Oncourse: Gradebooks & PostEm for Instructors

Created By: IT Training

This document contains the following how to guides

- Gradebook: Setting Up a Grading Scale
- Gradebook: Assigning Permissions to AIs/TAs
- Gradebook: Adding, Editing & Deleting Items
- Gradebook: Entering & Editing Grades
- Gradebook: Importing & Exporting Items
- PostEm: The Basics

We hope you find the information in the document to be useful.

For more information

For the latest Oncourse information and resources online, see:
http://oncourse.iu.edu/info

There you'll find recent announcements, a getting started guide, short online demonstrations, short "least-you-need-to-know" documents, self-study step-by-step materials, help documentation and more. You'll also find contact information for your campus teaching and learning center.
Gradebook: Setting Up a Grading Scale

Use the Gradebook Setup option to choose between points, percentages, and letter grades for your course.

Setting Up a Gradebook with Points or Percentages

To have the Gradebook tool automatically calculate grades for students as you enter them, set up your gradebook using either Points or Percentages.

Note: To change the grade entry type in a Gradebook that contains saved grades, you must delete existing grades. If you attempt to change either one after you enter grades, you will be prompted to export your gradebook or delete grades before you can change the Gradebook setup.

1. From the menubar, click Gradebook.
2. Click Gradebook Setup.
   You will see the following screen:

   ![Gradebook Setup](image)

   - Under Grade Entry, choose either Points or Percentages.
   - If you want to release grade items to students, under Gradebook Items Display, verify that “Display released Gradebook Items to students” is checked.

Before saving, you will need to choose whether or not to use Categories, which allow you to group items in the Gradebook. You can also choose to drop or keep specific grades in a category.

Note: You should set up categories if you plan to have 2 or more of the same type of item, for example, 2 essays and 3 labs.

3. Under Grade Entry, choose either Points or Percentages.
4. If you want to release grade items to students, under Gradebook Items Display, verify that “Display released Gradebook Items to students” is checked.

5. To use categories only, without weighting, click the Categories radio button. See Figure 2.

   ![Categories](image)

   - In the empty Category field, enter a Category name (for example, Essays).
   - To add additional categories, click Add a Category.
     Note: After creating categories, the instructor must remember to assign gradebook items to the categories.

6. If desired, click the Enable Drop Highest checkbox.
7. If desired, click the Enable Drop Lowest checkbox.
8. If desired, click the Enable Keep Highest checkbox.
   You will see additional options, depending on which checkboxes you selected. See Figure 3.
11. Enter the number of items you wish to drop or keep.
12. Enter an item point value to assign to all items in a particular category.
   Note: These options can only be used if every item in a given category has the same point value or percentage weight. Gradebook will automatically assign this value to all items added to this category.

If you decide to use categories, you can also choose to use weighting. Weighting allows you to specify the percentage of the final grade that comes from each category. Without weighting, you must carefully calculate the points or percentages of individual items so that they have the proper proportions in the final grade calculation. For more information on how categories and weighting affect grade calculations, see “How categories and weighting affect grade calculation in percentage gradebooks” or “How categories and weighting affect grade calculation in points gradebooks.”

13. Under Categories & Weighting, Click Categories & Weighting. See Figure 4.
14. In the % field for each category, type a weighted percentage.
15. If you want to have a category count as a penalty or as extra credit, click the Adjustment Category checkbox.
   Note: The regular categories must add up to 100%.
16. Click Save Changes.

Setting Up a Gradebook with Letter (Non-Calculating) Grades

Non-Calculating grades can be traditional letter grades, or any other text entry up to eight characters, such as “absent” or “present.” If you choose to enter your grades as letter grades, Oncourse will not calculate grades for you.

Note: To change the grade entry type in a Gradebook that contains saved grades, you must delete existing grades. If you attempt to change either one after you enter grades, you will be prompted to export your gradebook or delete grades before you can change the Gradebook setup.

1. From the menubar, click Gradebook.
17. Click Gradebook Setup.
18. Click Non-calculating Grades. See Figure 1.
19. If categories are desired, click Categories.
   a. Enter a Category name.
   b. To add additional categories, click Add a Category.
20. At the bottom of the form, click Save Changes.
   Note: After creating categories, the instructor must remember to assign gradebook items to the categories.

