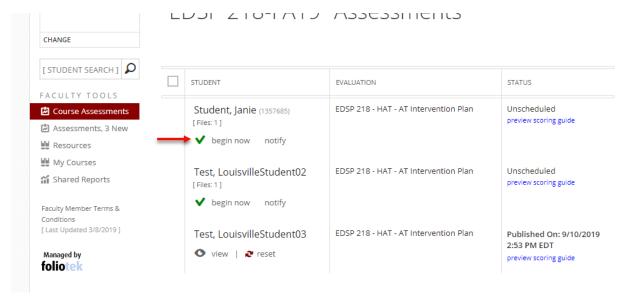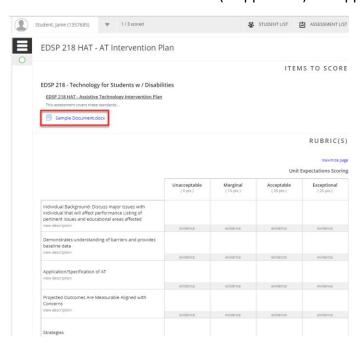# Scoring Student Work for Assessment

Beginning a Course Assessment

- Click on **Course Assessments** in the left menu
- Choose the appropriate course assessment from the list
- Below the student name click on the **begin now** button

- The student's document (if applicable) will appear below the heading to download

- Must click **Summary** at the bottom of the page to save grading

- To Publish Scores, you have the option to publish each student's assessment as you complete their scoring OR you can wait until all students have been scored. Either way, once you are ready to publish scores you will click into each student's assessment and then click the green **Publish this Assessment** box.
    - IMPORTANT: Once an assessment has been published it cannot be unpublished. If you need an assessment unpublished please contact your Foliotek admin(s) as soon as possible.