## Grader: Getting Started

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For additional information on myitlab Grader:

2. Use the Faculty Support Site at [www.myitlab.com](http://www.myitlab.com)
3. Contact myitlab Faculty Support at: 1-877-myitlab (1-877-694-8522)
4. Contact your local Pearson Representative, who will put you in touch with a Pearson CIS team member or a regional myitlab Faculty Advocate for assistance.
Step 1: Overview of Grader Projects in myitlab

In addition to providing online assessment and training assignments within a simulated environment, myitlab now also includes Grader Projects. Grader enables you to assign projects that students will complete live in Word, Excel, PowerPoint, or Access, and then submit to the myitlab grading engine for immediate grading and detailed feedback.

Students simply download the starting materials, launch the live Office application and complete the project as instructed, and then upload the completed assignment to be graded.

Once the assignment has been completed and submitted, the myitlab grading engine does the work for you.

It’s as simple as 1 – 2 – 3:

NOTE: These instructions are for instructors who are currently using myitlab in their courses and want to ADD Grader projects to their current courses.

If you are using myitlab for the first time, please reference the Step-by-Step for Instructors Guide located under the Support>Instructor tab at www.myitlab.com
Step 2: Content Included in myitlab:Grader

Two projects per Office chapter are currently available for GO! Office 2007 Introductory, GO! Office 2007 Volume 1, and Exploring Office 2007 Volume 1.

Grader Activities are found in the course content at the bottom of the list for each chapter. The steps may vary from the textbook because some questions needed to be modified in order to work appropriately with the Grader engine.

The Homework Project is from the textbook End of Chapter material. The Assessment Project is from the Instructor Resource CD (IRCD).

The following is a list of the textbooks and the chapters that contain Grader projects:

**GO! Office 2007 Introductory**
Word Chapters 5-8, Excel Chapters 9-11, Access Chapters 12-14, and PowerPoint 15-17.
**Homework:** Mastery Level Project—Project H in GO! 1/e or 2/e, Project F in GO! 3/e.
**Assessment:** Point-Counted Production Test on the IRCD

**GO! Office 2007 Volume 1**
Word Chapters 1-6, Excel Chapters 1-6, Access Chapters 1-6, and PowerPoint Chapters 1-6
**Homework:** Mastery Level Project—Project H
**Assessment:** Point-Counted Production Test on the IRCD

**Exploring Office 2007 Volume 1**
Word Chapters 1-4, Excel Chapters 1-4, Access Chapters 1-4, and PowerPoint Chapters 1-4
**Homework:** Exploring Series: Capstone Case
**Assessment:** Exploring Series: Additional Capstone Exercise on the IRCD

**NOTE:** You will see Grader assignments for the textbooks listed above only. There are no Grader projects for Skills for Success, In Business, or Exploring Volume 2 books.

**NOTE:** If you don’t see the Grader assignments in your Content Library (at the bottom of the list of content at the chapter level), you may not have access to the most updated template. Please contact your Program Administrator or your Pearson sales representative for assistance.
Step 1: Grader Resources available to Instructors

The home page at www.myitlab.com is the starting point for an introduction to myitlab and Grader; an online video tour; and links to specific resources, including this Step-by-Step Guide.

1. Introduction to myitlab and Grader
2. Brief online video with a complete overview of myitlab:Grader
3. Step-by-Step Grader Guide, and a future video to be posted to Support>Instructors; student documentation and a PowerPoint presentation to be posted to Support>Students.
4. A link under Tours/Training to daily WebEx sessions hosted by the myitlab Faculty Advocates: myitlab: Adding Grader to Your Courses.
3. Adding a Grader Assignment

Step 1: Add a Grader Assignment

The Grader content is located in your textbook chapters in the Content Library within the chapter folder. To assign a Grader project:

1. First open the folder in My Course (on the right) where you want to add the Grader assignment. In this case we will open the Exploring Excel 2007 folder, where the instructor has already assigned two simulation assignments.
2. On the left, in the Content Library, the Grader content is located in the textbook chapter. Scroll to the bottom of the list of available content to see a Grader Homework project and a Grader Assessment project.

NOTE: The Homework project is taken from the textbook end-of-chapter activities. The Assessment project is from the instructor resources and is not in the textbook.