Changing Course Grade Options

Before you use the gradebook, you should set the grade type and the conversion scale. If you choose to enter your grades as points or percentages, you can modify the grade scale that will be used to convert percentages to final grades for the course. You can also choose to display course grades to students.

1. From the menubar, click Gradebook.
21. Click Course Grade Options. See Figure 5.
Course Grade Options

Student privacy is built in — students cannot see each other’s grades.

Grade Display
- Display course grade to students now.

Grade Conversion
- Grade Type: Letter Grades with +/-

Reset to default values

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97.0</td>
</tr>
<tr>
<td>A</td>
<td>93.0</td>
</tr>
<tr>
<td>A-</td>
<td>90.0</td>
</tr>
<tr>
<td>B+</td>
<td>87.0</td>
</tr>
<tr>
<td>B</td>
<td>83.0</td>
</tr>
<tr>
<td>B-</td>
<td>80.0</td>
</tr>
<tr>
<td>C+</td>
<td>77.0</td>
</tr>
<tr>
<td>C</td>
<td>73.0</td>
</tr>
<tr>
<td>C-</td>
<td>70.0</td>
</tr>
<tr>
<td>D+</td>
<td>67.0</td>
</tr>
<tr>
<td>D</td>
<td>63.0</td>
</tr>
<tr>
<td>D-</td>
<td>60.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Note: The default grading settings in Oncourse do not reflect any official IU grading scale.

22. Check “Display course grade to students now” if you want students to be able to see the calculated course grade.

23. Under Grade Conversion, in the drop-down list next to Grade Type, select from the following Grade Types:
   - Honors/HighPass/Pass/Fail
   - Letter Grades
   - Letter Grades with +/-
   - Satisfactory / Fail

24. Once you have chosen your grade type, click “Change grade type” to display the appropriate options below.

25. In the table below Grade Type, edit the grade scale as needed.

26. When finished, click Save.
Gradebook: Assigning Permissions to AIs/TAs

Adding Customized Permissions in the Gradebook gives AIs/TAs the ability to assign grades.

Adding Customized Permissions

If you are an authorized instructor, you can assign grading permissions to any users designated as AIs/TAs. AIs/TAs have permission to grade anything within an assigned section or group by default. You can use this option to override the default and assign customized grading permissions for each AI/TA.

Note: For regular (non-combined) course sites with no groups created, AIs/TAs will not see any students in the roster. To learn about setting up groups, see Site Setup: Working with Groups.

1. From the tools to the left, click Gradebook.
2. Click Permission Settings.
   
   Note: if this link does not appear, no users have been assigned the AI/TA role. See the section about Adding a Participant to a Site and Assigning a Role in Site Setup: Setting up and Organizing a Site.

3. On the Grader Permission Settings screen, under select a grader to edit, select the name of the user whose permissions you would like to adjust.
4. To add a rule, click “Add a rule.”
5. Select whether the AI/TA can view or grade and select an applicable category or group. See Figure 1.

   Figure 1

6. Repeat steps 4 to 5 until you have set the desired permissions for that particular AI/TA.
7. Click Save Changes.
8. To change settings for another AI/TA, repeat steps 3-7.

Editing or Deleting Customized Permissions

You can also edit or delete customized permissions by following these steps.

1. From the menubar on the left, click Gradebook.
2. From the tool function links, click Permission Settings.
3. On the Grader Permission Settings screen, under select a grader to edit, select the name of the user whose permissions you want to edit.
4. To edit any of the existing rules, change the dropdown fields. See Figure 1.
5. To remove a rule, click the minus sign after the rule. See Figure 2.
6. To add a rule, follow steps 4 and 5 in the Adding Customized Permissions section above.

   Figure 2

7. When finished, click Save Changes.
8. Repeat steps 3 to 7 for additional AIs/TAs.
Gradebook: Adding, Editing & Deleting Items

The Gradebook allows you to add gradebook items, edit existing items, or delete items.

Adding a Gradebook Item Individually

Once the Gradebook is set up, you can begin entering gradebook items.

1. From the menubar to the left, Click Gradebook.
2. Click Add Gradebook Item(s).
   The Add Gradebook Item(s) screen opens. See Figure 1.

