

## .....HOW TO CREATE AN ASSIGNMENT

The Assignment Tool in WebCT allows you to create and distribute course assignments to your students, download submissions, evaluate, and assign a grade to the completed work.

After completing this module you will be able to:

- Create an Assignment
- Add a File to an Assignment
- Grade an Assignment
- Reset a Submission
- Download Submissions

### Creating an Assignment

The Assignment tool in WebCT allows you to create assignments that your students can download and upload to you for evaluation. By using the assignment tool, no actual hard copy (paper) will need to change hands. If you have not added the Assignment tool to your course, navigate to the **Add Page or Tool** link on the left navigation bar and click **Evaluation & Activity Tools > Assignments**.

**To add an Assignment to your course, complete the following steps:**

1. Navigate to your course.
2. Select the **Assignment** link in the left navigation bar or the homepage of your course.

The Assignment screen appears:

<p>Assignments No assignments have been created.</p>	<p><b>Actions</b> ☛ indicates a selection is required from the main frame.</p> <p><b>Options</b></p> <p>Add</p> <p>☛ Edit</p> <p>☛ Delete</p> <p>Edit titles</p> <p><b>Organize</b></p> <p>☛ Move item up by: 1   Go</p> <p>☛ Move item down by: 1   Go</p>
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3. Click the **Add** button. The Assignment Add screen appears:

**Add Assignment**

Assignment title:

4. Type an assignment title in the box provided.
5. Click the **Add** button. The assignment appears:

**Assignments**  
To view and grade assignments completed by your students, click **Submissions** below.

0 Available    0 Late    0 Due soon

Display:   October 4, 2004 2:25pm

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**Assignment 1**

Availability: **Unavailable**

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Result:

6. Click on the assignment title to add files or to set the assignment settings.

<p>Assignment: <b>Assignment 1</b></p> <p><b>Assignment Information</b></p> <p>Maximum grade: <a href="#">None</a></p> <p>Due date: <a href="#">None</a></p> <p>Instructions: <a href="#">None</a></p> <p>Assignment files: <a href="#">None</a></p>	<p><b>Actions</b></p> <p> indicates a selection is required from the main frame and that multiple selections are allowed.</p> <p><b>Options</b></p> <p><input type="button" value="Edit assignment settings"/></p> <p>Import assignment file:</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Import"/></p> <p><input type="button" value="Remove"/></p>
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7. To set the assignment settings, click on the **Edit assignment settings** button.

**Assignment Settings: Assignment 1**

**Basic Settings**

\*Title:

\*Instructions:

\*Maximum grade:

**Availability**

Available starting:  Immediately  
 Specify a date

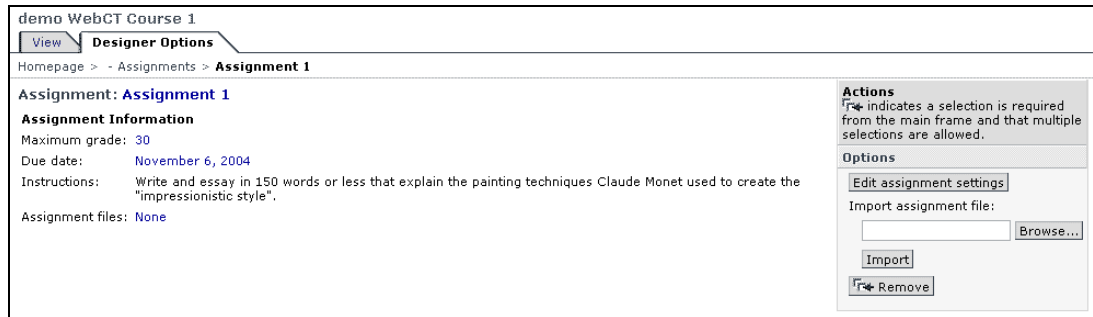
Due date:  Unlimited  
 Specify a date

Cutoff date:  Do not allow late submissions.  
 Allow late submissions.  
 Unlimited  
 Specify a date

Set the following options:

- ❖ **Title**
- ❖ **Instructions** (Note: You can use HTML to create a link to an assignment you have created and uploaded to a server. If you choose to do this, you must enter the entire URL for the page.)
- ❖ **Maximum grade**
- ❖ **Availability** - Select the dates and times that the assignment will be available.
- ❖ **Notification** - Choose whether or not WebCT will email students when an assignment is submitted.
- ❖ **Submissions** - Select whether or not to allow multiple submissions.
- ❖ **Results** – Select how the Student score will be released.
- ❖ **Release Column** - Select whether or not you want to release the assignment column to students. This will allow your students to see their assignment grades in *My Grades tools*.

