

HOLYOKE

COMMUNITY COLLEGE

Introduction

The **Assignments** tool allows a file to be handed out to students to complete and return, then be reviewed, graded, and handed back with comments by the instructor. Some examples of the kinds of files distributed through the **Assignments** tool include word processing documents, spreadsheet files, presentation files, drawing files, music composition files. Some examples of activities for which the **Assignments** tool is used include answering questions, writing essays, recording journals, and analyzing data and generating graphical reports. The limitations for file types are based on the software available to the instructor and students and the bandwidth of their Internet connections. For example, if an instructor wants students to write a response to an essay question and uses Word Perfect 8 to create the file, then the students must have a software package that can open a Word Perfect file and modify it. The instructor must be able to open and modify the files the students send back. If the student opens the Word Perfect document using Microsoft (M.S.) Word and then saves it as an M.S. Word file, then the instructor may not be able to open it. Lastly, the larger the size of the file, the longer it will take to download or upload. If students have a low bandwidth connection (28.8 Kilobytes per second or 56 Kilobytes per second), then it is critical that file sizes be kept to a minimum.

Creating, retrieving, and grading assignments may involve any or all of the following procedures:

- Create an Assignment
- Grade student submissions and review student results.
- Reset student submissions.
- Delete an assignment.
- Help students get started.

Create an Assignment

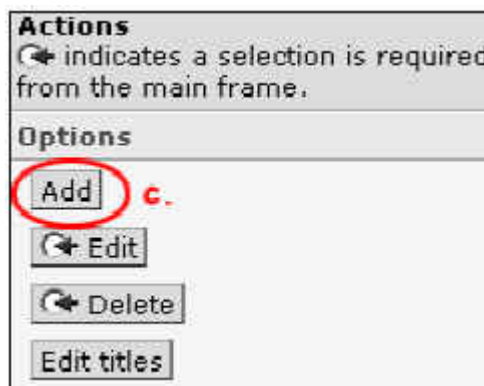
a. Click on the **Assignments** icon.
The *Assignment* screen will open.



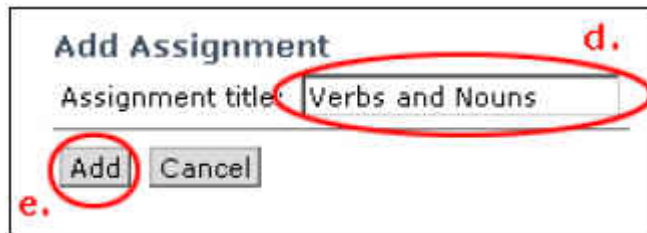
b. Make sure you are under **Designer Options**.



c. Under **Assignment Options**, select **Add**. The *Add Assignment* screen will open.



d. Type the title of the new assignment in the text box, and



e. Click **Add**. The *Add Assignments* screen appears. The new assignment title will appear as a hyperlink on the *Assignments* screen.

Specify assignment settings

Assignment Settings are where the instructions about the assignment are written, a maximum grade is assigned (*which must be a numerical value*) and the time and date availability is set. Assignment-related files, such as an image, a document, or a spreadsheet can also be attached.

a. Click the hyperlink for the assignment. The *Assignment Information* screen opens.

b. Under *Options*, click the **Edit assignment settings** button. The *Assignment Settings* screen will open.



- The *Basic Settings* area provides space for the assignment title, for giving instructions about the assignment, and for setting the maximum grade. *The maximum grade field is a numerical field.*
- The *Availability* area includes settings for the date and time when the assignment will be available, as well as the date and time when access to the assignment will end.

c. Type the title of the assignment in the *Title* textbox.

d. Type the instructions for the assignment in the *Instructions* textbox.

