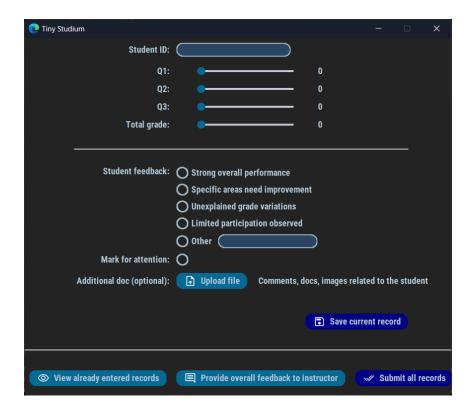
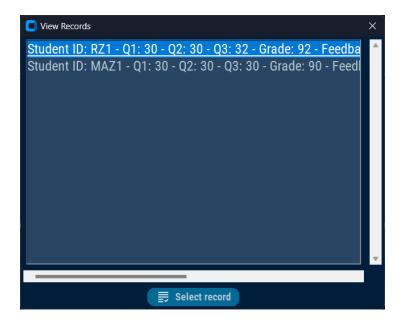
Welcome! You will be taking on the role of a Teaching Assistant who has just completed grading final assignments for a class of 20 students. Your task is to enter and manage these grades using the provided form. Please follow the instructions below carefully:

1. Access the form provided to you for submitting the grades to the professor.



- 2. Enter the grades for each student and use the **Save current record** button to save each student's record after entering the data.
- 3. If you need to make any changes to a saved record, use the **View already entered records** button. Select the record you wish to edit and make the necessary changes.



- 4. You can give individual feedback to each student.
- 5. You can use the *Mark for attention* checkbox if you believe a record requires special attention from the professor.
- 6. You can upload any relevant document or comments alongside the grades if necessary. Only the professor will have access to the uploaded file.
- 7. Additionally, you can offer comments and feedback on <u>all</u> student data to the professor before the final submission by using the **Provide overall feedback to instructor** button. Please note that this comment pertains to all entered data and could be considered as a final message to the instructor, rather than feedback on individual records.



- 8. If you need to take notes you can use the provided pen and paper or alternatively you can use the Notepad on the computer.
- 9. All functionalities are optional and depend on your judgment as a TA, except for adding a Student ID, which is always necessary.
- 10. Please ensure that all records are saved, and then use the **Submit all records** button to submit the student data.
- 11. Once you have completed the task, use your participant key to fill out the exit survey.

Thank you very much for your participation.