The image shows a laptop screen with a black background. The text is displayed in a clean, sans-serif font. The title is split into three lines: the first line is in orange, and the second and third lines are in white. The background of the entire image is a solid yellow color.

**Step by Step Guide for
Academic Counsellors
for
Evaluating Assignment**

Centre for Online Education
IGNOU, New Delhi

Step-1

Log In to your LMS by entering your **user ID and password**.

URL: lms.ignouonline.ac.in



The screenshot shows a login interface for the Learning Management System (LMS). At the top, there is a blue header with the text "Learning Management System (LMS)". Below this, the main content area is white and contains the following elements:

- The text "Log in to IGNOU Online Learning Management System" centered at the top of the form.
- A yellow input field labeled "Your Registered Email ID".
- A yellow input field labeled "Your Password".
- A blue button labeled "LOG IN" positioned below the password field.
- A link labeled "Lost password?" located below the "LOG IN" button.
- A grey button labeled "COOKIES NOTICE" at the bottom of the form.

Step-1

Login to LMS and select My Courses

Home Dashboard **My courses** Site administration

Learning Management System (LMS)

ONLINE LEARNING

GRADUATE

Home Settings Participants Reports Question bank More

FILE
Revised Date sheet of Online Examination for June 2023 TEE



Step-2

Select from Available Options

Click on Course Link to Open the Course
for which the assignment is to be evaluated

Step-2

Home Dashboard My courses

Learning Management System (LMS)

My courses

1- Select 'ALL' from available options, to list-out all the courses

Course Overview

ALL Search SORT BY COURSE NAME CARD

BCS-011: Computer Basics and PC Software Semester-I
0% complete **Course-1**

MCO-05 Accounting for Managerial Decision Semester-I
0% complete **Course-2**

2- Click on course link to open the course, of which assignment to be evaluated

Course page will open beginning with all the available contents, scroll-down to end to see the assignments, as shown in next slide.

Step-3

Home Dashboard My courses Site administration

Learning Management System (LMS)

MCS-211: Design and Analysis of Algorithms

Course Settings Participants Grades Reports More

General

FORUM Announcements

ADD AN ACTIVITY OR RESOURCE

Add topic

Block-1 Introduction to Algorithms

FILE Unit-1 Basics of an Algorithm and its properties

MARK AS DONE

ASSIGNMENT Assignment Submission for December 2023 Term End

View

Make a submission

Receive a grade

Opened: Thursday, 9 February 2023, 11:42 AM
Due: Tuesday, 31 October 2023, 11:59 PM

