

Reviewing an Assignment

Learn how to review a submitted assignment

Once a user has completed an assignment, what's next? This article covers how to review an assignment from the admin area. If the student shared an external link, you can follow the same steps outlined in this [support article](#).

1. Go to the "Assignments" tab and locate your assignment.
2. Click the assignment name to view a list of users who have completed the assignment. Click on "Review Now" to begin reviewing.

The screenshot displays the 'Awesome Assignment' review interface. At the top, it shows the assignment title 'Awesome Assignment', a unique code '30fe54', and a 'Copy Code' button. Below this, it indicates the assignment was created by Alex Morgan on Jan 20, 2020, and is currently 'ACTIVE'. There are tabs for 'To Review', 'Reviewed', and 'In progress by user', with 'To Review' selected. A search bar is available to find students. The main content is a table with columns for 'USER DETAILS', 'AI SCORE', 'OTHER REVIEWS', and 'EXTERNAL SHARING'. The table lists five users, each with a profile picture, name, email, submission date, AI score (4.9), and a 'SILVER' badge. Action buttons for 'Share', 'Review Now', and 'Finalize Review' are provided for each user. A comment box is visible at the bottom left, and a 'No comments' message is shown below it.

USER DETAILS		AI SCORE	OTHER REVIEWS	EXTERNAL SHARING	
JP	John Peterson john.peterson@gmail.com Submitted on: Feb 01, 2020	SILVER	★ 4.9	Share	Review Now
EM	Ellie Morgan elliemorgan@gmail.com Submitted on: Jan 30, 2020	SILVER	★ 4.9	Share	Finalize Review
DP	Diane Paulsen dianepaulsen@gmail.com Submitted on: Jan 30, 2020	SILVER	★ 4.9	Share	Review Now
EM	Ellie Morgan elliemorgan@gmail.com Submitted on: Jan 30, 2020	SILVER	★ 4.9	Share	Review Now
	John Peterson john.peterson@gmail.com Submitted on: Feb 01, 2020	SILVER	★ 4.9	Share	Finalize Review

3. You can now review each video or review the entire assignment. To review individual videos, click "Review Answer", complete your review, and then click "Save Review & Continue".

The screenshot shows a user interface for reviewing a video. At the top, the user's name "John Peterson" and email "john.peterson@gmail.com" are displayed, along with the submission date "Submitted on: Feb 01, 2020". The assignment title is "Why are you interested in this position?". The video is identified as "Video 2 of 7" and has a "RECORDING AI SCORE" of 4.9 and "RECORDING OTHER REVIEWS" of 4.9. The video player shows a man in a green shirt smiling. Below the video player is a "Review Answer" button. On the left side, there is a list of video questions with their respective scores: "Tell me about yourself" (4.9), "Why are you interested in..." (N/A), "What are your top transfer..." (N/A), "What can you offer that a..." (N/A), "What inspired you to make..." (N/A), "Where do you see yourself..." (N/A), and "What are your top transfer..." (N/A).

4. To review the entire assignment, click "Review entire assignment", complete your review, and click "Save Review & Finalize".

The screenshot shows the "Review Entire Assignment" interface. On the left, a list of video questions is shown with their scores: "Tell me about yourself" (4.9), "Why are you interested in..." (4.7), "What are your top transf.." (3.5), "What can you offer that a..." (3.0), "What inspired you to make..." (4.2), "Where do you see yourself..." (3.0), and "What are your top transfer..." (3.5). The "Review entire assignment" option is selected. The main area is titled "Review Entire Assignment" and has tabs for "My Review", "Other Reviews", "Self-Review", and "AI Review". The "My Review" tab is active, showing a grid of review criteria with progress indicators (circles) and scores. The criteria and their scores are: "Answers the question well" (4.0), "Speaks Clearly" (4.0), "Conveys relevant qualifications" (4.0), "Steady eye contact" (4.0), "Communicates enthusiasm" (4.0), "Appropriate body language" (4.0), "Keeps answer concise" (4.0), "Appropriate attire" (4.0), "Does not use fillers (UMS/UHS)" (4.0), and "No nervous gestures" (4.0). The "ENTIRE ASSIGNMENT FINAL SCORE" is 4.0. Below the grid is an "Additional Feedback" section with a text input field labeled "Other additional feedback".