

# Instructor

## QUICK START GUIDE



### System Requirements

SAGrader is tested and supported for the following Web browsers:

- Firefox latest update (Linux, Mac, Windows)
- Chrome latest update (Linux, Mac, Windows)
- Internet Explorer 8 or later (Windows)
- Safari 5.1 or later (Mac, Windows)

### Browser Settings

Configure the following settings in your Web browser:

- Accept cookies from [www.sagrader.com](http://www.sagrader.com)
- Enable Javascript

## Creating your account

To create your SAGrader account and set up your course visit: [www.sagrader.com/jbl\\_instructor](http://www.sagrader.com/jbl_instructor)

Fill out the form with your name, email and course information.



Edward Brent  
J. Scott Lewis

# learn

## Sociology

**Get Started with SAGrader for Learn Sociology**

Instructors using **Learn Sociology** can get access to SAGrader, which provides automated assessment of writing activities.

To use SAGrader with your class, simply fill out the form below. We will set up your class and send you log in credentials within one business day.

**SAGrader**

**About Learn Sociology**

Learn Sociology creates a new paradigm for student-centered learning in introductory sociology courses. Written with 21st century students in mind, this text presents introductory sociology content in a highly interactive format that is both easy to use and highly compatible with digital applications.

Email Address:

First Name:

Last Name:

Time Zone:

Course:

Section:

Semester Name:

Semester Starts: Jan 1 2013

Semester Ends: Jan 1 2013

**JONES & BARTLETT LEARNING**  
An Avonard Learning Company

After you submit the form, we will set up your account and course.

Within one business day, you'll receive an email letting you know how to log in and begin using SAGrader.

## Logging in to SAGrader

Log in to SAGrader by going to <http://www.sagrader.com/jbl> and entering your email and password.



The screenshot shows the SAGrader login interface. At the top, the word "learn" is in a large, stylized font, with "Sociology" written below it in a green, sans-serif font. To the right of the text, there is a small graphic of a woman pointing upwards, surrounded by several circular profile pictures of other users. Above the woman's head, the names "Edward Brent" and "J. Scott Lewis" are listed. Below the header, the word "Login" is displayed in a green, sans-serif font. Underneath, there are two input fields: one for "Email" and one for "Password". A "Login" button is positioned below the password field. Below the button, there is a link that says "Forgot your password?". At the bottom of the login section, there is a link that says "Don't have an account yet? Create a student account »".

learn

Edward Brent  
J. Scott Lewis

Sociology

Login

Email

Password

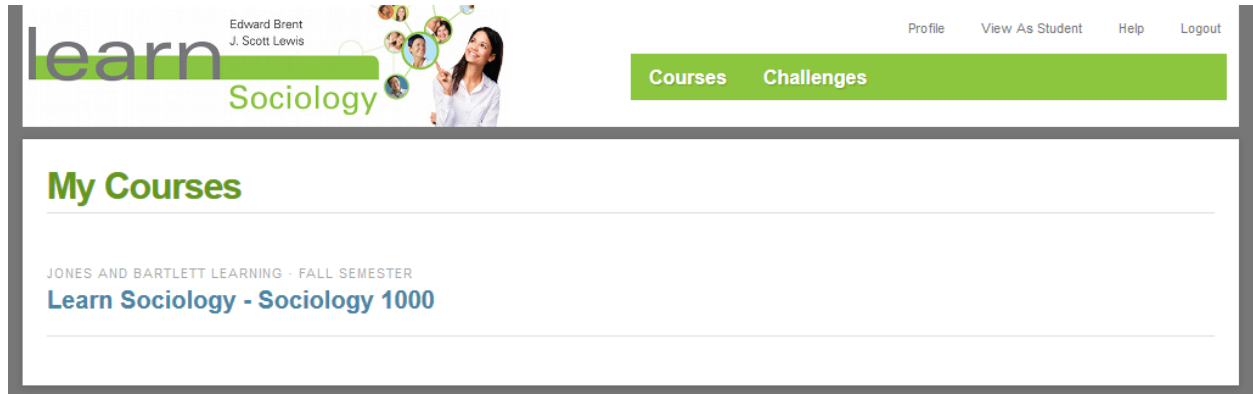
Login

[Forgot your password?](#)

[Don't have an account yet? Create a student account »](#)

## Navigation

At the top of the site you will find large menu options for “Courses” and “Challenges”, as well as “Profile”, “View as Student”, “Help”, and “Logout”.