3. Click Add Gradebook Item(s) Individually radio button.
   Note: If you have assigned categories, then you can assign this item to a category using the drop-down list; items not assigned to a category will not be included in the course grade.

4. In the Grade Entry Type drop-down, Choose one of the following:
   • Points or Percentage – you will only see Percentage if you have changed settings in Gradebook Setup.
     Note: To see how to set up a gradebook to use points, see “How categories and weighting affect grade calculation in points gradebooks.”
     Note: To see how to setup a gradebook to use percentages, see “How categories and weighting affect grade calculation in percentage gradebooks.”
   • Non-calculating – a non-calculating item is not calculated in the course grade.
   • Adjustment – this would count as a penalty or extra credit.

5. In the Title field, Type a Title.
   A title is required for all Gradebook items. The title can be up to 255 characters in length.

6. Type a value based on one of the options:
   • For a gradebook using points, Enter the Gradebook Item Point Value.
This value must be greater than zero. You must assign a point value to all calculating Gradebook items. Decimals are permitted, but values are limited to two decimal places.

- For a gradebook using percentages, **Enter the Gradebook Item Relative Weight**.
  An item with a relative weight of 2 will count twice as much as an item with a relative weight of 1.

7. Optionally, **Type a Due Date** in the Due Date field.
   You can click the calendar icon to select a date from a pop-up calendar.

8. **Uncheck the Release this item to Students checkbox** if you want to hide the grade on this item.
   *Note: For this item to be visible to students, Gradebook Setup must also have Display released Gradebook Items to students selected.*

9. **Uncheck the Include this item in course grade calculations checkbox** to exclude this item from the course grade.
   This option is unavailable if you do not release the item to students. You can always change this option later.
   *Note: Students will see their grades for that item in parentheses if it is excluded from the course grade.*

10. **Click Add Item(s).**

**Adding Gradebook Items in Bulk**

You can enter gradebook items in bulk in addition to entering the items individually. This is useful if many assignments will have a similar name, such as Homework 1, Homework 2, etc.

1. **Click Add Gradebook Item(s).**
2. To add several Gradebook items at once, **Click the Add Gradebook Item(s) in Bulk radio button**.
   A new option appears at the bottom of the screen. See Figure 2.

   ![Figure 2](image)

   **Figure 2**

3. **Add a title and any other information needed.**
4. Using the drop-down list, **Select the number of Gradebook Item(s)** you wish to add.
5. **Click Continue**.
   On the Confirm Add Gradebook Items, you will see options related to the group of items to be added. This may include Category as well as Grade Entry Type.
   *Note: If you are using categories, you must assign these items to a category to have them included in the course grade.*
   The new items are displayed in a list. The default titling uses the item title plus a series of numbers. These can be changed if desired. See Figure 3.
6. **Enter the appropriate information in each row** for each new gradebook item.
7. When finished, **Click Add Items**.

   ![Figure 3](image)

   **Figure 3**
**Editing an Existing Gradebook Item**

Once you have entered a gradebook item, you can edit the settings for the gradebook item.

1. **Click Gradebook.**
2. In the list of Gradebook items, **Click Edit** to the right of the item you wish to modify.
3. **Change the Gradebook item settings** as needed.
4. **Click Save Changes.**
   You will be returned to the Gradebook Items page; a message indicating that the item has been updated will appear.

**Deleting an Existing Gradebook Item**

Once you have created a gradebook with items, you can delete a gradebook item.

1. **Click Gradebook.**
2. In the list of gradebook items, **Click the title of the item you want to delete.**
3. On the Gradebook Item Summary page, **Click Remove gradebook item from gradebook.** See Figure 4.
   
   **Note:** if the Gradebook Item you wish to delete was created from the Assignments tool, you should first delete the associated assignment in the Assignments tool.
   
   **Note:** if the Gradebook Item you wish to delete was created from the Tests & Surveys tool, you must first delete the associated assessment in the Tests & Surveys tool.

![Gradebook Item Summary]

4. On the Remove Gradebook Item confirmation page, **Check the box “Remove this gradebook item and all associated scores from the Gradebook.”**
5. To delete the item from the Gradebook, **Click Remove.**
Gradebook: Entering & Editing Grades

The Gradebook allows you to add and edit grades, and view them in multiple ways.

