



# Process Document Viewing My Assignments and Grades

<b>File Name</b>	<b>Viewing My Assignments and Grades.doc</b>
<b>Document Created</b>	<b>9/24/2008</b>

## Viewing My Assignments and Grades

### Concept

The **View My Assignments** page gives the student a quick look at all assignments and grades to-date for the selected class. It also gives the student their current mid-term and final grade, as calculated by Gradebook or entered by the instructor. Hyperlinks on the page allow the student to navigate to detail information.

### Navigation

The screenshot shows the MaineStreet UMS portal interface. The top navigation bar includes 'Home', 'Add to My Links', and 'Sign out'. Below this, there are sections for 'MaineStreet Menu', 'Student Message Center', 'Student Self-Service', and 'Employee Self-Service'. The 'MaineStreet News' section contains a welcome message and several links for users to find information and resources. The 'Student Self-Service' section includes links for 'Student Self-Service', 'Student Center', and 'User Guides & Demos'. The 'Employee Self-Service' section includes links for 'Time Reporting', 'Personal Information', and 'Payroll and Compensation'.

Step	Action
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- |    |   |
|----|---|
| 1. | Click the <b>Student Self-Service</b> link.<br><a href="#">▶ Student Self-Service</a> |
| 2. | Click the <b>Student Center</b> link.   |
| 3. | Click the <b>Self Service</b> link.   |
| 4. | Click the <b>Enrollment</b> link.   |
| 5. | Click the <b>View My Assignments</b> link.  |



### Procedure

Student Name  go to ...

[View Assignments and Grades](#)

View Assignments and Grades

2008 Fall | Undergraduate | University of Maine

Course Title	Course ID	Class Nbr	Subject Catalog Nbr	Class Section
<a href="#">Topics in Art History</a>	015964	1504	ARH 361	0860

go to ...

Step	Action
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- |    |  |
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| 6. | If an instructor enters assignments in MaineStreet, you can access information about the assignments and posted grades from the <b>View Assignments and Grades</b> page. Links to the courses are available as well as information about the <b>Course IDs</b> , <b>Class Nbrs</b> , <b>Subject Catalog Nbrs</b> and <b>Class sections</b> . |
|----|--|

To view assignments and grades for a course, click on the course link in the **Course Title** column.



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**View My Assignments** 2008 Fall

**Class Grades**

Undergraduate University of Maine

ARH 361 Topics in Art History  
Section: 0860 Class Nbr: 1504

**Grades**

Current Mid-Term Grade: 0.00 ~ A  
Current Overall Grade: 91.50 ~ A

Begin Date	Due Date	Assignment	Category	Grade	Out of	Comments
	09/30/2008	<a href="#">1st homework</a>	Homewor	95.00	100	
	10/03/2008	<a href="#">Notes about work to date</a>	Journal	88.00	100	

[Assignment Category](#) [Grade Scale](#) [Instructor Comments](#) [Student Assignment Dates](#)  
[Select Another Class](#) [View My Class Schedule](#)

go to ...

Step	Action
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| 7. | <p>The following information displays on the <b>View My Assignments</b> page:</p> <ul style="list-style-type: none"><li>- <b>Current Mid-Term Grade</b> reflects your current midterm grade, including the weighted points and letter grade for those assignments that will contribute towards your mid-term grade.</li><li>- <b>Current Overall Grade shows</b> your current overall grade, including the points and letter grade to date for all assignments that have grades to date.</li><li>- <b>Begin Date</b> displays the start date of the assignment. Typically, this is the date of the activity or the date that the instructor assigns the assignment.</li><li>- <b>Due Date</b> displays the date the assignment is due. The system includes all grades that were entered by this date in the cumulative grades. If the due date or extended due date is less than or equal to the system date, a missing grade counts as 0.</li></ul> |
|----|--|

To view information about a specific assignment, click on the assignment's link in the **Assignment** column.

