

How to upload assignments on behalf of students in Gradebook

Q: How to upload assignments on behalf of students in Gradebook

Sometimes faculty and TAs receive homework on paper and wish to upload it as an assignment in Gradebook. This feature is not implemented such that the upload shows up as a submitted assignment, but there is a way to at least get it added in a comment for that student and that assignment.

Answer

To do this:

1. Login into the course
2. Select **Gradebook**
3. Select the **Students** tab.
4. Select the desired student
5. Expand the Pset by clicking the **blue triangle icon** to the left of it.
6. Select **comments** and then select the **+ Add Comment** button
7. Enter desired text for the comment
8. If attaching a file, select **Choose file** and browse to find the file
9. Select **Choose** then **+Add Comment** button.