
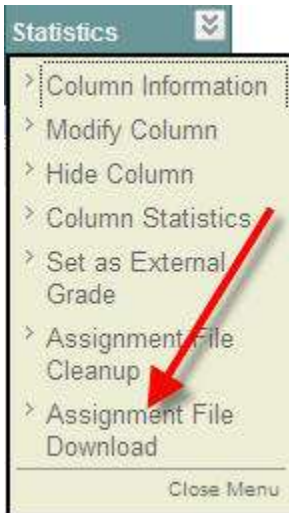


Downloading Assignments and Entering Grades


In Grade Center

- To download submitted assignments, , click on the Column's drop-down menu, click on **Assignment File Download**,



and click on **Select Ungraded**.



- To enter a grade for a submitted assignment, DO NOT click on the exclamation mark, , click on the cell's drop down menu; click on **Grade Details**;



click on **View Attempt** and enter the grade.

If you enter the grade by clicking on the exclamation mark, eCampus will consider the item **ungraded**; thus, when you download the assignments again, even if you click on **Select Ungraded**, it will download that assignment again.