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## Viewing My Assignments and Grades



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### Assignment Details

University of Maine      2008 Fall      Dynamic  
ARH 361      Topics in Art History  
Class Section: 0860      Class Nbr: 1504

**Description:** Notes about work to date  
**Description:** Journal

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**Begin Date:**      **Extended Due Date:**  
**Due Date:** 10/03/2008      **Estimated Grading Date:**

**Maximum Points:** 100      **Weight in Points:** 100

Required by Institution     Required     Assessed     Include for Mid Term Grade

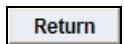
**Notes:**  
In this journal, please provide information about the research you've done to date.

**Return**

Step	Action
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| 8. | On the <b>Assignment Details</b> page, if the instructor entered specific information about the assignment, you can view that information in the <b>Notes</b> section. |
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Click the **Return** button.





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Student Name

**View My Assignments** 2008 Fall

**Class Grades**

**Undergraduate** University of Maine

ARH 361 Topics in Art History  
Section: 0860 Class Nbr: 1504

**Grades**

Current Mid-Term Grade:	0.00	~	A
Current Overall Grade:	91.50	~	A

Begin Date	Due Date	Assignment	Category	Grade	Out of	Comments
	09/30/2008	<a href="#">1st homework</a>	Homewor	95.00	100	
	10/03/2008	<a href="#">Notes about work to date</a>	Journal	88.00	100	

[Assignment Category](#) | [Grade Scale](#) | [Instructor Comments](#) | [Student Assignment Dates](#)

[Select Another Class](#) | [View My Class Schedule](#)

go to ...

Step	Action
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9. Click the [Assignment Category](#) link to view the **Category** for each assignment.

[Assignment Category](#)

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## Viewing My Assignments and Grades



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### Assignment Categories

Student Name  
University of Maine      2008 Fall      Dynamic  
ARH      361      Topics in Art History  
Class Section: 0860      Class Nbr: 1504      Course ID: 015964

Grades

Current Mid-Term Grade: 0.00 ~ A  
Current Overall Grade: 91.50 ~ A

Category	Weight %	Mid-Term Total	Out of	Mid-Term Grade	Category Total	Out of	Category Grade
Homework	50				95.00	100.00	95.00
Journal	50				88.00	100.00	88.00

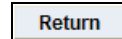
[Return](#)

Step	Action
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|-----|--|
| 10. | When an instructor enters assignments for a class, the assignments can be grouped into <b>Categories</b> (i.e. Homework, Quiz, Journal...). Percentage <b>Weights</b> are applied to the Categories that are then used when calculating class grades. The <b>Assignment Category</b> page displays the <b>Categories</b> the instructor is using for the class and the <b>Weights</b> applied to them. |
|-----|--|

In this example, the first **Category Assignment** is *Homework* and the second **Category Assignment** is *Journal*.

Click the **Return** button to return to the **View My Assignments** page.






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### View My Assignments

2008 Fall

#### Class Grades

Undergraduate

University of Maine

ARH 361 Topics in Art History  
Section: 0860 Class Nbr: 1504

Grades			
Current Mid-Term Grade:	0.00	~	A
Current Overall Grade:	91.50	~	A

Begin Date	Due Date	Assignment	Category	Grade	Out of	Comments
	09/30/2008	<a href="#">1st homework</a>	Homewor	95.00	100	
	10/03/2008	<a href="#">Notes about work to date</a>	Journal	88.00	100	

[Assignment Category](#)   [Grade Scale](#)   [Instructor Comments](#)   [Student Assignment Dates](#)

[Select Another Class](#)   [View My Class Schedule](#)

go to ...

Step	Action
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- |     |   |
|-----|---|
| 11. | Click the <a href="#">Grade Scale</a> link. |
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## Viewing My Assignments and Grades



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### Class Grade Scale

Student Name  
University of Maine      2008 Fall      Dynamic  
ARH 361      Topics in Art History  
Class Section: 0860      Class Nbr: 1504      Course ID: 015964

**Grades**

Current Mid-Term Grade: 0.00 ~ A  
Current Overall Grade: 91.50 ~ A

Mark	Grade
93.00	A
90.00	A-
87.00	B+
83.00	B
80.00	B-
77.00	C+
73.00	C
70.00	C-
67.00	D+
63.00	D
60.00	D-
	F

