

Getting Started with . . . Assignments



Student View

Due Date

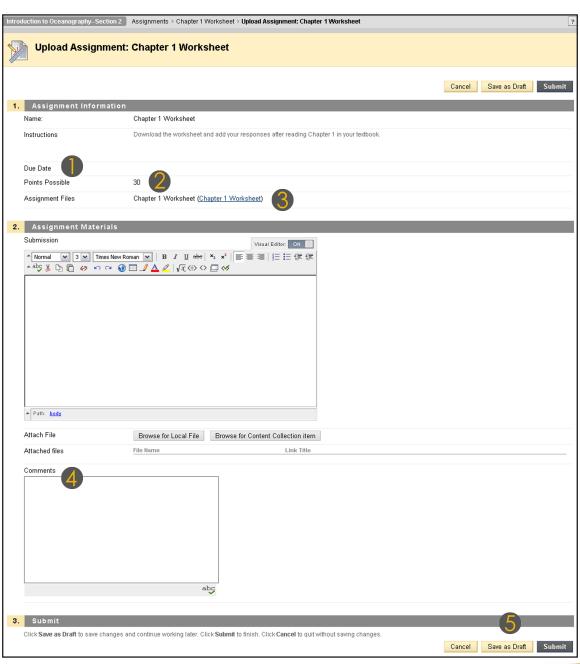
Date by which the assignment should be submitted

Points Possible Instructor-defined number of points a gradable item is worth

Assignment Files File, or files, the instructor provides with an assignment

Comments Student comments about the assignment

Save as Draft Option for students to save the assignment







Task What You Need to Know

Creating Assignments

Assignments are created in Content Areas, but can also be added to Learning Modules, Lesson Plans, and folders. Any instructions and file attachments that students need to complete the assignment are added at the time of creation. Assignments can be assigned to each student individually or as collaborative work for groups of students. Group assignments will be discussed in detail later in this manual.

Steps to Accomplish

- 1. In Edit Mode, access the Content Area.
- On the action bar, point to Create Assessment select Assignment.
- On the Create Assignment page, type a Name. Optionally, select a color for the name
- Type optional Instructions for the Assignment. Format the text with the text editor.
- Optionally, attach a file using Browse My Computer and type a Link Name. Files cannot be attached from Course Files for Assignments.
- 6. Type Points Possible.
- Select the check box for Make the
 Assignment Available and select the option
 for Number of Attempts. If applicable, select
 the Display After and Display Until check
 boxes and type the dates and times or use
 the interactive Date Selection Calendar and
 the Time Selection Menu.
- Optionally, select the **Due Date** check box and type the date and time.
- Select the Recipients option for All Students Individually or Groups of Students.
- 10. Click Submit.

Presenting Assignments

Assignments appear in the content of the course. You can create an Assignments content area and place all assignments in that content area or you can create individual assignments in the different content areas that you create for a course. One advantage of presenting Assignments in a single content area is that it simplifies the creation process and helps students to quickly access all assignments for the course in a list.

Advanced Tip: It is also possible to create a single repository for all Assignments and use course links to present them in other content areas or folders.

To do so, navigate to a Content Area, Learning Module, Lesson Plan, or folder. Select Course Link from the Build Content drop-down list on the Action Bar. Browse for the course area, tool, or test, etc., from the pop-up Course Map. The description that you previously added to the Assignment does NOT come with the Assignment when using a Course Link, so add the description at this time.

Present Assignment in Assignments Content Area:

- From the Course Menu, point to the Add button (plus sign) and select Content Area.
 Name the content area Assignments.
- 2. Open the Assignments content area.
- Point to Create Assessment and select Assignment and set options for the assignment.
- Click Submit.

Present Assignment in Different Content Areas:

- Open the content area where you want to create an assignment.
- Point to Create Assessment and select Assignment and set options for the assignment.
- 3. Click Submit.







Grading Assignments

Assignment submissions are reviewed and graded in the Grade Center. When an assignment is created, a grade column is automatically created. Assignments that have been submitted, but not graded, are indicated with an exclamation mark in the Grade Center.

- On the Control Panel, click Full Grade Center under Grade Center.
- In the Grade Center, locate the cell for the student's assignment containing an exclamation mark.
- Move the mouse pointer over the cell to see the Action Link.
- Click the Action Link to access the contextual menu.
- Select Attempt at the bottom of the list.
- Type a Grade in the Grade Current Attempt field.
- 7. In the Feedback to User section, use the functions in the Text Editor to enrich comments for Students by formatting text and adding URLs, attachments, Mashups, and multimedia.
- Instructors can use the Grading Notes section and Text Editor functions to add private notes and attachments for themselves.
- Click Save as Draft to save changes and continue working later. Click Submit or Save and Exit to finish. Click Cancel to quit without saving changes.

Downloading Assignments for Manual Grading Download assignment submissions to your computer to review offline instead of reviewing them online from the Grade Center. You can download all or selected submissions as a single zipped file. Unzip the file to view the contents, where each submission is saved as a separate file.

- In Grade Center, locate the assignment column containing the assignment files you want to download.
- From the Assignment Column's contextual menu select Assignment File Download.
- On the Download Assignment page, select the student submissions to download.
- Click Submit.
- 5. On the next Download Assignments page, click **Download Assignments Now**.
- 6. Click **OK** to return to the Grade Center.





Glossary

| Adaptive Release | The Adaptive Release tool enables you to customize the release of content to control when and to whom course content is available. You can create a rule for as assignment and set the criteria which students must satisfy to gain access to it. You can also set rules that users must get a certain grade on the Assignment to see other content. |
|-----------------------|--|
| Attempts | An Attempt is a specific submission of an assessment or an assignment. |
| Display After/ Until | Date range specifies the time during which an item is available to students. If the Assignment is unavailable, the Assignment will not appear even if it the date falls into the Display After and Display until range. |
| Draft | A Draft is a version of an assignment that has been saved by the user but has not yet been submitted for grading. |
| Due Date | Due Date is a notification type sent to all enrolled users when a specific assignment, test, survey or Grade Center item has a due date associated with it. |
| Group Assignment | A Group Assignment is an assignment released to a specific group, or groups, within a course by an instructor. Every user in the group receives the same grade. |
| Points Possible | Points Possible is the total number of points a gradable item is worth. |
| Submission | A Submission is the response by the user to an assignment. Each Submission is logged as an attempt in the Grade Center. You can allow unlimited submissions or can limit the number of submissions. The grade for each submission can be tracked in the Grade Center. |
| Submission Start/ End | Submission Start/End time specifies the time period during which students can submit their response to ar assignment. |

