

How to Find Mistakes Made in MyItLab Download Assignments

1. Go on your Grades link in MyItLab.
2. Click on the assignment you want to see the errors.
3. Click the down arrow next to the assignment and select **VIEW SUBMISSIONS**

The screenshot shows the MyItLab interface with a navigation bar at the top containing 'Today's View', 'Course Content', 'Grades', and 'Communicate'. On the right, there are links for 'Student View', 'Return to Instructor View', 'Tech Support', and 'Tutor Service'. Below the navigation bar, a 'Custom View' section is visible. The main content area displays a table of assignments with columns for 'Activity' and 'Grade'. The table lists various assignments such as 'Windows 7 Getting Started End-of-Chapter Quiz', 'Practice Download Assignment', 'Win/Com Total', and several 'Word' and 'Excel' project-based training assignments. Annotations with blue boxes and arrows provide instructions: one points to the 'Grades' link, another to the list of assignments, and a third to the 'Word Download Assignment' row. A box labeled 'Graded' points to the '49.8 / 50' grade for that assignment.

Activity	Grade
Windows 7 Getting Started End-of-Chapter Quiz	-- / --
Practice Download Assignment	5 / 5
Win/Com Total	5 / 5
Word Chapter 3: Project-Based Training	-- / --
Word Chapter 4 Project-Based Training	-- / --
Word Chapter 5 Project-Based Training	0 / 10
Word Download Assignment	49.8 / 50
Word Quiz (Chapters 3-5)	-- / --
Word Total	49.8 / 60
Excel Chapter 7 Project-Based Training	-- / --
Excel Chapter 8 Project-Based Training	-- / --
Excel Chapter 9 Project-Based Training	-- / --
Excel Chapter 10 Project-Based Training	-- / --

To see what you did incorrectly in an assignment after submission
Click on the Grades from your home screen and this screen appears

A list of your assignments appear. Some are graded and some are not yet completed.

To check to see what you did incorrectly click on the down arrow next to the assignment and select view submissions (not shown here but will be on your screen)

Graded

The summary report options was selected.

Word Download Assignment [Show Info](#)

Date	Time	Grade
9/20/2011	2:59 PM	38.9/50.0
9/20/2011	5:57 PM	49.8/50.0

Click on the attempt you want to view.

This screen appears

Submit Student Answers Send Message Print

_Student, _Student

Submitted: 9/20/2011 5:57:04 PM Grade: 49.8/50 Student Attempt: 2/3 Questions Attempted: 1/1 Total Time: -

[Submitted File](#) [Summary Report](#) [Marked-up Report](#)

Word Download Assignment

Score Card Data

Total Score obtained: **99.5%**

Listed below is the score for each instruction:

Step	Instructions	Max. Points	Obtained Points
1	Start Word. Download and open the file named <i>Skills_w03_Grader_IR.docx</i> .	0.000	0.000
2	At the top of the document, apply the picture effect Soft Edges 2.5 Point to the picture on the far left (two female students holding books). Hint: On the Format tab, in the Picture Styles group, use the Picture Effects button.	4.000	4.000
3	On the first blank line below the paragraph that begins <i>8/15/12</i> , create a left-aligned tab stop at the 3 inch mark. Hint: Click at the 3" mark on the horizontal ruler.	3.0	3.0
4	On the same line create a right-aligned tab stop at the 6 inch mark with a dotted leader (option 2). Hint: Right-click, and then click Paragraph. In the dialog box, use the Tabs button.	4.000	4.000

Hide Submissions List

Close

Looks like the following:

Detailed Summary of Project Submission Print

Microsoft Word 2010 - Assignment Word Download Assignment

Your Total Score Obtained: **99.5%** | Date Report Run **10/26/2011**

You lost points in the following question. Click on the question to view the errors.

Step	Instructions	Points Deducted
I-13	In the last blank paragraph at the end of the document, insert a table that is two columns by two rows. Add a new row and a new column to the table. In the table, enter the following information: Column 1, Row 1: Due Date Column 2, Row 1: Amount Due Column 3, Row 1: Account Number Column 1, Row 2: 9/15/12	0.250
	In the cell [Row 2] [Col 3] that starts with "S1234", the 'Cell Text' was not submitted as 'S1234'.	0.000/0.250

Close

Summary report was selected. It shows whatever questions you did incorrectly (even partial errors).

By clicking the down arrow it shows what exactly you did incorrectly for that question.

You can also use the **Markup Report** showing each action you performed for the questions. Items marked with a green checkmark are correct/ Items with a red X are incorrect. Click on the X and find out what MYITLAB says about your error. PBT has a similar options and it looks more like the Marked up report shown below.

Detailed Summary of Project Submission
Print

Microsoft Word 2010 - Assignment Word Download Assignment

[Download your submission with Live Comments](#)

Your Total Score Obtained: 99.5% | Date Report Run 10/26/2011

Below is a visual of your graded project submission. Click on the check-mark or x-icons to view the detailed results and score of the corresponding instruction step. If the project required you to insert images or art, those items are hyperlinked and can be selected for more details. Please note that missing items are highlighted in tan color. The elements that were to be deleted are highlighted in orange color. Note: You can also download your submission with Live Comments using the link in the upper right.

Selecting a marked up report looks similar to the following. Do as the instructions explain to find your error. A check is correct; an X is incorrect. Click on it to see why.

Detach and return this portion with your payment to:

[Image](#) ✓

State University
Student Account Services
PO Box 123
Biloxi, MS 39531

Due Date ✓	Amount Due ✓	Account Number ✓
9/15/12 ✓	\$3,784.84 ✓	S1234 ✗
Amount Paid ✓	\$ ✓	

Other Checks

Close