to Course Content” button to exit Grader without submitting a file to be graded.



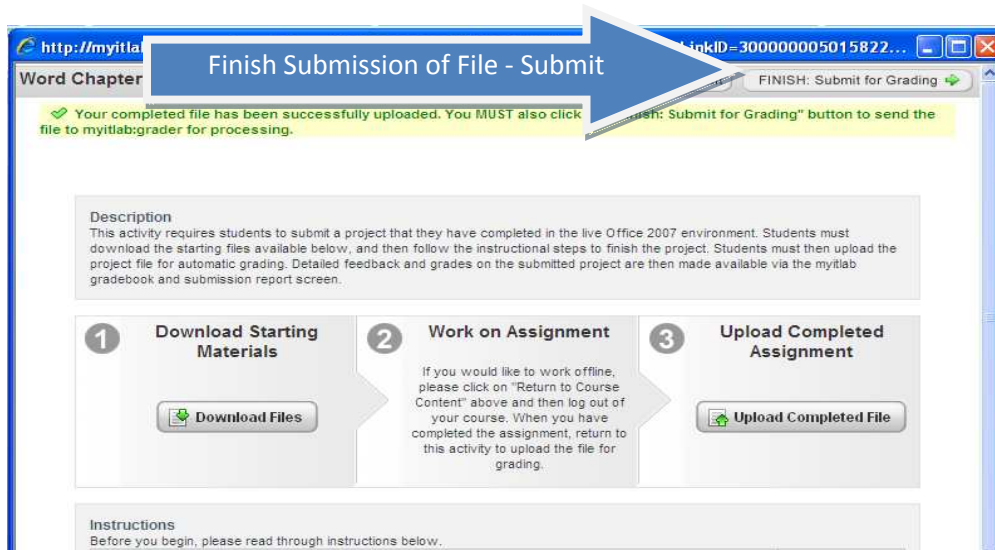
Open the required file from within the Application (not from Windows Explorer or My Computer). Complete all steps – Save your file.

When you are finished, be sure to **“SAVE”** the file with your changes – do not execute a “Save As” command – You must NOT change the original filename.

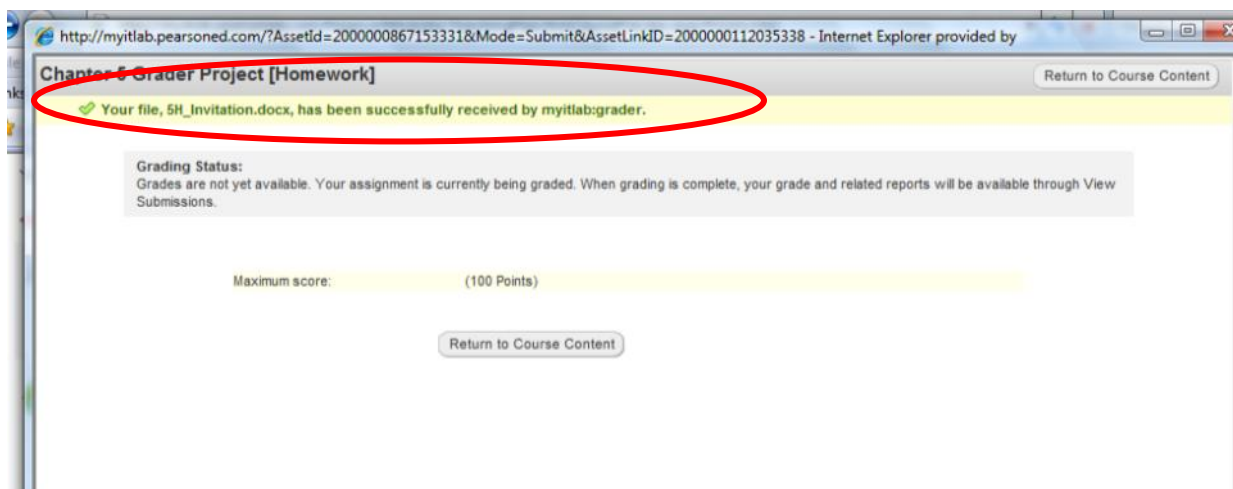
STEP 3) Upload your completed document through the Grader Project Screen.