**Courses:** This takes you to your Courses page, where you can view any active and inactive courses to which you have access. Clicking the SAGrader logo will also take you to this page.

**Challenges:** Takes you to the Challenge Resolution page (see below)

**Profile:** Contains profile settings that you can edit for your account; including changing the First and Last name, selecting a different time-zone, changing your password, and selecting whether or not you wish to receive daily emails from SAGrader.

**View as Student:** This tab presents the interface from the point of view of a student in your course. Some instructor options will be hidden from view and/or inaccessible in this mode. When in student view, this button text changes to 'Normal View'; click this button again to return to instructor mode.

**Help:** Takes you to the SAGrader Help page.

**Logout:** Logs you out of SAGrader.

To enter a course, click on the appropriate course from the My Courses page. This will take you to the course page.

Learn Sociology - Sociology 1000 (Fall Semester)

Learn Sociology - Sociology 1000

Required assignments

Avail: Jul 18 at 7:00am  
Due: Apr 18 at 9:00pm

**2.2 Components of Culture**  

0 / 0 submitting   0% average   0 challenges

Avail: Jul 18 at 7:00am  
Due: May 1 at 9:00pm

**2.3 Cultural Change**  

0 / 0 submitting   0% average   0 challenges

Avail: May 1 at 7:00am  
Due: May 2 at 9:00pm

**8.2 Lowest income countries**  

0 / 0 submitting   0% average   0 challenges

Avail: May 1 at 7:00am  
Due: May 2 at 9:00pm

**8.3 World Systems Theory**  

0 / 0 submitting   0% average   0 challenges

[View Section](#)

[Gradebook](#)

[Class Performance](#)

[Class Roster](#)

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## Editing Assignments

SAGrader allows instructors to modify their assignments in a number of ways. To edit an existing assignment click on an assignment and click the “Edit” link on the right side of the page.

[← BACK TO](#) **Learn Sociology - Sociology 1000** (Fall Semester)

### 2.3 Cultural Change

**Due** - This assignment is due...submit away!

Read this hypothetical news article then select three of the following concepts: cultural lag, invention, discovery, and cultural diffusion. Define those concepts and indicate a quote from the text that best illustrates each.

AP – Sep, 2036, Hong Kong. Today Geneticon Inc. reported sales of their home anti-wrinkle genetic kit, NoplaStick®, reached the 1 billion mark. The meteoric rise of this company began 21 years ago when, in the spring of 2015, scientists at UCLA unexpectedly identified the gene that causes facial wrinkles while they were looking for a gene to cause a ... [Read More](#)

**Keep in mind:**

- Double check your **spelling**. You won't get credit for words you misspell.
- Your **formatting** is important. Follow every comma and period with a space.
- Use **complete sentences** and **restate the question** in your answer.

[Edit](#) [Delete](#)

**Due:** Wed, May 1 at 9:00pm

**Worth:** 10 points

**Available:** Wednesday, July 18 at 7:00am

**Expires:** Wednesday, May 8 at 9:00pm

**Late submissions** get a 25% penalty

**Unlimited** submissions

**Required**

[Test Assignment](#) | [Export Submissions](#) | [Export Revision Data](#)

[← BACK TO](#) **Learn Sociology - Sociology 1000** (Fall Semester)

### Edit 2.3 Cultural Change for Sociology 1000

**Available** on  at  ⓘ

**Due** on  at  ⓘ

**Expires** on  at  ⓘ

⚠ This assignment is available so you can't edit questions or writing quality feedback.

ⓘ Once there are submissions you won't be able to move the due or expiration dates into the past.

ⓘ After **Wednesday, May 8 at 9:00pm**, this assignment will be past the regrade date and you will only be able to modify the due and expired dates.