8. Click the **Update** button.

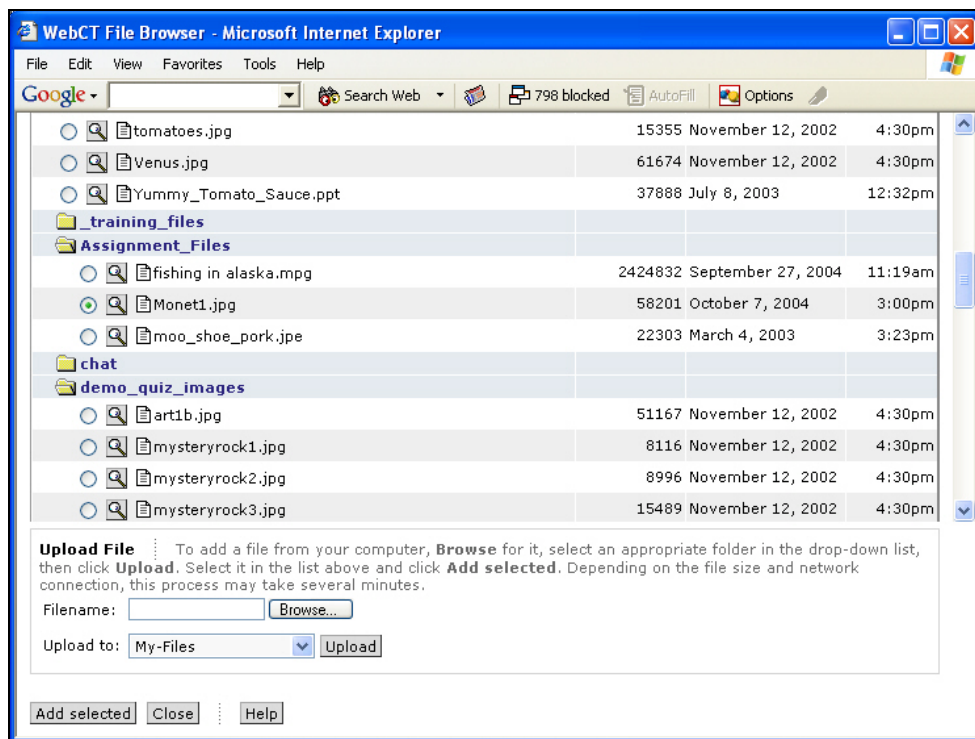


## Adding a file to the Assignment

If you would like your students to read a file or view uploaded content before they complete an assignment, you can add it to the assignment.

**To add a file to the assignment, complete the following steps:**

1. Select the **Browse** button on the right-hand side of the assignment page (in designer mode). The Manage Files screen appears:



2. Select the file in the Manage Files area by clicking the radio button next to the file title.
3. Click the **Add selected** button. The file is displayed in the *Import assignment file* box.
4. Click the **Import** button under **Actions** to add the file to the assignment. The file is added to the assignment:

demo WebCT Course 1

View Designer Options

Homepage > - Assignments > Assignment 1

**Assignment: Assignment 1**

**Assignment Information**

Maximum grade: 30

Due date: November 6, 2004

Instructions: Write and essay in 150 words or less that explain the painting techniques Claude Monet used to create the "impressionistic style".

Assignment files: To view an assignment file, click its filename.

Files	Modification date	Size
<input type="checkbox"/> Monet1.jpg	October 7, 2004 3:00pm	56.8 KB

**Actions**

indicates a selection is required from the main frame and that multiple selections are allowed.

**Options**

Edit assignment settings

Import assignment file:  Browse...

Import

Remove

- If you click the **View** tab at the top of the WebCT course you will be able to see the student view of the assignment.

**Important:** When you create an Assignment (or Quiz), a column will be created in the Manage Student area that corresponds to the assignment.

demo WebCT Course 1

View Designer Options

Homepage > - Assignments > Assignment 1

**Assignment: Assignment 1**

**Assignment Information**

Maximum grade: 30

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Assignment files: To view an assignment file, click its filename.

