

How to Access Student Submissions

XpressLab records and reports Student Activity within your courses *in real time*, visually displaying when students have:


- Viewed an activity
- Started an activity
- Added a discussion post, and
- **Submitted a completed test**

Submission Notifications are used to indicate that there are outstanding activities and tests that require teacher evaluation. Submission Notifications can be found on the **Teacher Dashboard**, within the **My Courses** list as well as within the **Course Dashboard** and the **Activity Dashboard**.

Selecting a Submission Notification icon can direct either to a specific student submission within the Marking interface, *or* to the overall Submissions page, which lists all of the student submissions within the context of an activity.

The following Help Guide provides detailed instructions on how to access student Submission Notifications, how to access student submissions within the Marking interface, and how to access the Submissions page. For instructions on evaluating student submissions, please see the **How to Mark Student Submissions** Help Guide.

Accessing Student Submissions

Clicking on a **Submission Notification** icon  will direct you to either a specific student's submission for immediate evaluation *or* to the overall activity Submissions page, where you can begin marking unevaluated submissions or reviewing previously marked submissions within the context of a specific activity.

Submission Notifications are found within the following locations:

- [Teacher Dashboard](#)
- [My Course List](#)
- [Course Dashboard](#)
- [Activity Dashboard](#)

#1: Accessing Submission Notifications from the Teacher Dashboard

1. Access the Teacher Dashboard by logging in to XpressLab with your teacher account information.

2. **Submission Notifications** will appear to the left of a student name within the **Recent Activity** list, located on the left side of the Teacher Dashboard. Hover your cursor over a Submission Notification icon to review more details about the submission.

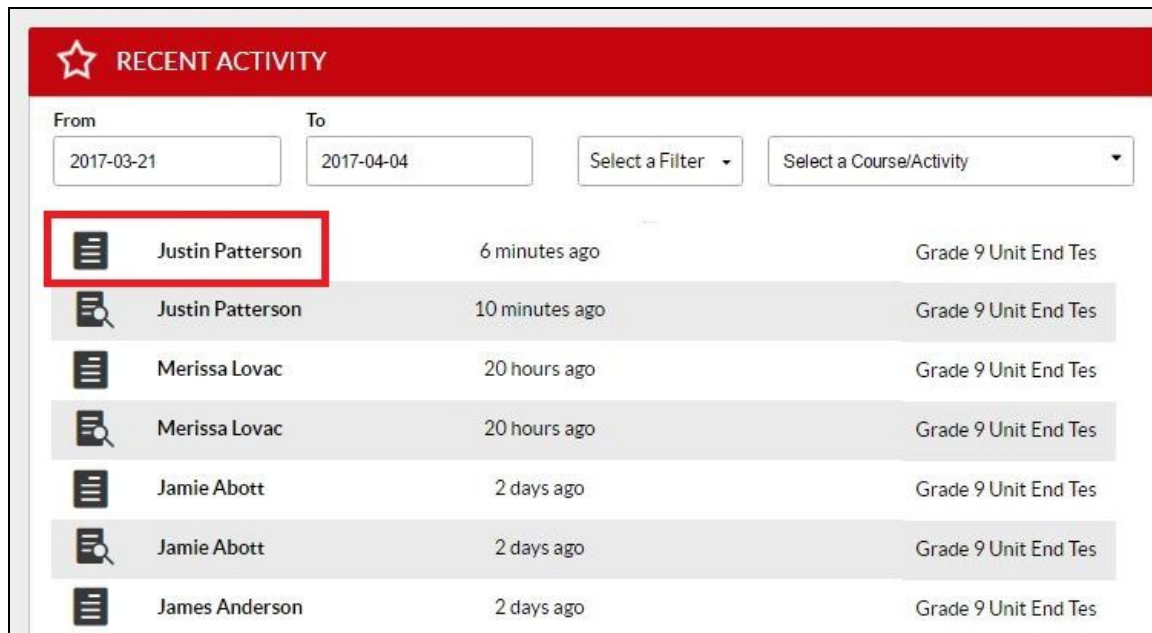


Image: Reviewing Submission Notifications in the Teacher Dashboard

3. Clicking on the **Submission Notification icon** or the student name from within the Recent Activity Table found on the Teacher Dashboard page, will direct you to the student's submission within the Marking interface. This will allow you to begin marking the submission.

#2: Accessing Submission Notifications from the My Course List

1. Access the **My Course List** by clicking on the **Course** link found within the main navigation bar at the top of your screen.



Image: Accessing the My Course List

2. **Submission Notifications** will appear to the left of a Course name within the My Course List, to indicate that there are active submissions within one or more of your course activities. Hover your cursor over the the Submission Notification icon within the My Course List to review the *number* of submissions within your course activities that require your evaluation.

Course Name	Activities	Students	Active	Course Access Key
New Submissions (1)				
Grade 9 Core French	1	5		67UQJ19

Image: Reviewing Submission Notifications in the My Course List

- Click on a **Course Name** from within the **My Course List** to access the **Course Dashboard**.

