

## Supervisors: How to decline submitted assessments

Students may submit an assessment to the wrong supervisor, or have failed to upload a required file prior to submitting. In these cases, the assessment can be declined so the student can correct the error and resubmit the assessment.

**NOTE:** When an assessment is declined, the student will automatically receive an email notification regarding the decline (and reassignment, if applicable). You can choose to add a custom message to this email in step 5.

1. Click **Assessments, New** from your left menu

- Any assessments that can be declined will have a check box to the left of the student's name

2. Click the **check box** for the appropriate student(s) you wish to decline

3. Click the **decline selected student(s)** button at the top of the list

The screenshot shows the 'Assessments' page for the University of Louisville. The page has a header with the university logo and 'ASSESSMENT >> University of Louisville'. Below the header are tabs for 'CURRENT', 'UPCOMING', and 'COMPLETED'. A 'decline selected student(s)' button is visible above a table of assessments. The table has columns for 'STUDENT', 'ASSESSMENT', and 'PHASE'. One row is selected, with a green checkmark in the checkbox column. A red arrow points to the 'decline selected student(s)' button.

| STUDENT   | ASSESSMENT  | PHASE   |
|---|---|---------|
| <input checked="" type="checkbox"/> Student, Janie<br>(1357685)<br>[ Files: 1 ] | ELEMENTS: EDTP 615 - Lesson Plan #1 (MAT - Early Elementary Student Teaching Assessments)             | Initial |
| <input type="checkbox"/> Student, Janie<br>(1357685)<br>[ Files: 0 ]            | ELEMENTS: EDTP 615 - Observation of Teaching #1 (MAT - Early Elementary Student Teaching Assessments) | Initial |

4. Choose whether you would like to **reassign this Assessment to another Faculty Member**

- If Yes, search for and select the Faculty Member
- If No, proceed to the next step

# Decline Assessments

CHANGE

[ STUDENT SEARCH ] 🔍

## FACULTY TOOLS

📁 Course Assessments

📁 Assessments, 2 New


📁 Resources

📁 My Courses

📁 Shared Reports

Faculty Member Terms & Conditions  
[ Last Updated 3/8/2019 ]

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 Select the appropriate options below and then click 'Confirm Decline'

Would you like to reassign this Assessment to another Faculty Member?"

Yes

No

Select the Faculty Member who should receive the Assessment(s):

View All Faculty (including unassigned)

Use this box to search

Choose a faculty member from this list. If the appropriate faculty member does not appear in this list, click the check box for 'View All Faculty' above the search bar.

5. Choose whether you would like to **add a personal comment to the email which the Student(s) will receive**

- If Yes, type your message into the box provided
- If No, proceed to the next step

Would you like to add a personal comment to the email which the Student(s) will receive?

Yes

No

Email Message to be sent to the Student(s)


Type your message here


6. Click **CONFIRM DECLINE**

- If you change your mind, you can click Cancel instead

**Assessments**

| STUDENT                     | ASSESSMENT  | PHASE   |
|-----------------------------|---|---------|
| Student, Janie<br>(1357685) | ELEMENTS: EDTP 615 - Lesson Plan #1 (MAT - Early Elementary Student Teaching Assessments) | Initial |

 **CONFIRM DECLINE**

 cancel