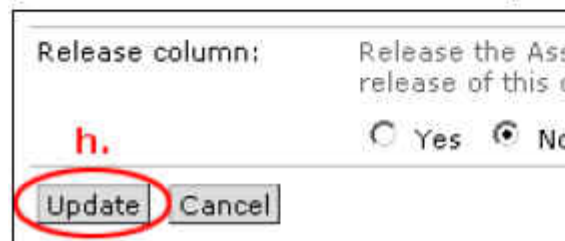
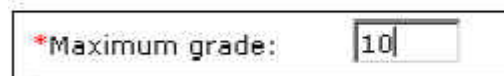
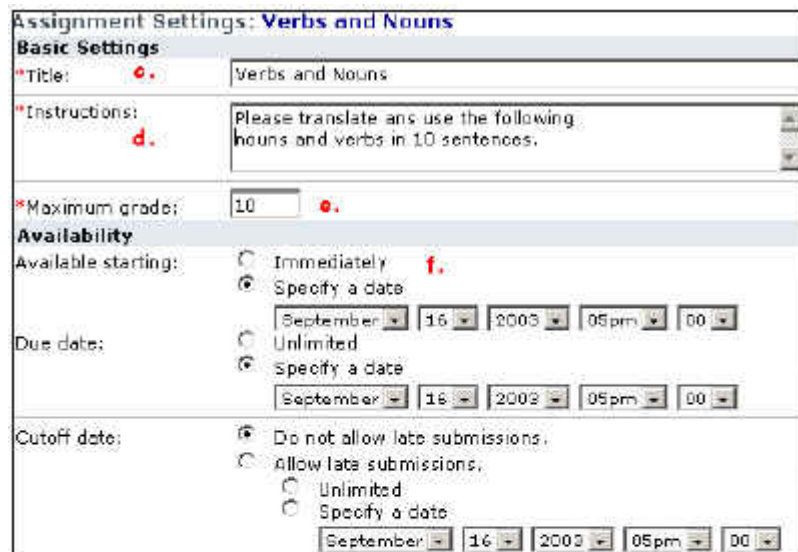
Note: HTML code can be used to create a hyperlink in the instructions area or to format the instructions, such as adding a numbered or radio buttoned list.

e. Type the maximum amount the assignment is worth in the **Maximum Grade** text box. *This must be a numerical value.*

f. Select the dates the assignment will be available in the drop-down boxes, or select **Immediately** and/or **Unlimited** if availability does not need to be limited.

g. Complete the remaining settings (*notification and results*).

h. Click the **Update** button.



Attach assignment-related file(s)

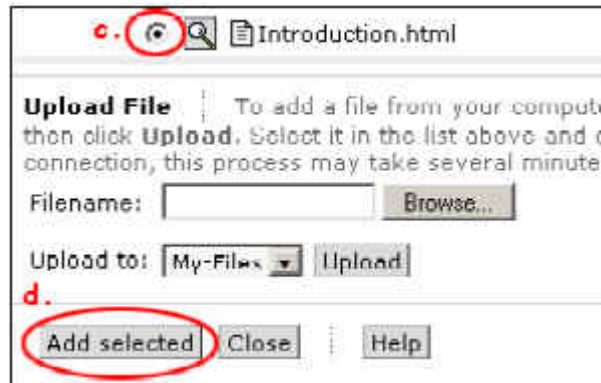
The *Import a file(s)* command is used to attach assignment-related files.

*Note: If the file is not already in the My-files folder, it needs to be **uploaded** to the My-files area. The following instructions assume the file is already in the My-files folder.*

- a. Click the hyperlinked name of the assignment to which you want to import files. The *Assignment Information* screen will appear.
- b. Locate the file by clicking the **Browse** button under *Edit Assignment Options*. The WebCT Browser opens.

c. Select the file by clicking on the radio button next to it.

d. Click **Add Selected**. The *Browse* window will disappear and the name of the file will appear in the *Filename* text box.

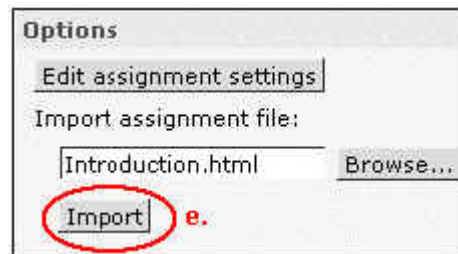


e. Click **Import**. The screen will refresh.

f. To view the attachment, click on the filename hyperlink.

To remove assignment-related file(s)

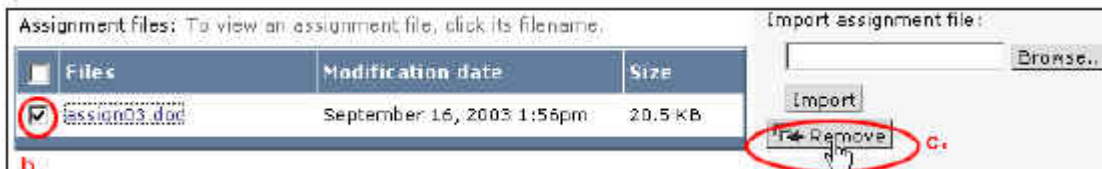
a. Click the **hyperlinked** name of the assignment. The *Assignment Information* screen will appear.



b. Select the file(s) to be removed.

c. Under *Options*, click **Remove**. Two warning boxes will appear asking for confirmation that a file is to be deleted.

d. Click **OK** for both warnings.