Entering or Editing Grades for Individual Items

You can enter and edit grades for individual items in the Gradebook tool. If you prefer working with grades in a spreadsheet, see Gradebook: Importing and Exporting Items.

1. In the menubar, click Gradebook.
2. If necessary, click Gradebook Items.
3. In the list of gradebook items, under Title, click the title of the item.
   You will see a summary of the item as well as individual grades for each student. See Figure 1.

4. If desired, in the View drop-down box, choose a section or group of your students.
5. To search for a specific student, enter a name in the Student Name text box and click Find.
6. Enter or edit the grade in the text box in the Grade column.
7. To add comments, click Edit Comments and add any desired comments.
8. To confirm the grade(s) entered, click Save Changes.

Viewing or Editing Course Grade Information

You can also view and make adjustments to the students’ current course grades. The options you have for viewing and editing course grades depend on how you chose to enter grades. For more information about setting up the Gradebook tool, see Gradebooks: Setting up a Grading Scale.

1. Click Course Grades.
   You see a course summary as well as individual course grades for each student. See Figure 2.
Course Grades

Currently, the gradebook does not include gradebook items that have not been graded in the course grade calculation. This could result in a higher course grade for a student. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeros for any gradebook item that has not been graded and then re-calculate the course grade, click Calculate Course Grades.

Course Summary

Average Course Grade  B- (81.11%)

Grading Table

Override a course grade by entering a different one in the Grade Override box and click Save. To remove an override, delete the grade and click Save.

View: All Sections/Groups

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Earned Percentage</th>
<th>% Adjustment</th>
<th>Course Grade</th>
<th>Log</th>
<th>Grade Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bizzy, Luke</td>
<td>dem030</td>
<td>100%</td>
<td></td>
<td>A+ (100%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case, Justin</td>
<td>dem029</td>
<td>100%</td>
<td></td>
<td>A+ (100%)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 2

Note: The letter grade and percentage are based on the items that have been completed. To include items that have not been completed in the course grade calculation, you must enter a zero (0) for each item. For more about how grades are calculated, see “How categories and weighting affect grade calculation in percentage gradebooks” or “How categories and weighting affect grade calculation in points gradebooks.”

2. To enter a grade for a letter-based (non-calculating) gradebook, in the Course Grade column, enter a grade. See Figure 3.

Note: When using a point or percentage-based gradebook, these values will be calculated automatically.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Log</th>
<th>Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bizzy, Luke</td>
<td>dem030</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case, Justin</td>
<td>dem029</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 3

3. To adjust a student’s grade for a penalty or for extra credit, enter a positive or negative number in the % Adjustment (or Points Adjustment) column. See Figure 4.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Earned Percentage</th>
<th>% Adjustment</th>
<th>Course Grade</th>
<th>Log</th>
<th>Grade Override</th>
</tr>
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<td></td>
</tr>
<tr>
<td>Case, Justin</td>
<td>dem029</td>
<td>100%</td>
<td></td>
<td>A+ (100%)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 4

Note: Figure 4 is showing a gradebook using percentages; if points were used, the Earned Percentage field would be labeled Points and the % Adjustment field would be labeled Points Adjustment. These fields are not available when using a letter-based (non-calculating) gradebook.

4. In the Grade Override column, enter any grade overrides.

5. Click Save Changes.

Viewing both course and individual item grades

You can also view both course grades and individual items at the same time.

1. Near the top of the window, click All Grades.
   You see a summary of both course grades and individual items. By default, all students in the class are included in the table.

2. To view items and students, use the scroll bars.
3. To view grades for an individual student, click the student’s name.
4. When you are done viewing the individual student’s grades, click Return to All Grades.
5. To view all grades for an individual item, under the Item Title, click Details.
6. To return to the previous screen, click Return to All Grades.
Gradebook: Importing & Exporting Items

Instructors can import grades in csv files or export grades to a csv file that can be opened in a spreadsheet.

Formatting the file to be imported

You can import csv files directly to the Gradebook. In order for the import to be successful:

- The spreadsheet must be saved in csv format.
- The first row should contain headings.
- If you’re uploading an entire spreadsheet, the headings in the first row should contain the title and point value or item weight (in brackets) for each gradebook item.
- The first column should contain individuals' usernames, with the heading "Student ID".

