

# myCourses Assignment Tool



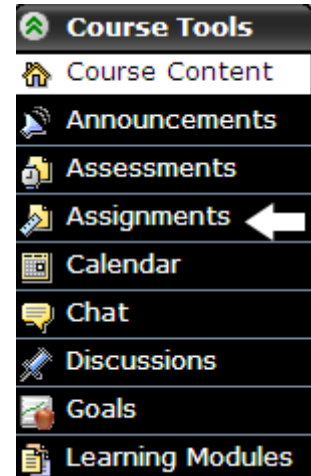
## **What This Workshop will Cover:**

- Creating individual assignments
- Creating individual assignments to groups
- Creating group assignments
- Editing assignments
- Grading and publishing assignment submissions

## Create Individual Assignments

1. From the **Build** tab, select **Assignments** from the left hand tool area.

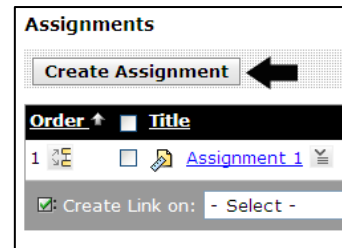
*If you do not see the Assignments tool listed, click the Manage Course>Tools>and then select the checkbox next to Assignments to enable the tool and click Save.*



Alternatively, you can create an assignment and immediately add it to the homepage or other area, using the **Add Content Link** button.



2. Select **Create Assignment**.



The Create Assignment screen appears.

3. Fill in a title, description, instructions, and attach any additional files necessary for the assignment. You can also enable the HTML creator to add formatting to your text for your instructions.

A form titled 'Create Assignment' with the following fields and options:

- Title:** A text input field containing 'Assignment 2'.
- Description:** A large text area with the placeholder text 'Enter the assignment description here....'.
- Item Visibility:** Two radio buttons: 'Show Item' (unselected) and 'Hide Item' (selected). Below them is the text '(This item cannot be made visible until it is assigned to an individual or group of Students)'.
- Instructions:** A large text area with the placeholder text 'How-to instructions here...'. To the right of this field is a button labeled 'Enable HTML Creator'.
- Use HTML:** A checkbox that is currently unchecked.
- Attachments:** A button labeled 'Add Attachments'.

- Then select the type of student submission,
  - text with attachments or
  - website.

**Student submission format**

Text  
(Students provide text, attach files, do both.)

Web site  
(Students submit a ZIP file containing a web site composed of files with relative links.)

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**Assignment recipients**

Decide later (Save assignment as a draft and send it later)

All Students individually

Create additional sets of instructions for groups of Students Select Groups

Groups of Students Select Groups

- Under **Assignment Recipients**, select
  - Decide later** (you can save the assignment and send it to your students at a later date)
  - All Students individually** (each student receives the assignment individually) or
  - Groups of Students** (students groups would need to be previously set up using the Group manager tool)

- Enter a **due date** for the assignment. Any submissions after the due date is accepted but marked late. Select the checkbox to add an entry to the calendar tool.

**Dates**

\* Due Date (Submissions are accepted after this date but are marked 'late')

Create a corresponding event in the Calendar tool

\* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')

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**Grading**

Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)

Grade Book column title:

Release grade to Students in *My Grades*

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form: Select Grading Form

- Enter a **cut off date** for the assignment. Assignments are automatically submitted after this date and are marked as “missed”.

- If you want the assignment to be graded, select the checkbox under the **Grading** section. A grading column will be automatically created in the gradebook. Select to release the grade to students in MY grades. Select numeric or alphanumeric or grading form for the type of grading.

- If the goals tool is enabled, you can enter a listing of course goals and associate them to assignments.

**Goals**

Associate goals with this assignment.

**More Options** (Expand this area to see more options.)

- Click on **More Options**.

Select whether or not students can take back submission after submission.

Select whether or not the instructor only or both students and instructor are allowed to publish submissions. Publishing submissions only reveals the student's submission and not the reviewer's comments.

**Taking Back Submissions**

Students can take back and correct work after submission

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**Publishing Submissions**

Only the Section Instructor can publish submissions

Both the Section Instructor and Students can publish submissions

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**Section Instructor notification:**

Notify Section Instructor when a Student submits this assignment

Section Instructor's e-mail address:

Do not send e-mail notification when Student has submitted an assignment

\* Required field

Instructors can also be notified of assignments that have been submitted to the assignment dropbox.

- Click **Save**.  
The newly created assignment appears.