**You can change the defaults for:**

▲ How students are scored

Require assignment ☒ ⓘ

Late credit penalty  % ⓘ

Percent of final score from first submission  % ⓘ

▲ How students can revise

Allowed submissions  ⓘ

Show answers to students? ☐ ⓘ

**You can also:**

▲ Change how the assignment is displayed

Name  ⓘ

▲ View points for questions

cultural change (new) 10pts

This will take you to the Edit Assignment page. Available options include:

- Changing whether an assignment is required or optional
- Setting the late credit penalty
- Setting the number of submissions students are allowed for the assignment
- Changing the name of the assignment
- Changing point values for the learning objectives in an assignment

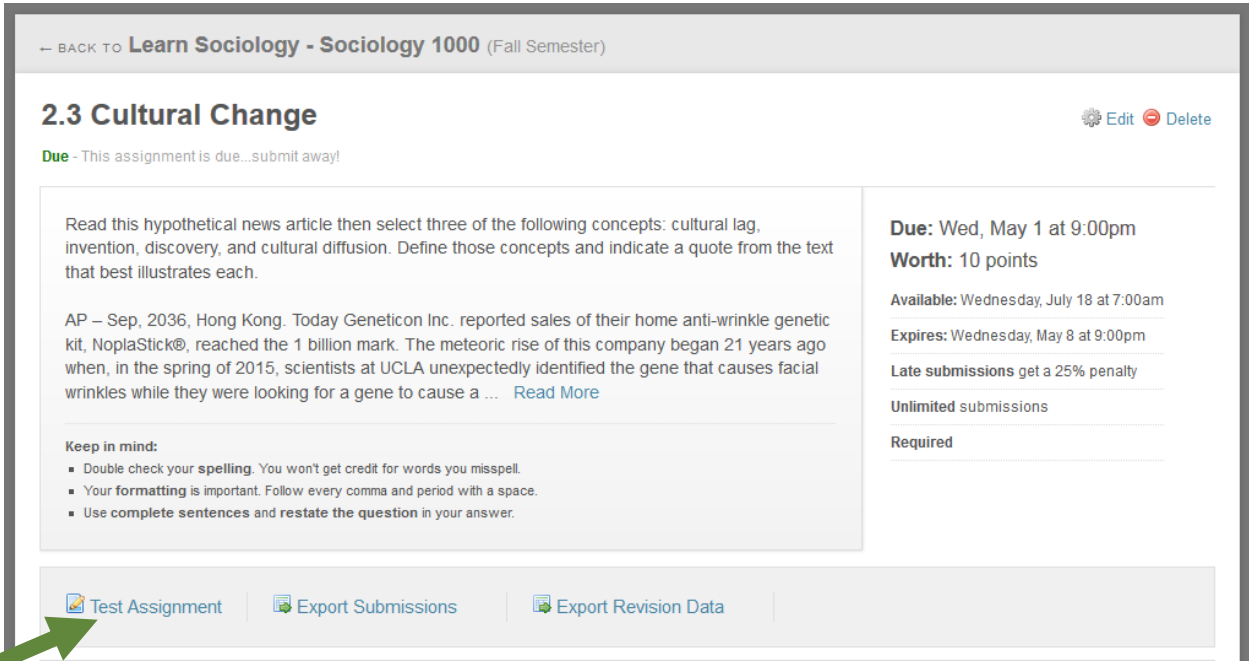
Please note that certain assignment options (such as points possible), become unavailable for editing after the assignment receives its first submission. For the most flexibility in setting up your assignment, make all assignment edits before students begin submitting.

Once you are satisfied with the edits, click Submit to accept the changes or Cancel to discard the changes and return to the assignment page.

## Testing assignments

To test an assignment, head to the assignment page and click the “Test Assignment” link.

This will allow you to submit to an assignment as if you are a student.



The screenshot shows the SAGrader interface for an assignment titled "2.3 Cultural Change". At the top, there is a navigation bar with a back arrow and the text "Learn Sociology - Sociology 1000 (Fall Semester)". Below this, the assignment title "2.3 Cultural Change" is displayed in a large font, with "Edit" and "Delete" links to its right. A green "Due" notification states "This assignment is due...submit away!". The main content area is divided into two columns. The left column contains the assignment instructions: "Read this hypothetical news article then select three of the following concepts: cultural lag, invention, discovery, and cultural diffusion. Define those concepts and indicate a quote from the text that best illustrates each." followed by a news article snippet about Geneticon Inc. and a "Read More" link. Below the article, a "Keep in mind:" section lists three bullet points about spelling, formatting, and sentence structure. The right column displays assignment details: "Due: Wed, May 1 at 9:00pm", "Worth: 10 points", "Available: Wednesday, July 18 at 7:00am", "Expires: Wednesday, May 8 at 9:00pm", "Late submissions get a 25% penalty", "Unlimited submissions", and "Required". At the bottom, a navigation bar contains three links: "Test Assignment" (highlighted with a green arrow), "Export Submissions", and "Export Revision Data".