#3: Accessing Submission Notifications from the Course Dashboard

- Submission Notifications** will appear to the left of an **Activity Name** within the Activity List, within the **Course tab** found on the left side of the Activity Dashboard. Hover your cursor over the the Submission Notification icon within the Activity List to review the *number* of activity submissions that require your evaluation.

Dashboard / My Courses / Grade 9 Core French

Course **Students**

NEW ACTIVITY +

Total 1 item(s)


Activity Name	Type	Status	Mark Out Of
<div>New Submissions (1)</div> <div>Grade 9 Unit End Test</div>	Standard Test	Active	52

Image: Reviewing Submission Notifications in the Course Dashboard

- Click on the **Submission Notification icon** within the Activity List to access the **Submissions** page. The Submissions page lists of the activity submissions. You will use the Submissions page to access tests and activities that require your evaluation, as well as to review all previously marked submissions.
- Click on the name of an activity within the Activity List to access the **Activity Dashboard**.

#4: Accessing Submission Notifications from the Activity Dashboard

- Submission Notifications** will appear to the left of a student name within the Recent Activity table, found on the left side of the Activity Dashboard. Clicking on the **Submission Notification icon** or the Student Name within the Recent Activity table will

direct you to the student's submission within the Marking interface. Click the **Submission Notification icon**  or the Student's Name to begin evaluating the submission.

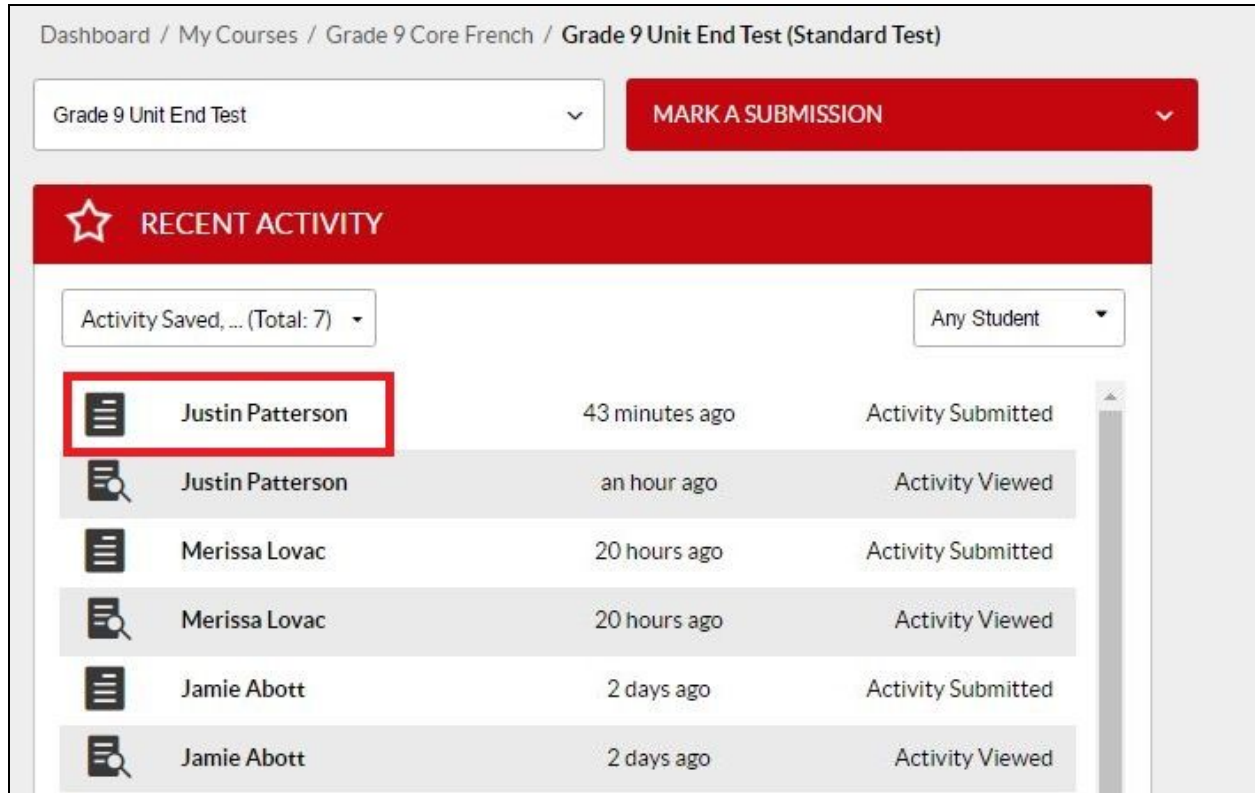


Image: Reviewing Submission Notifications in the Activity Dashboard

2. Activity Submissions are also summarized within the **Submissions** button found at the top of the Activity Dashboard, directly above the Student Activity graph, and to the left of the **Test Planner** button. Clicking on the **Submissions** button will direct you to the **Submissions** page.



Image: Accessing the Submissions page