

# HOLYOKE

## COMMUNITY COLLEGE

### General Information

WebCT has a special tool for assignments, called the **Assignment Tool**, which allows instructors to make a file available to students to download, modify, and submit for grading via the WebCT interface. Not all courses use the WebCT Assignment Tool. The Assignment Tool link may appear in different places in every course and have different names, such as Assignment Dropbox, Assignments, Journal Assignments, etc. This document reviews the general steps students use to access and submit assignments and receive grades.

There are five major steps in the assignment completion process:

1. **Download and Save the Assignment File**
2. **Modify the Assignment File (Do the Assignment)**
3. **Upload the Assignment File**
4. **Submit the Assignment**
5. **Receive Grade**

### 1. Download Assignment File

- Locate the **Assignment Tool** icon and single-click it to go to the assignment page. (Check with the instructor to find out which icon to use.)



- When the assignment page opens, click on the hyperlink bearing the title of the assignment. There may be many assignments on this page and some may not be hyperlinked. *Only those that have been activated (made available) by the instructor will have a hyperlink.* The others will appear as plain text.

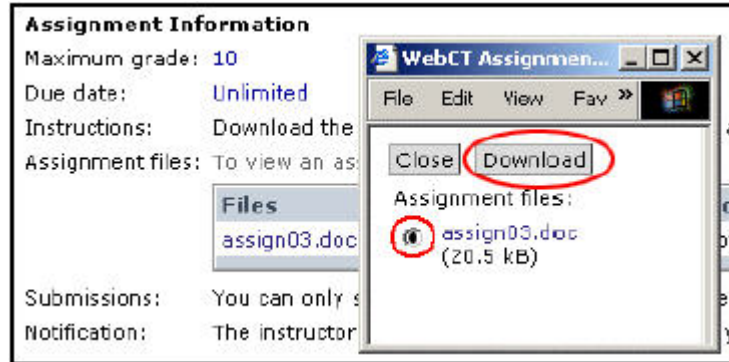


- On the next screen there will be one or more hyperlinks to assignment file(s). The file will have an extension, such as \*.txt or \*.doc. Click on the **assignment file link**.

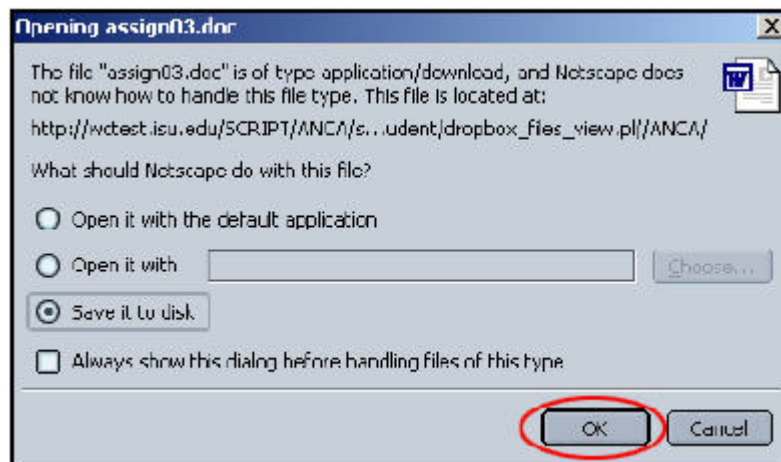
Files	Modification date	Size
<a href="#">assign03.doc</a>	September 16, 2003 1:56pm	20.5 KB

- A separate window will open with the assignment file link and two buttons (**Close** and **Download**). Click the radio button next to the assignment files and then click on **Download**.

*Note: If there are multiple files, select one, and then click **Download**. Complete the next step, then return to this screen and select the next file to download. Repeat this two-step process until all files are downloaded.*



- In *Netscape* a window that says **Opening “filename”** will open; click **Save it to disk** and then hit **OK**. In *Internet Explorer* there will be a window that offers two choices, to open the file from its current location or to save the file to disk. Leave the “Save this file to disk” option selected and click **OK** (*The image below shows the Netscape dialog box*).