Grading Assignments

The process for grading assignments includes:

- Download submission files from WebCT to a local computer (hard drive or disk)
- Open the files for review
- Print them for review or review them onscreen.
- Assign a grade and enter feedback comments in WebCT

Downloading assignment submissions

a. While on the *Assignments* screen in the *Designer Options* view, click **Submissions** right below the assignment to be graded. The *Submissions* screen will appear containing a table with hyperlinks to the un-graded assignments.



b. Click the **Not Graded** link in the *Status* column.

Personal Information		Grade	Submissions	
User ID	Name	Out of 10	Date	Status
Barbie	Barbie Doll	---	September 18, 2003 12:41pm	Not Graded b.

The *Grade Assignment* screen will appear. This screen contains links to file(s) the student has submitted, a text box in which to type the grade for the assignment, as well as a text box in which you can type your comments on the assignment itself.

Note: It is necessary that you have software with which the assignment was created in order to view it. For example, if the file was created with Microsoft Word, then you'll need a program that can read Microsoft Word files.

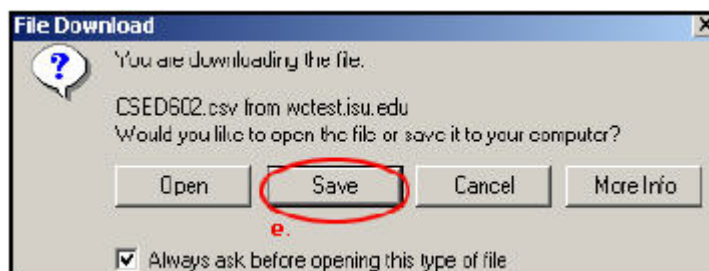
c. To view a file for grading, from the *Grade Assignments* screen, click its filename. A dialog box will appear.



d. Click the **Download** button.



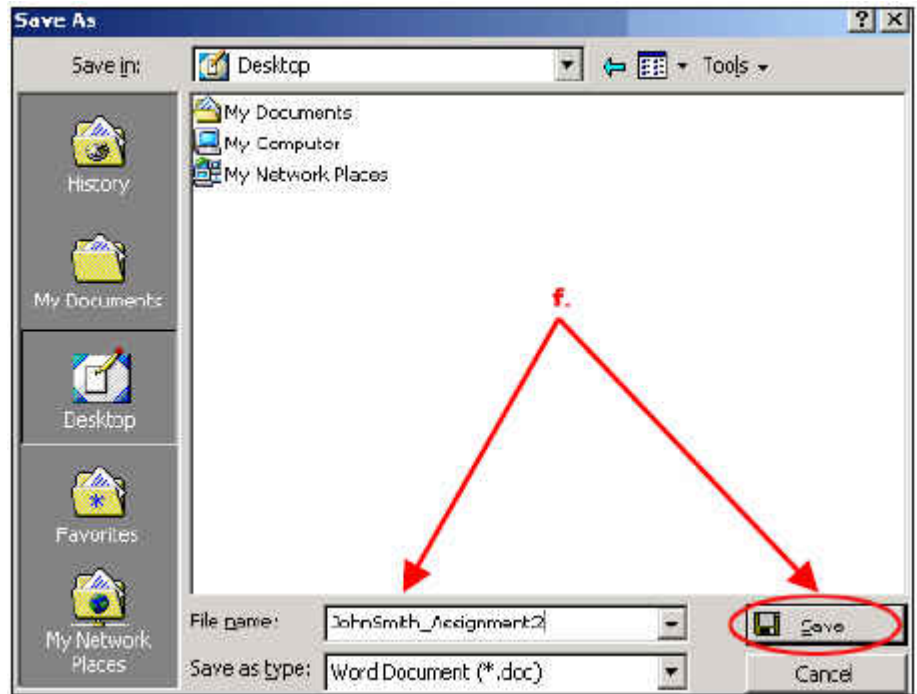
e. Save the file using either the **Save file** command (for Netscape) or the **Save** command (for Internet Explorer).



f. If the student did not do so, it is necessary to change the file name to indicate whose submission it is. If necessary, add this information to the file name, and then save the file some place where it can be easily located.

g. Using the appropriate program (M.S. Word, would be needed for the example shown in the pictures), open the file then, print it out or read and review it onscreen.