3. Click the checkbox before the Grader assignment(s).

4. Click the Add button to add the assignment to your course on the right side.
Step 2: Scheduling a Grader Assignment

1. You will be prompted to set the scheduling options at this time if you are adding only one assignment. You can select Yes to set the scheduling options at this time. However, you could answer No and set the options later.

2. On the Settings window, you can specify the number of attempts students are allowed to submit the assignment. Setting multiple attempts allows the student to view their submissions and reports, make corrections to the document and resubmit for grading.

3. Use the Availability window to specify due dates and set other restrictions. The options for availability are the same throughout myitlab.

4. Click Save and Return when you are finished.
Step 1: Access Grader from the Student View

Unhide the Grader assignment in My Course so you can view it from the Student View. This will allow you to get familiar with how the student downloads the instructions, goes offline to complete the assignment live in the Office 2007 application, uploads the assignment and submits for grading.

Step 2: Student Grader Instructions

Let’s look at the Grader assignment on the Student side.

1. In the upper right corner of your myitlab course, click Student View.

2. Open the folder in which you added the Grader assignment: Excel 2007.

3. Click Excel Chapter 2 Grader Project (Assessment) to start the assignment.
Step #1 - Download Starting Files asks the student to download the files, including the instruction sheet. The student may want to print out the instruction sheet for convenience as they complete the assignment.

- Click the **green** arrows to download the files.
- Click **Save** to save the files to a storage device or to a designated folder on your computer.
- You can also download all the files to a .zip file if your students are familiar with creating and opening .zip files. Click **Close and Return**.
Step #2 - Work on Assignment requires the student to complete the assignment in Office 2007. The student may leave myitlab and the Grader window to work on the assignment. Click on Return to Course Content and answer Yes to the message that you want to close Grader.

When the assignment is completed, the student will return to myitlab, navigate to the Grader assignment in their course and submit the assignment for grading.

Step #3 - Upload Completed Assignment. The student is asked to submit the assignment for grading.

Click Upload Completed File and Browse to locate the completed file. Click Upload.

Note the message at the top of the screen that the file has been uploaded successfully and that you MUST click the Finish: Submit for Grading button to send the file for grading.
5. Viewing Grader Submissions

Viewing Grader Submissions

- Once the assignment has been completed and submitted, the myitlab grading engine does the work for you.
- To view the available reports for a Grader assignment, return to your instructor account. The student can also view their individual submission in their gradebook.

- On the My Course side, locate the Grader assignment.
- Click on the Option arrow for the assignment and select View Submissions from the menu.

On the left side, under Student List, click on the + before a student name. If the student had multiple tries you are able to see a report for each one. Click the submission to highlight and view. A variety of reports are available to show your students’ results, and to indicate what they did correctly as well as where they went wrong.
The initial **Score Card Data** report shows how many points the student earned for each step of the project as well as the maximum amount of points possible for each step. The student score is shown as a percent.

Click on the **Summary Report** link to see additional details.

Many of the steps in each project contain more than one part, and the sophisticated grading engine allows for partial credit to be awarded. The **Summary Report** allows you to see exactly where within each step the student lost points.

Click the **expand/collapse arrows** to see details:

Close this report and click the link to the **Marked Up Report**.
The **Marked Up Report** is a visual of the actual student submission.

When you manually grade projects, you provide your students with detailed feedback to help them see where they went wrong. Grader does this for you! By viewing the **Marked-Up Report**, you can see the student’s project rendered on the screen, with red X’s indicating where they went wrong and green √’s showing what they did correctly.

By clicking on the red X and/or the green √, both the student and the instructor are provided with actual student actions taken within each task. This detailed report also shows if partial credit is awarded.

**Grader** is not only a timesaver for instructors, but also an invaluable learning tool for students.
6. Working with Integrity Violations

Grader Potential Integrity Violation

Grader assignments have an embedded token that is unique to each student within the download of each of the initial document(s) that the student downloads to begin a Grader assignment. As such, if one student copies another student’s work and uploads it as their own or uses another student’s file for upload, a **Potential Integrity Violation** will be noted within the Gradebook.