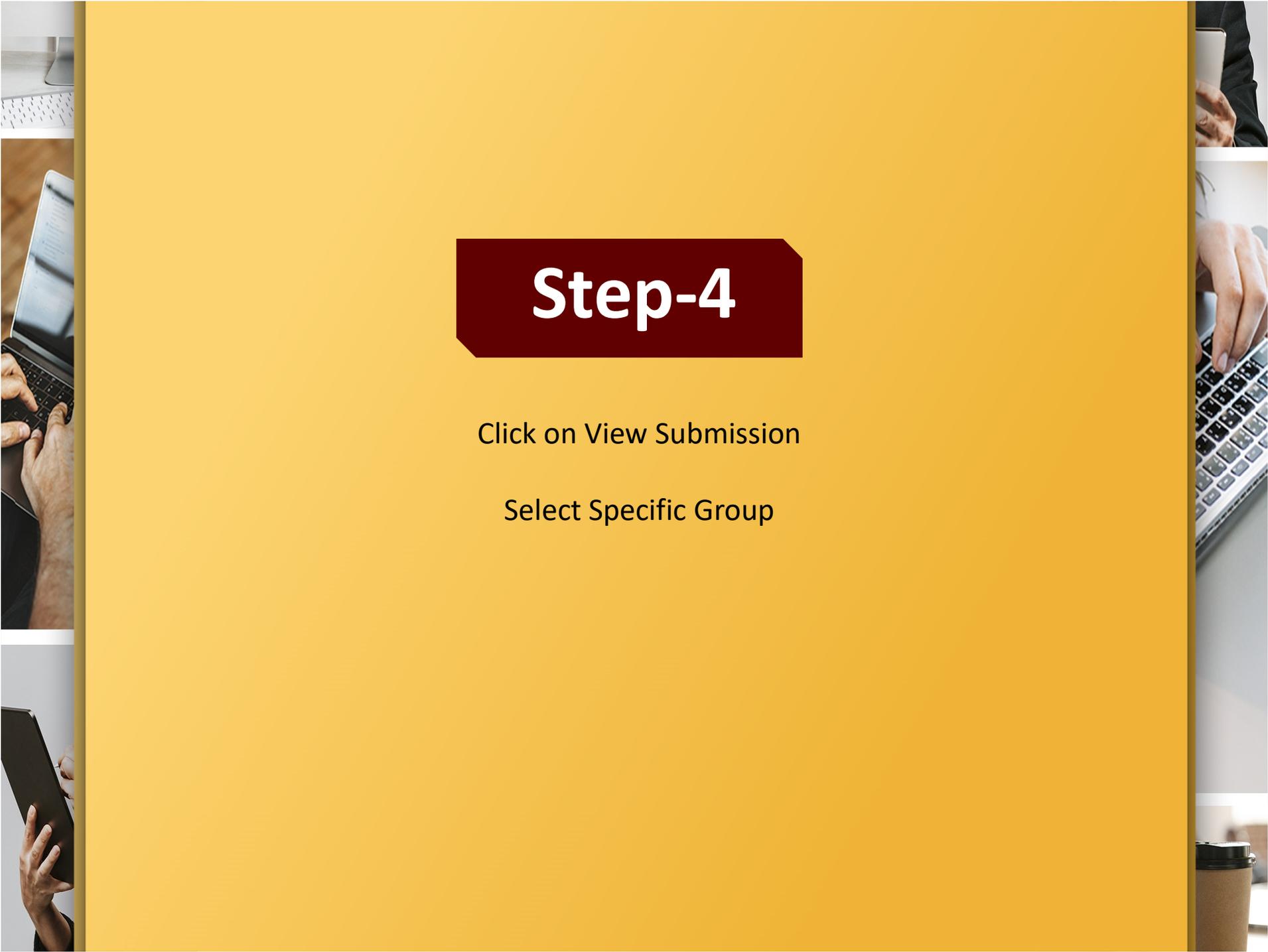
Dear Learners,

This assignment is for the July-2023 Session.

Kindly submit your assignment in pdf format in a single file only.

IGNOU

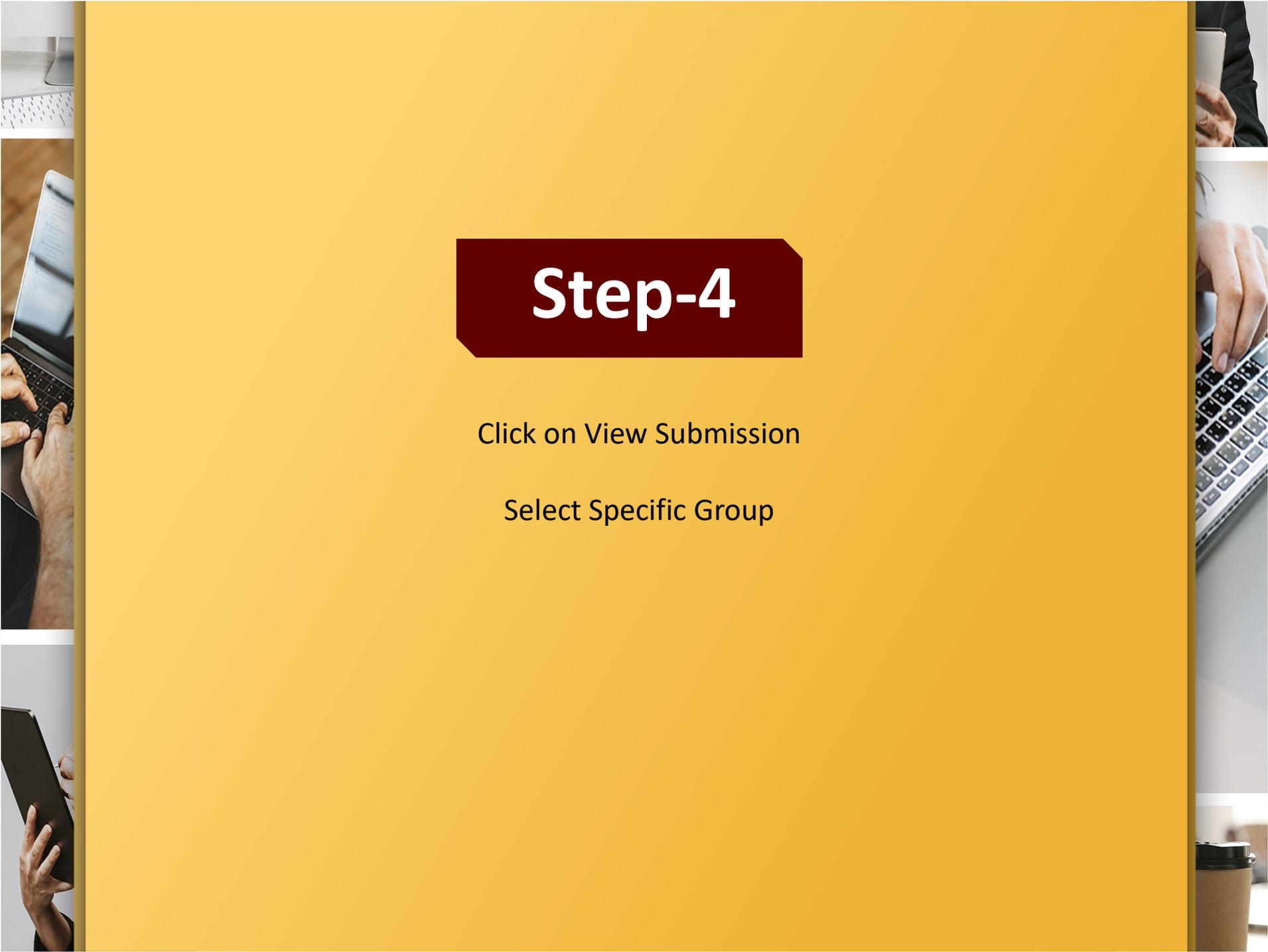
Click on assignment link to view the submissions.