Files	Modification date	Size
Monet1.jpg	October 7, 2004 3:00pm	56.8 KB

**Submit Assignment**

Status: Not submitted

Student files: None

To upload your completed assignment, click **Upload file**.

Notification: If you want to be notified when your assignment has been successfully submitted, enter your email address.

After you have uploaded your completed assignment, you must click **Submit assignment**.

Once you have created an assignment, you can add yourself to the course with your student eID and complete the assignment. To help your students complete the assignment or learn more about the assignment tool navigate to the How to Submit an Assignment PDF file on the Student Resources web site.

[http://www.colostate.edu/webct/PDFs/students/how\\_to\\_submit\\_an\\_assignment.pdf](http://www.colostate.edu/webct/PDFs/students/how_to_submit_an_assignment.pdf)

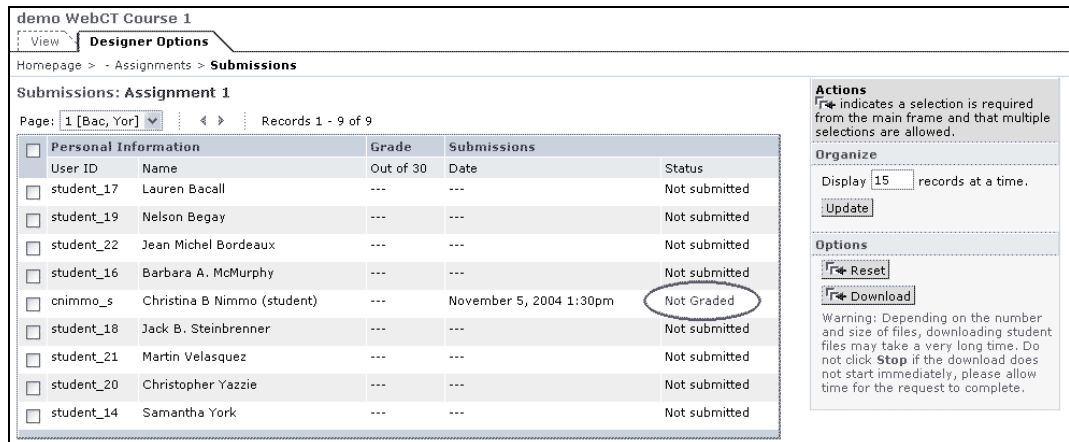
## Grading the Assignment

Once the students have submitted their assignment or the availability period of the assignment has ended, you can grade the assignment by selecting the "Submission" option.

**To grade an assignment, complete the following steps:**

- Click into the assignment tool.

- Click on the **Submissions** button in designer view. The Submissions screen appears:



demo WebCT Course 1

View Designer Options

Homepage > - Assignments > Submissions

Submissions: Assignment 1

Page: 1 [Bac, Yor] < > Records 1 - 9 of 9

Personal Information	Grade	Submissions
User ID Name	Out of 30	Date Status
<input type="checkbox"/> student_17 Lauren Bacall	---	---
<input type="checkbox"/> student_19 Nelson Begay	---	---
<input type="checkbox"/> student_22 Jean Michel Bordeaux	---	---
<input type="checkbox"/> student_16 Barbara A. McMurphy	---	---
<input type="checkbox"/> cnimmo_s Christina B Nimmo (student)	---	November 5, 2004 1:30pm <b>Not Graded</b>
<input type="checkbox"/> student_18 Jack B. Steinbrenner	---	---
<input type="checkbox"/> student_21 Martin Velasquez	---	---
<input type="checkbox"/> student_20 Christopher Yazzie	---	---
<input type="checkbox"/> student_14 Samantha York	---	---