- Browse to where you saved your work 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.



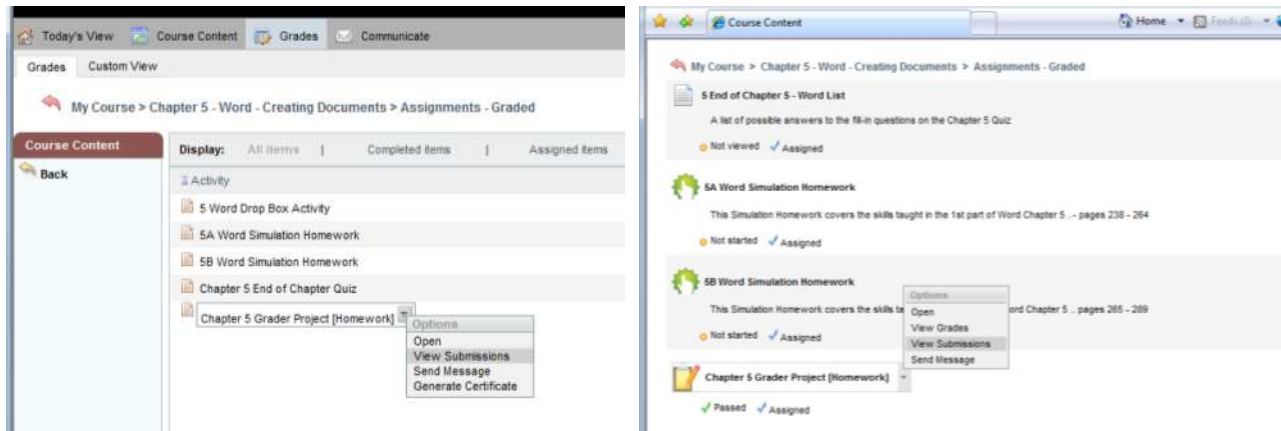
When your project has been submitted you will receive a message indicating that it has been submitted for grading.



Your grade will be available through the MyITLab grade book. Click on the "Return to Course Content" button to return to your MyITLab course materials.

Viewing your Grader Results:

1. You may see your grade and reports by selecting the “View Submission” option in the MyItLab Grades area or in the Course Content area for that assignment



2. This will display your Score Card Data for the assignment.

Chapter 5 Grader Project [Homework] [Show Info](#)

Date	Time	Grade
1/3/2010	10:51 AM	100.0%
1/3/2010	11:02 AM	95.7%

Submitted File **Summary Report** Marked-up Report

Score Card Data
Total Score obtained 95.69%
Listed below is the score for each instruction:

Step	Instructions	Max. Points	Obtained Points
1	Start Word. Download and open the file named <i>SP_Invitation.docx</i> .	4	4
2	At the insertion point, use the Insert Text from File command to insert the text from the downloaded file named <i>SP_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. Press ENTER to insert a new blank paragraph below the date. Enter the following recipient information: Hs. Caroline Westbrook Artists' Workshop Agency	21.0	17.0

Three Options

3. There are three options that you may select –(1) Submitted file, (2) Summary Report and (3) Marked Up Report

- (1) Submitted File – This is a **Read-Only** version of the file you submitted. This really isn't very helpful to you and I advise you to not even open it. You can look at it – but you *cannot* make corrections on this copy of the file to re-submit. All corrections must be on your original file. If you view this file close it, so you do not get confused by this Read-Only version of your work and your original file.
- (2) Summary Report – As it says “summary” – look at the information provided.