You can review the assignment settings at the top of the screen.

Enter a test submission in the text box on the left and click the submit button at the bottom to have SAGrader score the submission and present you with your feedback.




## Viewing student submissions

To view student submissions for an assignment, return to the assignment page and scroll down to 'Submissions'.

**Submissions**

**Filters**  
First Name:  Last Name:   
☐ Is Past Due ☐ Highest Score (Per Student)

**Controls**   Give **Full Credit** for Late Submission   Give **Late Credit** for Late Submission

 Scores for this assignment may change and should not be considered final.


FIRST NAME	LAST NAME	SUB #	DATE	STATUS	SCORE	LINK
Luis	Cruz	2	Aug 21 at 2:27 PM	Graded	18%	<a href="#">View</a>
Luis	Cruz	1	Aug 21 at 2:23 PM	Graded	26%	<a href="#">View</a>
Byron	DemoStudent	2	Apr 19 at 6:32 PM	Graded	100%	<a href="#">View</a>
Byron	DemoStudent	1	Apr 19 at 6:31 PM	Graded	48%	<a href="#">View</a>
Amanda	DemoStudent	1	Apr 19 at 6:09 PM	Graded	100%	<a href="#">View</a>
Colin	Monaghan	1	Apr 17 at 2:38 PM	Graded	0%	<a href="#">View</a>

You can filter the results by name, whether the assignment is past due, or elect to show only the highest score for each student.

**Submissions**

**Filters**  
First Name:  Last Name:   
☐ Is Past Due ☐ Highest Score (Per Student)

**Controls**   Give **Full Credit** for Late Submission   Give **Late Credit** for Late Submission

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Amanda	DemoStudent	1	Apr 19 at 6:09 PM	Graded	100%	<a href="#">View</a>
Colin	Monaghan	1	Apr 17 at 2:38 PM	Graded	0%	<a href="#">View</a>

Click on the "View" link to open that student's submission, including scoring and feedback received.

## Responding to Challenges

We work hard to ensure that our scoring is accurate; however, occasionally the program does make a mistake. So we've built a challenge system into SAGrader that allows students to 'flag' any feedback they believe they received erroneously and bring it to your attention.

Click on the "Challenges" option at the top of the screen to access the Challenge Resolution page.

You can choose to sort challenges by date, section, and to include/exclude previously resolved challenges.

### Pending Challenges Per Assignment

**Key:** New Challenge Forwarded to SAGrader Replied to by SAGrader Switch to Per Section Show Resolved Challenges

**2.2 Components of Culture (new)** Sort by Date [Lots of challenges? Try resolving them in bulk](#)

John Smith	a language that is the most common language spoken in the world	Feb 28, 2013 at 3:59pm
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Challenges on this screen will be displayed with the Student name, item challenged and date. Click any of the available Challenges to expand this view to show additional information, including:

- **Submission Excerpt** - Displays an excerpt of the student's submission pertaining to the Challenge in question
- **Comments** - Displays additional comments from the student
- **Recipient**
  - Send Response to Student - Write a note directly to the student
  - Forward to Developers - sends the Challenge to the SAGrader developers to alert them to make updates to the scoring engine
- **Message** - Use this box to write a short message to the recipient
- **Resolution Type**
  - The student misunderstood - resolves the challenge and awards no additional points to the submission
  - Not yet resolved - allows you to message the student without resolving the Challenge

## Pending Challenges Per Assignment

Key: New Challenge Forwarded to SAGrader Replied to by SAGrader Switch to Per Section Show Resolved Challenges