To assign a grade

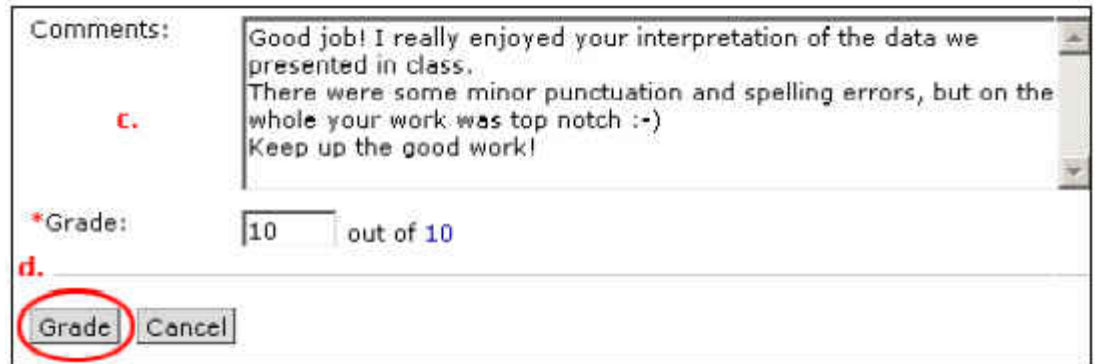


a. While in the *Designer Options* view of the *Assignments* page, click the **Submissions** hyperlink beside the assignment for which you wish to enter a grade. The *Submissions* screen will appear with a table listing all students who have submitted assignments. A hyperlink stating “Not Graded” appears in the status column.

b. Click the **Not Graded** hyperlink. The *Grade Assignment* screen will Appear

c. Type a grade in the *Grade* text box and any comments about the assignment in the *Comments* text box.

d. Click **Grade** at the bottom of the screen to complete this task and return to the *Submissions* page.



Reset Student Submissions

A reset is necessary if a student(s) is going to be allowed to re-do an assignment.

Note: Taking this action will also erase a student's grade from his or her records in the Student Management files.

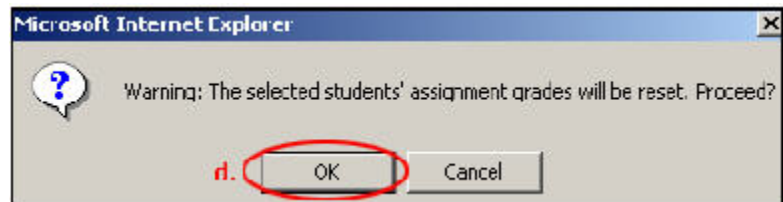
a. While on the *Assignments* screen in the *Designer Options* view, click the **Submissions** hyperlink beside the assignment for which you wish to reset grades. The *Submissions* screen will appear.

<input type="checkbox"/>	Personal Information	Grade	Submissions	Options
b.	User ID	Name	Out of 10 Date	Status
<input checked="" type="checkbox"/>	Barbie	Barbie Doll	10 September 18, 2003 12:41pm	Graded
				<input type="button" value="Reset"/> c.
				<input type="button" value="Delete"/> d.

b. Click the check box by the student's name.

c. Click **Reset**. A warning screen appears, asking you to confirm that you wish to delete the files.

d. Click **OK**.



Delete an Assignment

Deleting an assignment removes the assignment and all related student submissions from your course. However, the assignment grades are retained in the *Student Management* area.

a. From the *Assignments* screen, while in the *Designer Options* view, select the assignment to delete.

b. Under *Options*, select **Delete**. Two warning messages appear.

Assignments
To view and grade assignments completed by your students, click **Submissions** below.
1 Available | 0 Late | 0 Due soon
Display: All assignments Go

a. **Assignment 2**

Availability: October 1, 2003 1:00pm - October 2, 2003 1:00pm
Maximum grade: 10
Result: Submissions

Options
Add
Edit
Delete b.
Edit titles

c. Click **OK** for each warning message. The updated *Assignments* screen appears.

Note: When the assignment was created, a column was added to the Manage Students area for the Assignment grades. That column must be deleted in order for all references to the assignment to be fully removed.