**Note:** A **Potential Integrity Violation** doesn’t automatically appear within Gradebook. The instructor must follow the steps outlined below to view any **Potential Integrity Violation**.

To determine if any students have violated integrity within a **Grader** assignment:

1. After logging into myitlab as instructor, enter class and select **Gradebook**

2. From **Course Content** select the Chapter for the **Grader** assignment

3. Locate the **Grader** assignment that the instructor would like to review

4. Click the pull down menu to the right of the **Grader** assignment (as shown on the next page)
5. Select **View All Submissions** from the Options menu.

6. The window that opens contains the student list and scores for **Grader**

   ![Image of the Student List](image)

7. The + to the left of the student name indicates that the assignment has been submitted.

8. Click on the + and all attempts are visible with the student score for each.

   ![Image of the Student Attempts](image)

9. The Integrity Violation icon appears when a **Potential Integrity Violation** has been flagged.

   ![Image of the Integrity Violation Icon](image)

10. Double click anywhere on the line of the **Potential Integrity Violation**

11. Within the window, the left pane will be your student list. The right pane will allow the instructor to **Show Details** of the **Potential Integrity Violation** and review the student’s score.
12. Click **Show Details**. You will be shown a window with a **Notify Student** button. This button sends a message to the student that there has been an **Integrity Violation**. After the button has been selected it will not be displayed anymore.

13. After the **Notify Student** button (above) has been selected, if a student wants to know that there has been an **Integrity Violation** the student must select **View Submission**. After the upgrade in late December, the icon will appear next to the submission name.
14. When a student selects **View Submission** they will see a **Potential Integrity Violation Detected** notice. The details of that violation are not displayed to the student.

15. Once the student has been notified the resulting window provides the instructor with the **Expected Student Identifier** as well as the **Student’s ID’s found**.
16. As outlined in the first paragraph under **Grader Potential Integrity Violations**, when a student initially downloads the **Grader** document there are hidden unique tokens injected into the file that identify that specific student and remains within the file. As the student works in the file, additional tokens are injected into the document/file.

When the "**Document**" (see figure below) **Potential Integrity Violation** is shown as "1 data points checked" it is referring to the initial downloaded file. A "Yes" indicates that a student has used another student’s download FILE.

When the "**Content**" (see figure below) integrity violation is shown as "13 data points checked," it is referring to a second set of integrity tokens that are injected into the CONTENT of the document/file as the student worked on the project.

A student can use another student's download, do all the subsequent work himself/herself, and have the “**Document**” integrity violation notice. If a student cuts, copies and pastes content from the other student's document/file the “**Content**” integrity violation notice is flagged.

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**Locating the User ID of the “Student ID’s Found”**

1. From **Gradebook** go to your **Grader** assignment
2. At the bottom of the Gradebook window locate the "Download" button

3. Select **Student Roster** (instead of "Current Display") and then download as .csv file
4. In the resulting .csv file widen the **UserId** column so it isn't showing in scientific notation; you will see the **UserId** that is shown in the integrity violation information along with the student's name.

<table>
<thead>
<tr>
<th>UserId</th>
<th>LastName</th>
<th>FirstName</th>
<th>Userscore</th>
<th>Maxscore</th>
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<tbody>
<tr>
<td>2148033812</td>
<td>Student1</td>
<td>Student1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2148033803</td>
<td>Student2</td>
<td>Student2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2148033806</td>
<td>Student3</td>
<td>Student3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2147996541</td>
<td>Student4</td>
<td>Student4</td>
<td></td>
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<td>162906</td>
<td>_Student</td>
<td>_Student</td>
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</tbody>
</table>

In the example above **Student 9-UserID 2148033805** potentially downloaded **Student 8-UserId 2148033804** document for submission.

If the instructor has a situation in which **Expected Student Ids** cannot be found in your course(s), contact Tech Support at: Toll Free 1-877-myitlab (1-877-694-8522)

After the myitlab upgrade, scheduled to be released December 30, 2009, the following changes will go live for Grader:

1) The **Integrity Violation** icon will now display next to the specific submission attempt that is scored in the gradebook (during Fall 2009 it only displayed next to student name).

2) The **Integrity Violation** icon will be added to the "**New Grades**" channel within **Today's View**. This will alert instructors to the assignments where integrity violations have been detected.