### 2.2 Components of Culture (new) Sort by Date

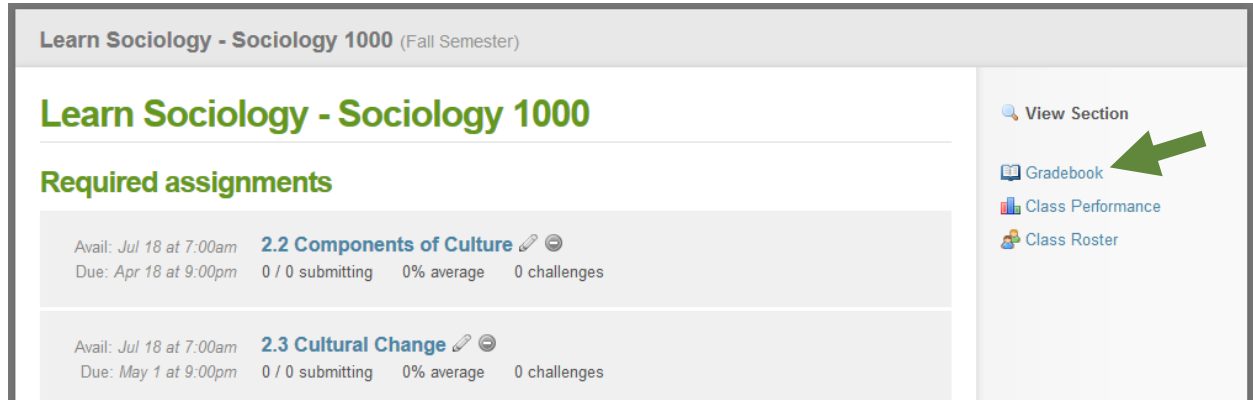
[Lots of challenges? Try resolving them in bulk](#)

John Smith	a language that is the most common language spoken in the world	Feb 28, 2013 at 3:59pm
<div><div><b>Submission Excerpt:</b> spanish <a href="#">Submission</a> ▼ Possible Matches</div><div><b>Comments:</b> please review</div></div>		
<b>Recipient:</b> <div>Send response to the Student ▼</div>		
<b>Message:</b> <div></div>		
<b>Resolution type:</b> <div>The student misunderstood ▼</div>		
<div>Send Response</div>		

You can click on the blue “Submission” link to go directly to the student’s submission.

When you are satisfied with your changes, click the “Send Response” button to save your changes. Any unresolved Challenges will remain in your Challenges tab.

## Using the Gradebook



**Learn Sociology - Sociology 1000** (Fall Semester)

### Learn Sociology - Sociology 1000

#### Required assignments

Avail: Jul 18 at 7:00am **2.2 Components of Culture**   
Due: Apr 18 at 9:00pm 0 / 0 submitting 0% average 0 challenges

Avail: Jul 18 at 7:00am **2.3 Cultural Change**   
Due: May 1 at 9:00pm 0 / 0 submitting 0% average 0 challenges

[View Section](#)  
[Gradebook](#)  
[Class Performance](#)  
[Class Roster](#)

Click the “Gradebook” link on the right-hand side of the course page to access your gradebook.

### Gradebook

The gradebook only includes assignments that have been made available to your students. If student names or ID numbers do not match your other gradebooks you can [fix student information](#).

Scores for the following assignments may change and should not be considered final: [2.1 Culture](#), [2.2 Components of Culture](#), [2.3 Cultural Change](#).

Export scores to Excel

Export scores to CSV

[Export scores for all sections to Excel](#)

Student Name	Points	Optional	Percent Score
Amanda DemoStudent	11 / 27	0 / 0	40.7%
John Smith	0 / 21	0 / 0	0%

Cumulative course scores are listed for your students alphabetically. You can click on either a student’s name or their score to view a performance report for that student.

### Performance Report for Amanda DemoStudent

**Current Score: 52.4% (11/21)**

**Optional Points: 0/0**

Assignment Name	Submissions	Points	Percent Score
<a href="#">2.2 Components of Culture</a>	1	11 / 21	52.4%
<a href="#">2.3 Cultural Change</a>	0	0 / 10	0%

Within the Performance reports, you can click on the blue scores on the right to view the student’s submission, or on the assignment titles to jump to the assignment page for that assignment.

## Additional resources

We hope you find SAGrader easy-to-use and helpful in improving your classroom experience this semester. More information, including training videos and tech support, can be found on the [SAGrader Help Page](#).

For additional questions, reach us via email at [support@sagrader.com](mailto:support@sagrader.com) or by calling 1-800-537-4866.

Thank you and have a great semester!

*the SAGrader Team*