Step-4

Click on View Submission

Select Specific Group



Step-4

Home Dashboard My courses Site administration

Learning Management System (LMS)

Master of Computer Applications (MCAOL) > MCS211 > Assignment Submission for December 2023 Term End

ASSIGNMENT

Assignment Submission for December 2023 Term End

Assignment Settings Advanced grading More

View Make a submission Receive a grade

Opened: Thursday, 9 February 2023, 11:42 AM
Due: Tuesday, 31 October 2023, 11:59 PM

Dear Learners,
This assignment is for the July-2023 Session.
Kindly submit your assignment in pdf format in a single file only.

IGNOU

MCS-211.pdf 9 February 2023, 1:09 PM

VIEW ALL SUBMISSIONS GRADE

Grading summary

Visible groups All participants

Hidden from students	No
Participants	1003
Drafts	1
Submitted	5
Needs grading	5
Time remaining	126 days 12 hours

Course-2

Assignment Question Paper

1- Click on VIEW ALL SUBMISSIONS

2- Select specific Group

Records of learners enrolled in the course, Assignments Submitted, Needs grading etc is shown here

Step-5

The screenshot displays a table of assignments with the following columns: Select, User picture, First name / Surname, Email address, Status, Grade, Edit, Last modified (submission), File submissions, Submission comments, Last modified (grade), Feedback comments, Annotate PDF, Feedback files, and Final grade.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Feedback files	Final grade
<input type="checkbox"/>	SK	Surabhi Kumari	surabhi31030@gmail.com	Submitted for grading	GRADE	Edit	Saturday, 6 May 2023, 5:52 AM	Mcs 211.pdf	6 May 2023, 5:52 AM	(0)	Comments	-	-	-
<input type="checkbox"/>	AT	Abinash Tewary	abinash tewary99@gmail.com	Submitted for grading	GRADE	Edit	Tuesday, 30 May 2023, 10:44 PM	MCS-211.pdf	30 May 2023, 10:43 PM	(0)	Comments	-	-	-
<input type="checkbox"/>	KK	Kirandeep Kaur	kaurkirandeep76213@gmail.com	Submitted for grading	GRADE	Edit	Monday, 1 May 2023, 12:20 PM	MCS-211.pdf	1 May 2023, 12:18 PM	(0)	Comments	-	-	-
<input type="checkbox"/>		Mudassir Jamal	zahirjamal@gmail.com	Submitted for grading	GRADE	Edit	Tuesday, 16 May 2023, 12:08 AM	2301536899_MCS-211.pdf	15 May 2023, 8:17 PM	(0)	Comments	-	-	-
<input type="checkbox"/>	MI	Mohd Iyazuddin Shaikh	iyazshaikh05@gmail.com	Submitted for grading	GRADE	Edit	Monday, 1 May 2023, 1:52 AM	MCS-211.pdf	1 May 2023, 1:51 AM	(0)	Comments	-	-	-

With selected... Lock submissions [dropdown] GO

Options

Assignments per page: 10

Filter: Submitted (dropdown menu)

- No filter
- Not submitted
- Draft
- Submitted
- Requires grading
- Granted extension

1-Click on GRADE to evaluate the assignment

Filter can be used to list-out the assignments as per the status

After clicking on 'GRADE' the submitted assignment will appear as shown below.

1- Total number of pages, move to next page etc using side arrows.

2-Assign marks, only numeric values.

Course: MCS-211: Design and Analysis of Algorithms
Assignment: Assignment Submission - December 2023 Term End
View all submissions

Surabhi Kumari
surabhi31030@gmail.com
Due date: 31 October 2023, 11:59 PM

Page 1 of 29

Submission
Submitted for grading
Not graded
Assignment was submitted 178 days 18 hours early
Student cannot edit this submission

Mcs 211.pdf 6 May 2023, 5:52 AM

Comments (0)

Grade
Grade out of 100

Feedback comments

Feedback files

Notify student **SAVE CHANGES** **SAVE AND SHOW NEXT** **RESET**

4- After grading click SAVE CHANGES

5- SAVE AND SHOW NEXT, to grade next submission

3- Evaluator's feedback/comments, specially if any recommendation is to be given to learner to improve the submitted Synopsis/Project proposal.



Thank You

Happy Learning