Getting Started with . . . Assignments

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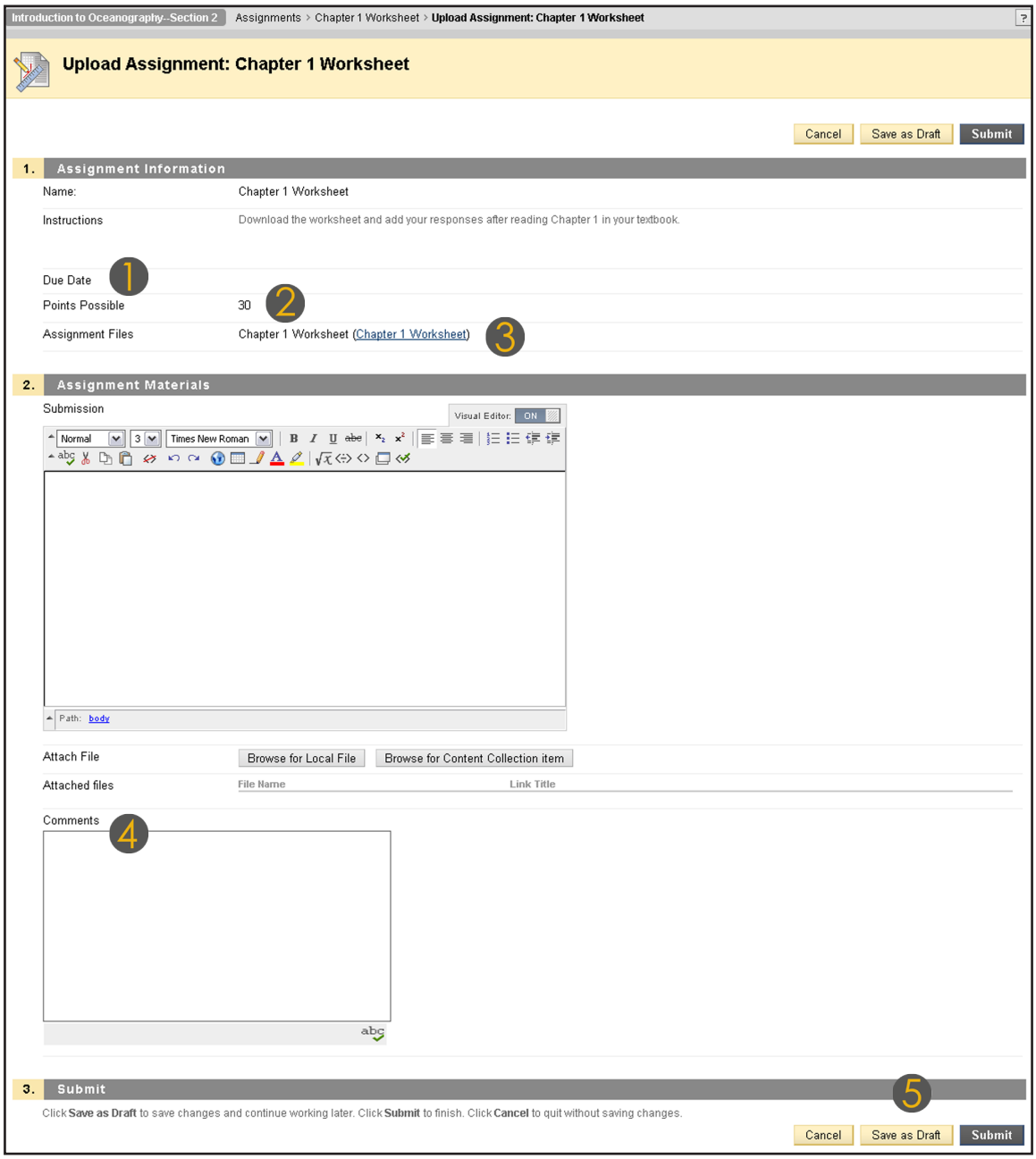
Student View

1	Due Date	Date by which the assignment should be submitted
2	Points Possible	Instructor-defined number of points a gradable item is worth
3	Assignment Files	File, or files, the instructor provides with an assignment
4	Comments	Student comments about the assignment
5	Save as Draft	Option for students to save the assignment



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Task	What You Need to Know	Steps to Accomplish
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.	1. In **Edit Mode**, access the Content Area. 2. On the action bar, point to **Create Assessment** select **Assignment**. 3. On the Create Assignment page, type a **Name**. Optionally, select a color for the name. 4. Type optional **Instructions** for the Assignment. Format the text with the text editor. 5. 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**. 7. 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. 8. Optionally, select the **Due Date** check box and type the date and time. 9. 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.	Present Assignment in Assignments Content Area: 1. 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. 3. Point to **Create Assessment** and select **Assignment** and set options for the assignment. 4. Click **Submit**. Present Assignment in Different Content Areas: 1. Open the content area where you want to create an assignment. 2. Point to **Create Assessment** and select **Assignment** and set options for the assignment. 3. Click **Submit**.

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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.	1. In Grade Center, locate the cell for the student's assignment containing an exclamation mark. 2. Open the contextual menu next to the user's name. 3. Select **Attempt** at the bottom of the list. 4. On the Grade Assignment page: • Click the file name under **Review Current Attempt** to view or download attachments. • Type a numerical value in the **Grade** box. • Optionally, provide **Feedback** to the user and attach files for the student to review. • Optionally, provide **Instructor Notes** and attach files that only you will be able to access. 5. Click **Save and Exit** to return to Grade Center. 6. To return an assignment attempt without a grade: • To return an attempt to a student with comments only, follow the preceding steps, but at step 7, click **Save as Draft**. The attempt remains ungraded and student can access your feedback.
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.	1. In Grade Center, locate the assignment column containing the assignment files you want to download. 2. From the Assignment Column's contextual menu select **Assignment File Download**. 3. On the Download Assignment page, select the student submissions to download. 4. Click **Submit**. 5. On the next Download Assignments page, click **Download Assignments Now**. 6. Click **OK** to return to the Grade Center.

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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 an assignment.

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