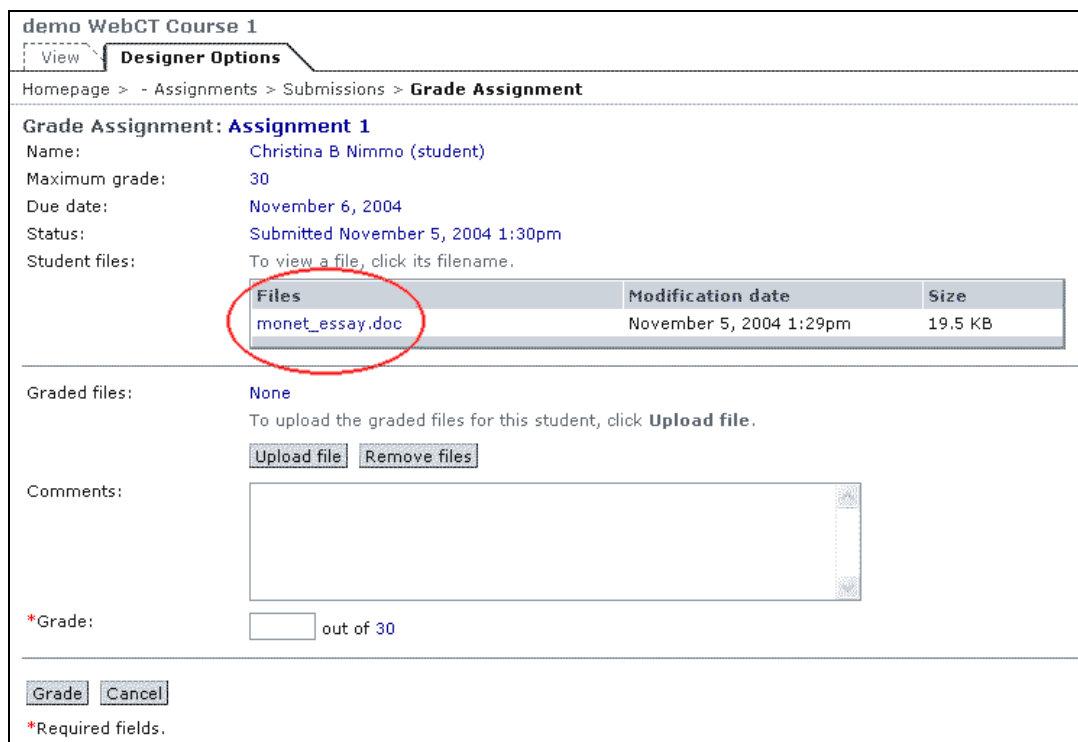
**Actions**  
 indicates a selection is required from the main frame and that multiple selections are allowed.  
 Reset  
 Download

**Organize**  
 Display 15 records at a time.

**Options**  
 Reset  
 Download

Warning: Depending on the number and size of files, downloading student files may take a very long time. Do not click **Stop** if the download does not start immediately, please allow time for the request to complete.

- When students submit a file the assignment will appear as a “Not Graded” link. To view the submitted file, click the **Not Graded** link. The Grade Assignment screen will appear:



demo WebCT Course 1

View Designer Options

Homepage > - Assignments > Submissions > Grade Assignment

Grade Assignment: Assignment 1

Name: Christina B Nimmo (student)

Maximum grade: 30

Due date: November 6, 2004

Status: Submitted November 5, 2004 1:30pm

Student files: To view a file, click its filename.

Files	Modification date	Size
monet_essay.doc	November 5, 2004 1:29pm	19.5 KB

Graded files: None  
 To upload the graded files for this student, click **Upload file**.

Comments:

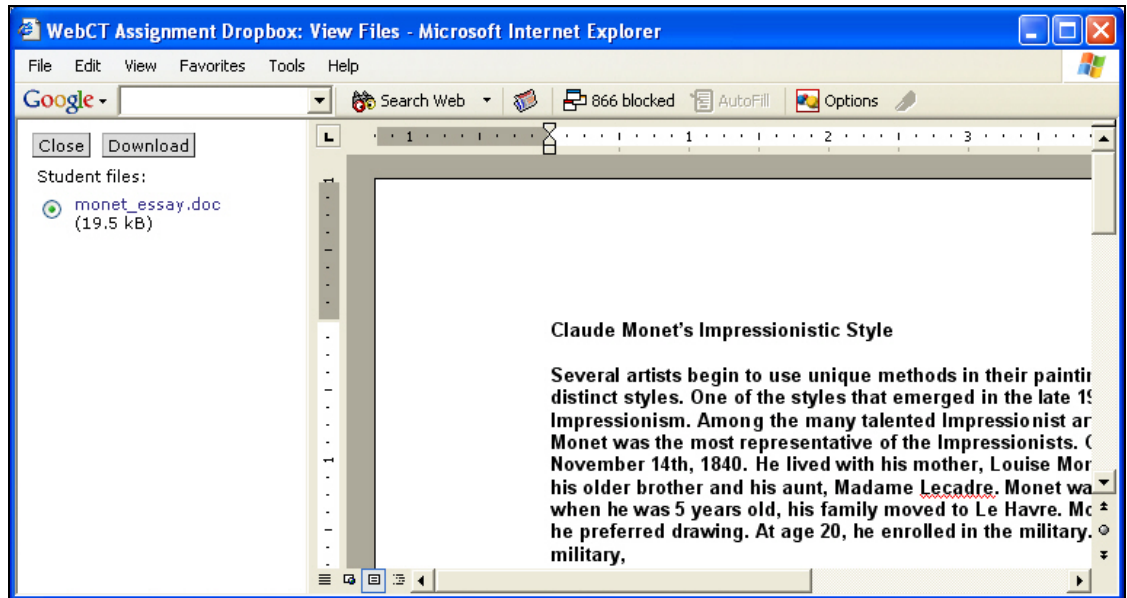
\*Grade:  out of 30

\*Required fields.

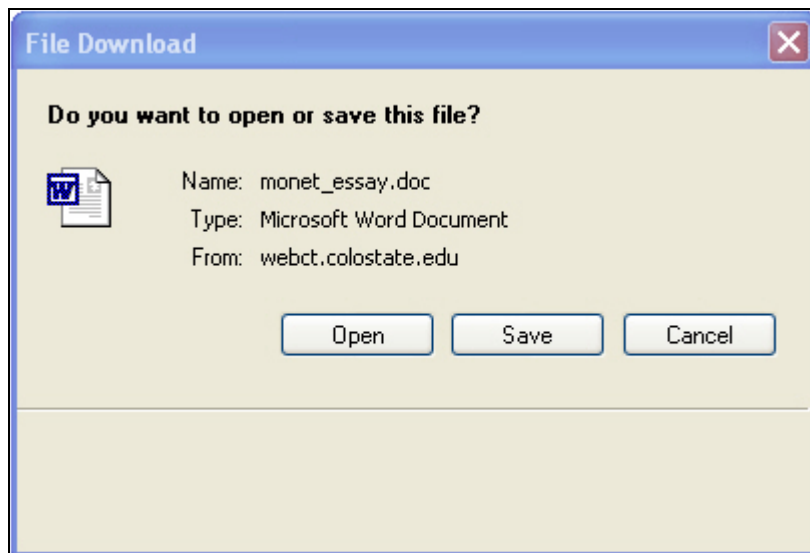
You will see the following information:

- ❖ **Name** - The name of the student that submitted the assignment.
- ❖ **Maximum grade** - The possible grade assigned to the assignment.
- ❖ **Due date** - The date the assignment was due.
- ❖ **Status** - Date when the assignment was submitted
- ❖ **Student files** - List of files the student has uploaded into assignment tool.

- ❖ **Graded files** - Number of the files that you have graded for the student.
  - ❖ **Comments** - Comments given to a particular assignment.
  - ❖ **Grade** – The grade give to the assignment.
4. To view the file uploaded by the student, click the file link in the Student files area.  
The file appears:

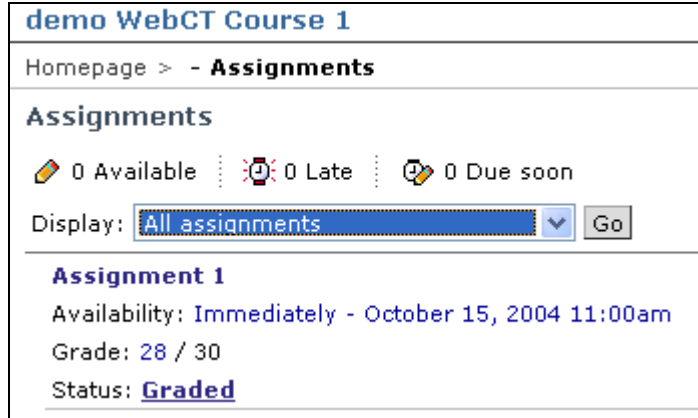


5. If you would like to download the uploaded file, click the **Download** button. The File Download screen appears:



6. Save the file to your computer.
7. You can edit the file on your computer. If you would like to send it back to the student you can select the **Upload file** button and attach it to the submissions option.