- | Step | Action   |
|------|--|
| 12.  | The <b>Class Grade Scale</b> page displays your <b>Current Overall Grade</b> and your <b>Current Mid-Term Grade</b> (if calculated at this point) and the <b>Grading Scale</b> the instructor has set for the class.<br><br>Click the <b>Return</b> button.<br><input type="button" value="Return"/> |



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## Viewing My Assignments and Grades

The screenshot shows the MaineStreet web application interface. At the top left is the MaineStreet logo. The top right navigation bar includes links for Home, Add to Favorites, and Sign out. Below the navigation bar, there are links for New Window, Help, and Customize Page. The main content area displays the student's name, the current semester (2008 Fall), and the class name (University of Maine). It shows the course details: ARH 361, Topics in Art History, Section 0860, and Class Nbr 1504. A 'Grades' section displays the current mid-term grade (0.00 ~ A) and the current overall grade (91.50 ~ A). Below this is a table of assignments with columns for Begin Date, Due Date, Assignment, Category, Grade, Out of, and Comments. The table lists two assignments: '1st homework' (Homework, 95.00/100) and 'Notes about work to date' (Journal, 88.00/100). At the bottom of the page, there are several navigation links: Assignment Category, Grade Scale, Instructor Comments (circled in red), and Student Assignment Dates. There are also links for Select Another Class and View My Class Schedule, and a 'go to ...' dropdown menu.

Step	Action
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|-----|---|
| 13. | Click the <a href="#">Instructor Comments</a> link to open the <a href="#">Instructor Assignments</a> page. |
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### Instructor Comments

Student Name

University of Maine	2008 Fall	Dynamic
ARH 361	Topics in Art History	

Class Section: 0860    Class Nbr: 1504    Course ID: 015964

#### Grades

Current Mid-Term Grade:	0.00	~	A
Current Overall Grade:	91.50	~	A

#### Instructor Comments

Good job!

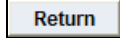
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Based on your first journal, it looks like you're off to a good start with your research. In your next journal, please include more detailed information about your reference material.

Step	Action
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14. When an instructor enters an assignment grade, they can enter a comment to the student about the grade. Only the instructor and the student can view the comment. In the ***Instructor Comments*** section, each comment the instructor has entered is separated by a horizontal line.

Click the ***Return*** button to return to the ***View My Assignments*** page.





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**View My Assignments** **2008 Fall**

**Class Grades**

**Undergraduate** **University of Maine**

ARH 361 Topics in Art History  
Section: 0860 Class Nbr: 1504

**Grades**

<b>Current Mid-Term Grade:</b>	0.00	~	A
<b>Current Overall Grade:</b>	91.50	~	A

Begin Date	Due Date	Assignment	Category	Grade	Out of	Comments
09/30/2008		<a href="#">1st homework</a>	Homewor	95.00	100	
10/03/2008		<a href="#">Notes about work to date</a>	Journal	88.00	100	

[Assignment Category](#) [Grade Scale](#) [Instructor Comments](#) [Student Assignment Dates](#)

[Select Another Class](#) [View My Class Schedule](#)

go to ...

Step	Action
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- |     |   |
|-----|---|
| 15. | To view all dates associated with each assignment, click the <a href="#">Student Assignment Dates</a> link. |
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[Student Assignment Dates](#)

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## Viewing My Assignments and Grades



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### Student Assignment Dates

Student Name  
University of Maine                      2008 Fall                      Dynamic  
ARH                      361                      Topics in Art History  
Class Section: 0860                      Class Nbr: 1504                      Course ID: 015964

Grades

Current Mid-Term Grade: 0.00 ~ A  
Current Overall Grade: 91.50 ~ A

Begin Date	Due Date	Assignment	Date Rec'd	Grade	Last Updated	
	09/30/2008	1st homework	09/18/2008	95.00	09/18/2008	
	10/03/2008	Notes about work to date	09/22/2008	88.00	09/22/2008	

- | Step | Action   |
|------|--|
| 16.  | On the <b>Student Assignment Dates</b> page, the <b>Begin Date</b> (if entered), <b>Due Date</b> , <b>Date Rec'd</b> and date <b>Last Updated</b> for each assignment is listed.<br><br>Click the <b>Return</b> button.<br><input type="button" value="Return"/> |
| 17.  | <b>End of Procedure.</b>   |