Detailed Summary of Project Submission

Microsoft Word 2007 - Assignment Chapter 5 Grader Project [Homework]

Your Total Score Obtained: **95.7%** | Date Report Run **01/03/2010**

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.	4.000
	In the paragraph that starts with "February 5, 2009" the 'Formula Value' was not set to 'DATE \@ "MMMM d, yyyy" '.	0.000/4.000
I-9	Select the entire document. Change the font to Cambria.	0.313
	In the paragraph that starts with "February 5, 2009" the 'Font Name' was not set to 'Cambria'.	0.000/0.312

- (3) Marked Up Report – This is the most helpful report. The “Marked-Up Report” will give you details on your project submission, indicating with a Red “X” every place where points were deducted. For even more details, click on the Red “X”

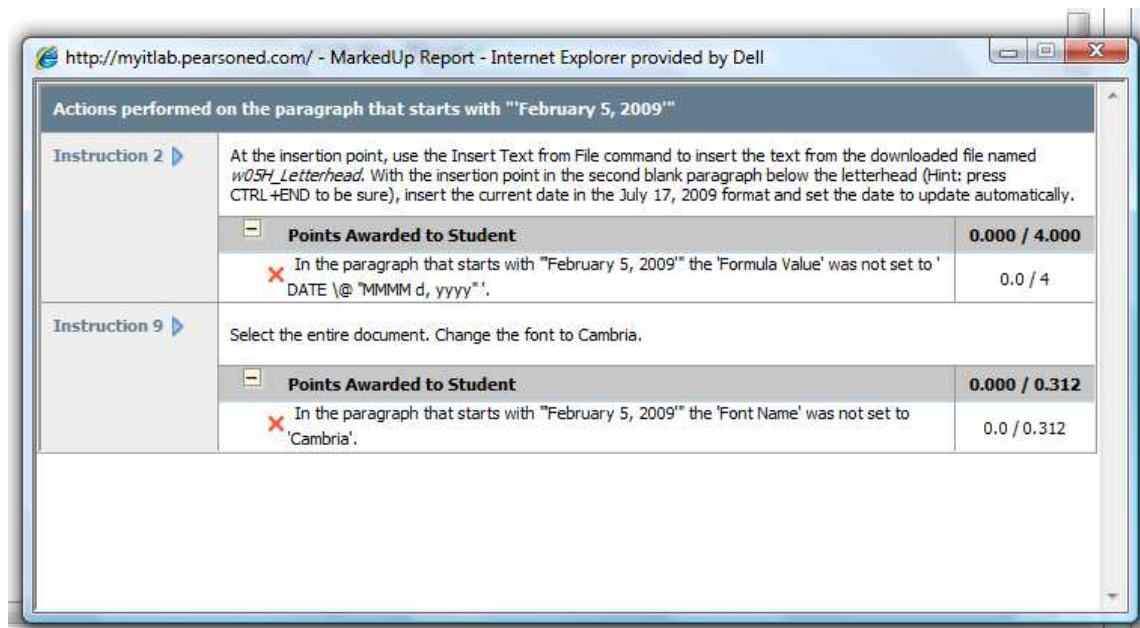
Detailed Summary of Project Submission

Microsoft Word 2007 - Assignment Chapter 5 Grader Project [Homework]

Your Total Score Obtained: **95.7%** | Date Report Run **01/03/2010**

Below is a visual of your graded project submission. Click on the check-mark or x-icons to view the detailed results and score of the corresponding instruction step. If the project required you to insert images or art, those items are hyperlinked and can be selected for more details. Please note that missing items are highlighted in tan color. The elements that were to be deleted are highlighted in orange color.

1	Music School Records ✓
2	2620 Vine Street ✓
3	Los Angeles, CA 90028 ✓
4	323-555-0028 ✓
5	Musicschoolrecords.com ✓
6	✓
7	January 3, 2010 ✗
8	Ms. Caroline Westbrook ✓
9	Artists' Workshop Agency ✓
10	249 Fifth Avenue #2700 ✓
11	New York, NY 10001 ✓



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

If you are allowed to resubmit your work, after you have looked over these links you can now go back to your original file and make corrections. Your original file is not a Read-Only file so you can save it after your corrections (keeping the original filename) and resubmit the work in the Grader submission area.