**Course Tools**

- Course Content
- Announcements
- Assessments
- Assignments
- Calendar
- Chat
- Discussions
- Goals
- Learning Modules

Your location: **Assignments**

**Assignments**

Order ↑	Title	Status	Due Date
1	<input type="checkbox"/> <input type="checkbox"/> <a href="#">Assignment 1</a>	All	October 26, 2007 12:00 PM

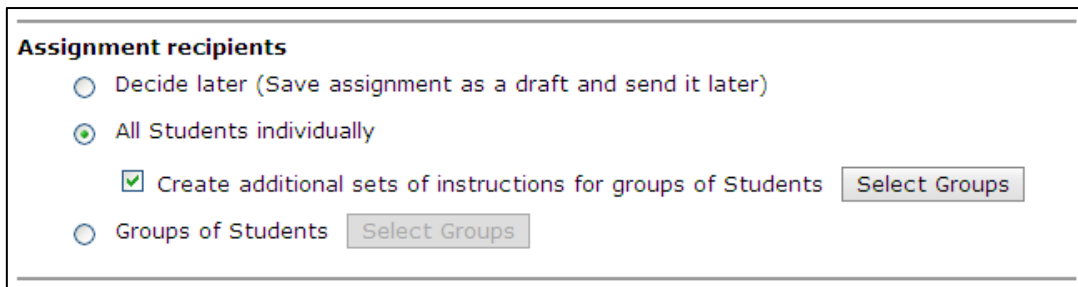
Create Link on: - Select -

To insert the assignment to your course, select the checkbox next to the assignment title and then pull down the "Create Link on" menu. Select where you would like the assignment to appear and click the green arrow.

### Create Individual Assignments Assigned to Groups

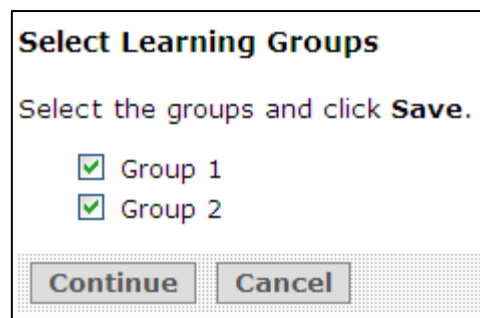
Use this setting to create an assignment for students who will be in groups but will work and be graded individually.

1. From the **Build** tab, select **Assignments** from the left hand tool area.
2. Select **Create Assignment**.
3. Fill in a title, instructions, and attach any additional files necessary for the assignment. See step 3 above.
4. Under **Assignment recipients** select **All Students Individually**.



The screenshot shows a dialog box titled "Assignment recipients". It contains four radio button options: "Decide later (Save assignment as a draft and send it later)", "All Students individually", "Groups of Students", and "Create additional sets of instructions for groups of Students". The "All Students individually" option is selected. The "Create additional sets of instructions for groups of Students" option has a checked checkbox and a "Select Groups" button next to it. The "Groups of Students" option also has a "Select Groups" button next to it.

5. Then select the checkbox next to **Create additional sets of instructions for groups of students** and **Select Groups**.
6. Select the checkbox next to the groups that will receive the assignment.
7. Click **Continue**.



The screenshot shows a dialog box titled "Select Learning Groups". It contains the instruction "Select the groups and click **Save**." Below this are two checked checkboxes: "Group 1" and "Group 2". At the bottom of the dialog are "Continue" and "Cancel" buttons.

8. The Additional Instructions prompt appears, allowing further instructions to be added for each individual group.
9. Click **Save**.
10. Continue with Steps 6 -11.

### Creating Group Assignments

Use this setting to create an assignment for groups who will work together and members of the group shall receive the same grade.

In order to create individual assignments to student groups, the groups must already have been established using the group manager tool that resides on the Teach tab.

1. From the Build tab, select **Assignments** from the left hand tool area.
2. Select **Create Assignment**.
3. Fill in a title, instructions, and attach any additional files necessary for the assignment. See step 3 above.
4. Under **Assignment recipients** select **Groups of Students** and click **Select Groups**.

The Select Learning Groups window prompt appears.

5. Select the checkbox next to the groups that will receive the assignment.
6. To provide additional instructions to each group, select the checkbox under **Instructions**.

- The Additional Instructions prompt appears, allowing further instructions to be added for each individual group.
- Click **Save**.

**Assignment recipients**

Decide later (Save assignment as a draft and send it later)

All Students individually

Create additional sets of instructions for groups of Students Select Groups

Groups of Students Select Groups

Group 1

Edit group instructions

- The Assignment screen now appears with the groups listed.
- Fill out the remaining assignment selections (Steps 6-11) and click **Save**.

## Editing Assignments

Assignments can be edited from the **Build** tab.

- From the **Build** tab, select Assignments from the left hand tool area.

The Assignment screen appears.

**Course Tools**

- Course Content
- Announcements
- Assessments
- Assignments
- Calendar
- Chat
- Discussions
- Goals
- Learning Modules

Your location: **Assignments**

**Assignments**

Create Assignment

Order ↑	Title	Status	Due Date
1	Assignment 1	All	October 26, 2007 12:00 PM

Create Link on: - Select -
 Delete

- To edit the assignment, click on the Assignment title.

The edit Assignment Screen appears.

- Make the necessary edits and click **Save**. Please note if assignments have already been submitted, the changes you make will overwrite the original assignment.

## Grading and Publishing Submissions

The grading and publishing features of the assignment tool reside in the assignment dropbox.

