

## ACCESSING WRITTEN ASSIGNMENTS ON WEB SP:

### (FOR ASSIGNED GRADERS)

1. Internet Explorer: <http://websp-mcn.mercer.edu>
2. Login: *Select the type of user you are: Faculty and Staff*
3. Group: *Select the group to which you belong*
4. Name: (use drop-down bar)
5. Password: *Use assigned password*
6. Login
7. Reports
8. Cabinet: Running Events
9. Event: *Select your event: event titles always begin with the actual date of the event*
10. Group Performance Report: Go to Green Box, Click "Evaluate" Button
11. Open Ended Question Scoring
12. Select Case You Are Assigned to Score
13. Written Assignment Instructions will Appear
14. To grade, Select New and Review the First Student
15. Subsequent Students are Graded in Sequence

Your scoring is by a radio button (Y/N) as before, and the keys to the note have not changed. You are now required to enter some comment in the text box, even if this is 'no comment'.