*Note: Pay close attention to where the file is saved and make note of the name of the file. The save location, by clicking on the drop-down menu in the “Save In” field, can be controlled.*

## 2. Modify Assignment File

- To open the file, use Windows Explorer or My Computer to locate it, then double-click the file.
- This will cause the file to be opened by a related application. For example, if the file has the extension \*.doc and the computer has Microsoft Word, then Word will launch and open the file. Word may also launch if the file is \*.txt (text) or \*.rtf (rich text format). Text and Rich
- Text Format files can also be opened and modified with Wordpad.

Once the file is open, follow the assignment instructions given by the teacher and save the file. The instructor may ask that the file be saved as the same type in which it was sent. Use “Save As” to save the file. There is a **Save as Type** option in the bottom of the save window

to control the file type. Click the drop-down menu in the *Save As Type* field and select the option for the required file type, then click **OK**.

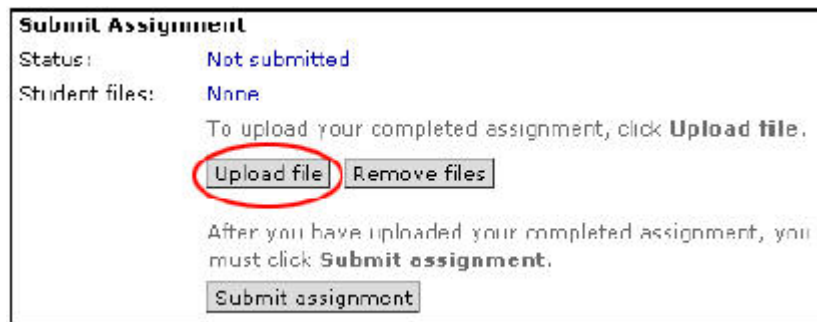
*Hint: It is wise to change the filename in order to keep an original copy of the assignment file.*

### 3. Upload Assignment File

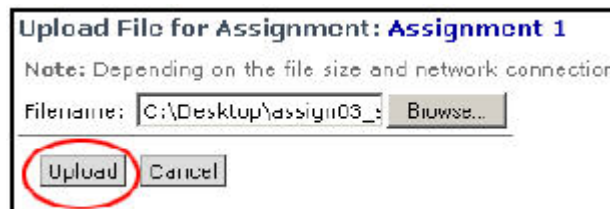
- Go back to the *Assignment* screen in WebCT and click on the same assignment title.



- Under *Submit Assignment*, click **Upload file**.



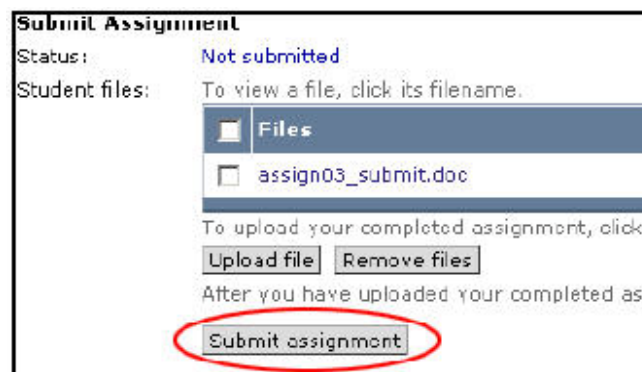
- Click **Browse**, to locate the file on the hard drive or a floppy disk.
- In Netscape, click the *Files of Type* drop-down menu, and select *All Files*.
- Select the file by double-clicking it. The *Upload Files for Assignments* screen reappears, with the name of the file in the *Filename* text box.



- Click **Upload**. The assignment is now uploaded into WebCT.

### 4. Submit Assignment

- To submit the assignment, click the **Submit Assignment** button. If enabled by the instructor, an email notification can be sent when the assignment is received. If there is not an email notification field, it means that the feature has not been enabled.



- You may be asked to click **OK** or to click **Submit Assignment**, depending on the browser being used and the instructor's settings.
- Click **OK**. The *Assignment Submission Confirmed* screen reappears. Go back to the main *Assignments* page. The assignment now appears with the message **Submitted** showing in the status column. When the assignment has been graded the status column will change to show **Graded**. The word **Graded** will be a hyperlink.



## 5. Receive Grade

- Go to the *Assignments* screen in WebCT. If the assignment has been graded the word **Graded** will appear in the status column as a hyperlink. Your grade will be posted in the *Grade* row. Click on the word “Graded” and the assignment score will be shown along with any instructor comments.



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