1. To access the assignment dropbox, access the **Teach** tab.
2. Select **Assignment Dropbox** listed under the **Instructor tools**.

The Assignment Dropbox appears.

**Assignment Dropbox**

Submitted Not Submitted Graded Published All View by: Assignment 1

The Submitted tab contains submissions that are ready for review and have not been returned to Students.

Title	Assigned to	Attempt	Due Date	Submitted Date
Assignment Demo Student(webct_demo_42535409031)		1	October 26, 2007 12:00 PM	November 2, 2007 1:00 PM

Create Printable View

= Student can take back for editing

The **Submitted** tab displays all the assignments that have been submitted by the students.

The **Not Submitted** tab displays all assignments that have been assigned but not submitted. It also contains assignments that have been returned to students but have not been resubmitted.

The **Graded** tab displays assignments that have been graded.

The **Published** tab displays all assignments that have been published.

The **All** tab displays all submissions.

To create a printable view of one or all of the assignments, select the **Create Printable View**.

1. Select **Print** to print out the submissions.
2. Select **“Save to File”** to archive the submissions. Attached files will be included in the saved file. (saved as a zip file to the My Files area of the File Manager)

**Compiled Submissions**

Print Save to File Cancel

**Instructions:**  
any instructions

**Grading Criteria:**  
The assignment is gradable. Grade is Grading Form (Numeric).

**Submission:**  
(No attachments)

**Comments:**  
None

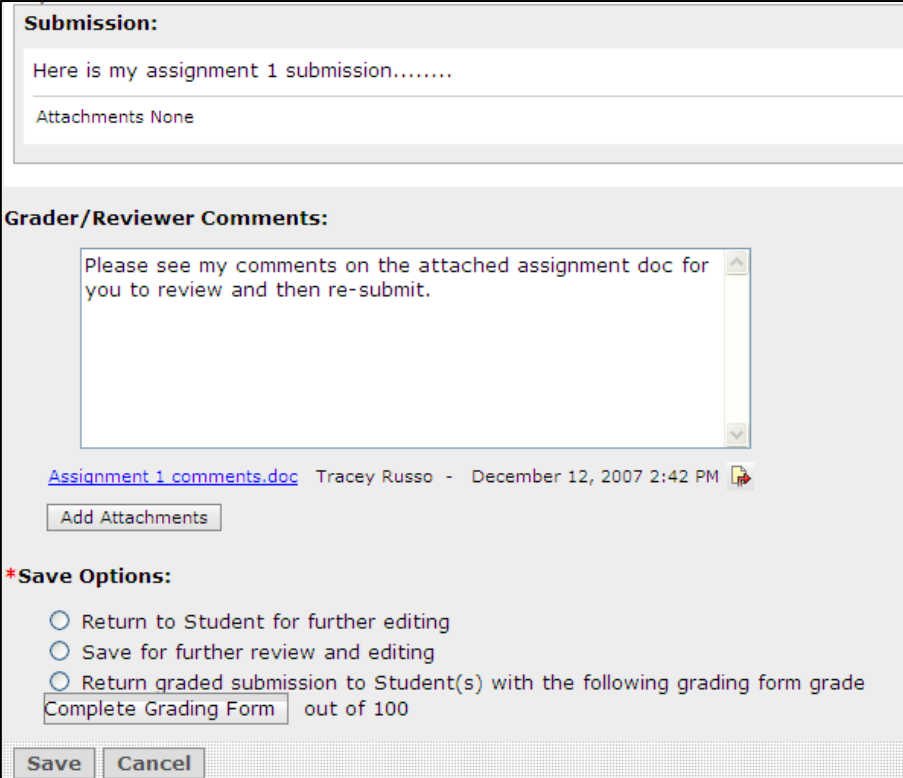
Print Save to File Cancel



## Grading an Assignment

1. From the Submitted tab, click on the assignment title.  
All new submissions are highlighted in **bold**.

The student's assignment submission appears.



The screenshot shows a submission interface with the following elements:

- Submission:** A text area containing "Here is my assignment 1 submission....." and "Attachments None".
- Grader/Reviewer Comments:** A text area containing "Please see my comments on the attached assignment doc for you to review and then re-submit." Below this is a link for "Assignment 1 comments.doc" by Tracey Russo, dated December 12, 2007 2:42 PM, with a download icon. An "Add Attachments" button is located below the comment area.
- \*Save Options:** Three radio button options:
  - Return to Student for further editing
  - Save for further review and editing
  - Return graded submission to Student(s) with the following grading form grade  out of 100
- At the bottom are "Save" and "Cancel" buttons.

2. Enter any comments in the Grader/Reviewer Comments area.
3. To add files to the submission, select Add Attachments and attach any necessary files.  
Save Options:
  - Return to Student for further editing
  - Save for further review and editing
  - Return graded submission to students

## Publishing Assignments

1. From any one of the Assignment dropbox tabs, select the publishing icon under the Actions menu. Only the most current version is published and the reviewer's comments are not published.
2. Click **Publish**.