See Figure 1 to view an example.

To get a file with the correct format you can either create it yourself or download a spreadsheet template.

1. To download the template from Oncourse, click Import Grades.
2. Click Download Spreadsheet Template.
3. Save the file to a convenient location.
   
   Note: The first column of the template will show a legend for noting non-calculating grade items. You may choose to delete this column before uploading. Any items that were already in the Gradebook will appear as column headers.

Importing an Entire Spreadsheet

The Import Grades feature in Oncourse enables instructors to import an entire spreadsheet into the Gradebook. You can only import grades using this method; you cannot import comments as well. If you wish to import comments you must import the individual items. See the next section of this document for instructions.

1. From the menubar on the left, click Gradebook.
   You see the Gradebook Items screen.
2. Click Import Grades.  See Figure 2.
   
   Click to import individual items into the Gradebook.

   Click to import an entire spreadsheet to the Gradebook.

3. Click Browse.
5. Double-click the file.
6. To import the file into the Gradebook, click Import Spreadsheet.
7. To confirm the import, click OK.
   You should see a message stating that the import was successful.
8. To view the modified gradebook, click Gradebook Items.
   
   Note: You cannot import grades for Gradebook items that were added from Tests & Surveys.

Importing Individual Gradebook Items from a Spreadsheet

Instructors may also import new gradebook items including comments from a spreadsheet. You cannot import any columns with the same name as existing gradebook items.

1. From the menubar to the left, click Gradebook.
2. Click Import gradebook item from spreadsheet.  See Figure 2.
   
   You will see a loading dock, which is a holding place for the spreadsheet (csv format) that has been uploaded from your local computer. See Figure 3.

   The Import Grades feature in Oncourse enables instructors to import an entire spreadsheet into the Gradebook.
3. **Click “Upload spreadsheet (csv format) to Loading Dock.”**
   You see a list of steps for downloading a template and uploading a spreadsheet of grades.

4. In the Title box, **type a unique name to be displayed in the Loading Dock.**
5. To select a file for upload, **click Browse.**
6. **Find and double-click the csv file.**
7. **Click Save.**
8. To verify that this is the correct spreadsheet and to verify the upload, **click OK.**
9. On the Import Grade Item screen, find the newly uploaded file in the Loading Dock, and next to it, **click Import.**
10. To import the columns one at a time, **click the radio button** of the appropriate Gradebook item and corresponding scores that you want to import.
11. **Click Import Selected.**
12. On the Import Gradebook Item and Scores screen, for the gradebook item, **Enter the following:**
    a. **Grade Entry Type**
    b. **Title**
    c. **Enter a Gradebook Item Point Value/Relative Weight:**
       • For points, **enter a total point value.**
       • For percentages, **enter a relative weight for the item.**
    d. **Due Date** – this field is not required.
    e. **Select a category**, if applicable.
    f. **Select Release this Item to Students**, if applicable
       You can deselect this option later, if necessary.
    g. **Select “Include this item in course grade calculations,”** if applicable.
       You can deselect this option later, if necessary.
    h. If the imported spreadsheet includes comments for this gradebook item, **select the column containing the comments.**
13. **Click Submit.**
    You are returned to the Loading Dock.
14. **Repeat steps 11-13 for additional gradebook items.**

**Exporting Course Grades**

Once you have entered grades in a Gradebook, you can easily export the grades to use in a spreadsheet program.

1. From the site’s menubar, **click Gradebook.**
2. **Click All Grades.**
   You will see a list of students, their scores or grades on all graded items, and cumulative scores, if applicable. If you filter your roster or sort by column before exporting, it will be reflected in the output. See Figure 4.

   ![Figure 4](image)
   **Figure 4**

3. If necessary, next to View, **click the drop-down list** to view the roster by section, group, or category.
4. To begin the export in csv format, **click Export Gradebook** in the upper right corner.
5. If prompted to open or save the file, **click Save.**
6. **Save the file to a convenient location.**
7. When you are finished, **click Gradebook Items** to return to the main Gradebook screen.
PostEm: The Basics

Using the PostEm tool, you can upload a comma-delimited (CSV) spreadsheet to provide feedback to site participants.