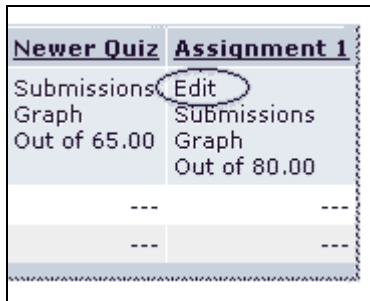
- Type your comments, assign a grade and click the **Grade** button.
- Your student can view your comments and a copy of their paper by clicking on the Assignment tool and selecting the **Graded** link under the **Status:** option in the student view.



The grade you assign to your student will be recorded in the Manage Student option (Gradebook).

### ***Assignments and the WebCT Manage Student option (Gradebook)***

Once the assignment availability period has ended, you can change the assignment grade in the **Submissions** option or click the **Edit** option at the top of the column created in the Manage Student area and enter new scores.



### **Resetting Submissions**

You have the option of resetting/clearing the submissions of all students or particular students in the Submissions view.

**To reset the grades, complete the following steps:**

- To reset grades, select the student by placing a check mark in the box next to the student's name.

demo WebCT Course 1

View Designer Options

Homepage > - Assignments > Submissions

Submissions: Assignment 1

Page: 1 [Bac, Yor] < > Records 1 - 9 of 9

Personal Information		Grade	Submissions		
User ID	Name	Out of 30	Date	Status	
<input type="checkbox"/>	student_17	Lauren Bacall	---	---	Not submitted
<input type="checkbox"/>	student_19	Nelson Begay	---	---	Not submitted
<input type="checkbox"/>	student_22	Jean Michel Bordeaux	---	---	Not submitted
<input type="checkbox"/>	student_16	Barbara A. McMurphy	---	---	Not submitted
<input checked="" type="checkbox"/>	cnimmo_s	Christina B Nimmo (student)	---	November 5, 2004 1:30pm	Not Graded
<input type="checkbox"/>	student_18	Jack B. Steinbrenner	---	---	Not submitted
<input type="checkbox"/>	student_21	Martin Velasquez	---	---	Not submitted
<input type="checkbox"/>	student_20	Christopher Yazzie	---	---	Not submitted
<input type="checkbox"/>	student_14	Samantha York	---	---	Not submitted

**Actions**  
 indicates a selection is required from the main frame and that multiple selections are allowed.

**Organize**  
 Display  records at a time.

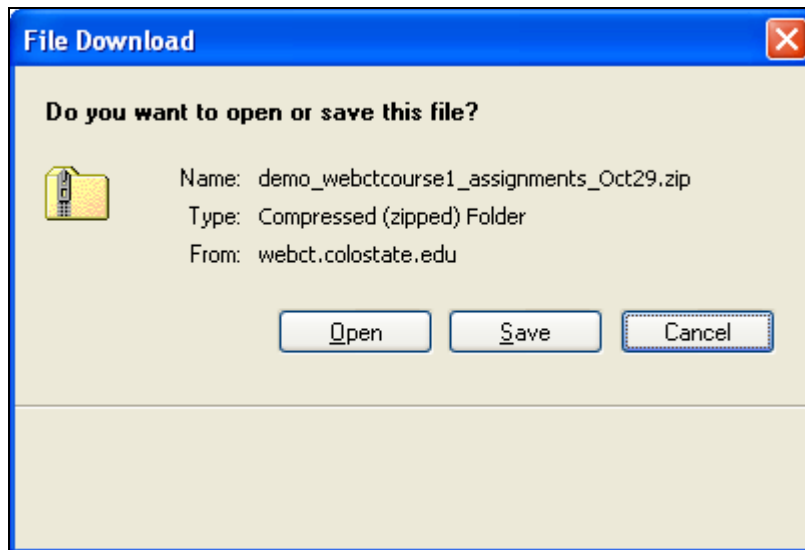
**Options**

Warning: Depending on the number and size of files, downloading student files may take a very long time. Do not click **Stop** if the download does not start immediately, please allow time for the request to complete.

2. Click the **Reset** button. The student record will be deleted.

## Downloading Submissions

1. To download the student's submission, select the student by placing a check mark in the box next to the student's name.
2. Click the **Download** button. The File Download screen appears:



The file/s will be downloaded in a .zip file format. You can download multiple files at one time.