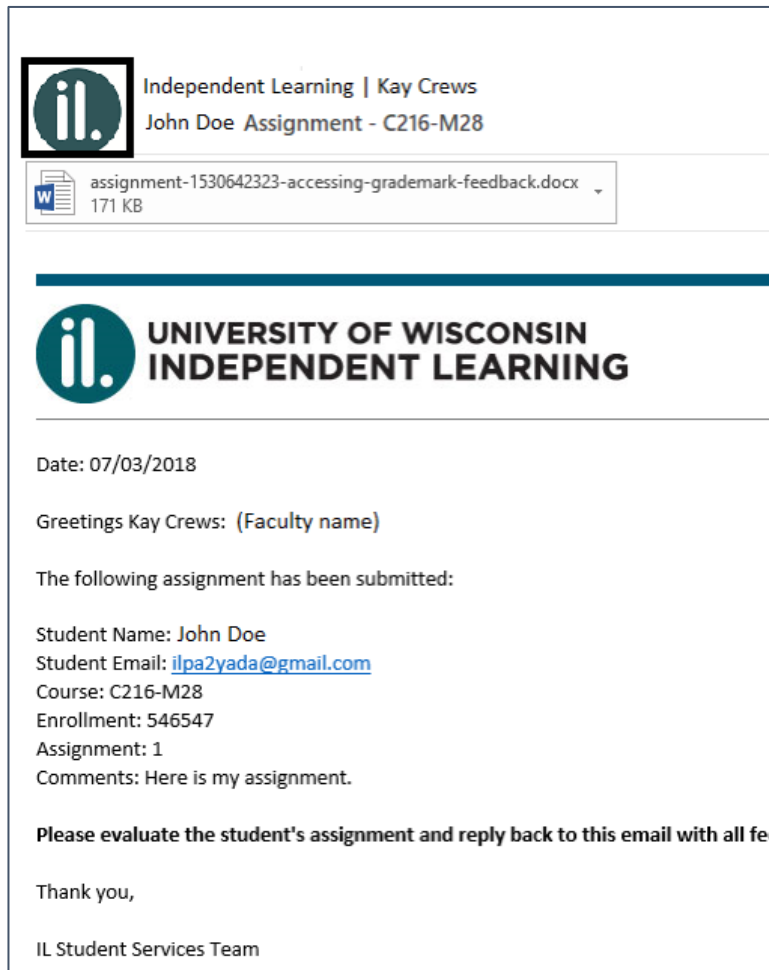UNIVERSITY OF WISCONSIN
INDEPENDENT LEARNING

Dear Faculty,

We appreciate the time and effort you put into the Independent Learning student experience, and we know that your time is valuable. As you know, the Independent Learning website is getting a makeover and this includes updating the process for submitting assignments for print-based courses. **The new process will no longer require logging into iStudy or LRMS to record an assignment grade.** With this change, we think both faculty and students will find the process much more streamlined and accessible.

Below are the steps you will take when grading and returning feedback to students in print-based courses:

1. Your student will follow the course guide and complete their assignment as instructed. When they are ready to submit they will go to the IL website (https://il.wisconsin.edu), log in to their student account, and submit their assignment from within their account. The course guide for your course is updated to reflect this new process for students and all current students have received a new copy of the course guide.

2. Once a student submits an assignment from their account. You will receive an email from il@uwex.edu containing the assignment submission. **Please see an example of what this email will look like:**

Independent Learning | Kay Crews
John Doe Assignment - C216-M28

assignment-1530642323-accessing-grademark-feedback.docx
171 KB

UNIVERSITY OF WISCONSIN
INDEPENDENT LEARNING

Date: 07/03/2018

Greetings Kay Crews: (Faculty name)

The following assignment has been submitted:

Student Name: John Doe
Student Email: ilpa2yada@gmail.com
Course: C216-M28
Enrollment: 546547
Assignment: 1
Comments: Here is my assignment.

Please evaluate the student's assignment and reply back to this email with all fee

Thank you,

IL Student Services Team

3. You can download the attachment and grade it however you normally would (print it out and write on it, type on the document and save it, whatever works for you). Please be sure to continue grading each assignment within 3 business days of the submission.

4. When you are ready to return the feedback to the student, you will simply email the graded document as an attachment and/or comments in the body of the message to il@uwex.edu. It may be easiest to reply to the original email you received when the assignment was submitted.

Student Services will enter the assignment grade in the student's record in LRMS and return the graded assignment to the student via email.

Remember that this will only affect students in print-based courses. Students in online courses will continue submitting assignments in their online course where you'll continue to grade their work.

We're excited to transition into this more streamlined process to provide you and our students with an enhanced experience in our print-based courses. Please contact Student Services or Liz Bush if you have any questions. Thanks for your continued cooperation!

Sincerely,

Student Services