Creating a CSV (“Comma-Separated Values”) File by Exporting a Gradebook

To import content into the PostEm tool, you must use a comma-separated values (CSV) data file formatted as follows:

- The first column of the file must contain individuals’ Student ID’s, and
- Every column must have a heading.

You can create a CSV file using the Save As Type feature in Microsoft Excel. A more direct way to get a properly formatted CSV file is to export the Gradebook of your course site, and then add extra columns for individual assignments as needed. This has the benefit of populating your CSV file with the relevant Student ID’s for your course, so you do not have to type them in.

1. From the menu bar to the left, Click Gradebook.
2. Click All Grades.
3. To the right, Click Export Gradebook.
4. Save the file.
5. To see the file, Open the file with Excel.

Note: PostEm requires only that the first column contain individuals’ Student ID’s. Although student names are also included in the export, PostEm does not require the Student Name column, since students are uniquely identified by their Student ID’s. However, for convenience it is useful to retain the Student Name column in your CSV file.

6. Delete the existing Column A (Legend), and all other unnecessary columns.

The first column should now be Student ID.

7. In row 1 of the first empty column, Type your assignment title.
8. Repeat step 7 for each assignment.
9. Enter your grades, and custom feedback if desired, for each of the students. See Figure 1.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student ID</td>
<td>Student Name</td>
<td>Section ID</td>
</tr>
<tr>
<td>2</td>
<td>demo30</td>
<td>Bizzy, Luke</td>
<td>55703</td>
</tr>
<tr>
<td>3</td>
<td>demo29</td>
<td>Case, Justin</td>
<td>55703</td>
</tr>
<tr>
<td>4</td>
<td>demo28</td>
<td>Feet, Harry</td>
<td>55703</td>
</tr>
<tr>
<td>5</td>
<td>demo27</td>
<td>Glass, Chip</td>
<td>55703</td>
</tr>
<tr>
<td>6</td>
<td>demo26</td>
<td>Melt, Patty</td>
<td>55703</td>
</tr>
</tbody>
</table>

Figure 1

10. When your file is ready to be displayed to students, Save the file, remembering to keep the .csv file name extension.

Uploading a Gradebook File to PostEm

To add grades or custom feedback information to PostEm, import them from a CSV file.

1. From the menu bar at the left, Click PostEm.

   Note: You may need to add this tool from Site Setup. See Site Setup: Setting Up and Organizing a Site.

2. At the top of the screen, Click Add.

   The title may be up to 255 characters long.

4. Browse to and Select the file to upload.
5. To all students to see the grades or custom feedback, Click the “Release feedback to participants?” checkbox.
6. Click Post.
7. On the Verify Upload screen, Click Save.

   Note: Each time you add new content to the CSV file, you will need to upload the new content. See the Updating a PostEm File section below.

Viewing Feedback Information for participants

You can view the grades or custom feedback in the PostEm tool.

1. Verify that the PostEm tool is active.

   All of your uploaded CSV files are listed.
2. To see the whole spreadsheet,
   a. **Click view.** See Figure 2.
   b. To return to the list of PostEm files, **Click Back.**

3. To view an individual student’s feedback,
   a. **Click view participant.** See Figure 2.
   b. From the Select a Participant dropdown list, **Select the student you wish to view.**
   c. To go back to the list of PostEm files, **Click Back.**

### Updating a PostEm File

You can update a PostEm file by changing the title or the feedback availability to participants.

1. Next to the file you wish to update, **Click Update.** See Figure 2.
2. **Change the title** in the Title field if desired.
3. **Click Browse and navigate to the .csv file.**
4. If you want your students to see the updated content, **Verify “Release feedback to participants?” is selected.**
5. To save the updated entry, **Click Post.**
6. To continue and post the file, **Click Save.**

### Deleting a PostEm File

To delete a PostEm file:

1. **Find and select the file you want to delete**
2. **Click Delete.** See Figure 2.
3. To confirm the deletion, **Click Delete.**

### Downloading a PostEm File

To downloaded a PostEm file:

1. **Find and select the file you want to download.**
2. **Click Download.** See Figure 2.
3. If prompted, **Save the file to your computer.**