

Using the Assignment Tool

Adding Assignment Tool

1. Go to *Control Panel* > *Add Page or Tool*



2. Select **Assignments** under the *Evaluation and Activity Tools* column

Add Page or Tool
Select a page or tool to add to your course.
 Use a wizard when available ✨

Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page	Syllabus	Discussions	Quizzes/Surveys	My Progress
Single Page	Content Module	Mail	Self Test	My Grades
URL	Glossary	Chat	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar	Student Homepages	
	Content Utilities	Student Tips		
	Search			
	Compile			
	Resume Course			
	CD-ROM			

3. Enter a title for the assignment

Add Assignments

1. Enter a title for this item:
2. Decide where to show the link to this item.
 - On the *Course Menu*, visible on all pages. Link will appear as text.
 - On an *Organizer Page*:
 - Link shows item title
 - Link shows icon (select below)
 - Use default icon
 - Use custom icon
 - Choose icon:
3. Add this item to your course.

4. Select where to add the link
 - a. *Course Menu* puts it in text on a navigation bar
 - b. *Organizer page* such as the homepage
 - i. Select whether you want to use an icon
 - ii. Select the default icon or browse to select a custom icon
5. Click **Add**

Creating or Editing an Assignment

1. **Creating only:** Select the **Assignment** link from the *Course Menu* or *Homepage*
2. **Creating only:** Click on the **Add** button in the *Action menu* on the right side of screen

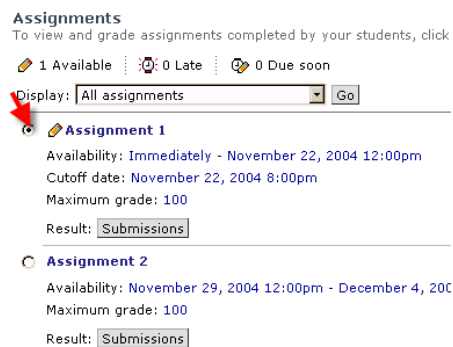


3. **Creating only:** Type in assignment title and click **Add**

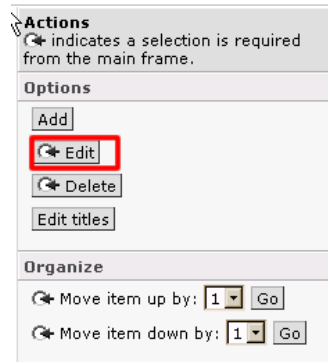
Add Assignment

Assignment title:

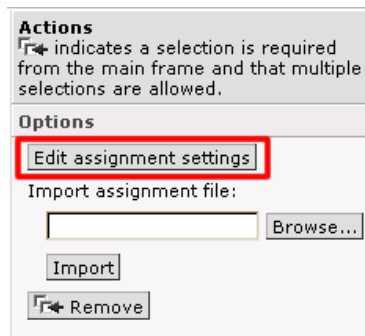
4. Select assignment by clicking in radio button in front of title



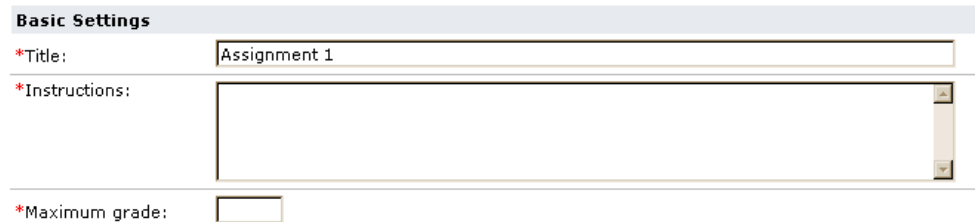
5. Click **Edit** in *Action menu*



6. Click **Edit assignment settings** in *Action Menu* on next screen



7. Enter the *title* of the assignment (**required**)



The screenshot shows a 'Basic Settings' form with the following fields:

- *Title:** A text input field containing "Assignment 1".
- *Instructions:** A large text area for entering instructions.
- *Maximum grade:** A small text input field.

8. Type or copy and paste the *instructions* for the assignment. Formatting must be done with HTML. (**required**)
9. Enter the *maximum grade* (**required**)

10. Set the *availability* of the assignment

Availability

Available starting: Immediately
 Specify a date
November 19 2004 09am 00

Due date: Unlimited
 Specify a date
November 19 2004 09am 00

Cutoff date: Do not allow late submissions.
 Allow late submissions.
 Unlimited
 Specify a date
November 19 2004 09am 00

- a. Starting immediately, or on a specific date and time
- b. Specific due date or unlimited time to turn in
- c. Allow late submissions

11. Decide whether to allow *multiple submissions* until the due date, or a one-time only submission

Submissions

Multiple submissions: Allow multiple submissions. (Grading cannot occur until after the due date.)
 Do not allow multiple submissions.

12. Decide whether or not to *release the score* to the students, and when it will be released.

Results

Student score release: Release the score once the assignment has been graded.
 Release the score once the availability period has ended *and* the assignment has been graded.
 Do not release the score.

Release column: Release the Assignment column so students can see their grade in the My Grades tool. You can also control the release of this column from the Manage Students page. (See Manage Course > Manage Students.)
 Yes No

*Required fields.

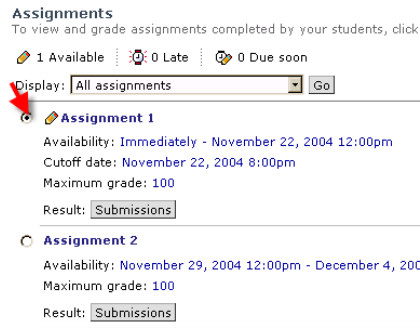
13. You can also release the score to the *My Grades* tool if you have added this to the course.

14. Click *Update*

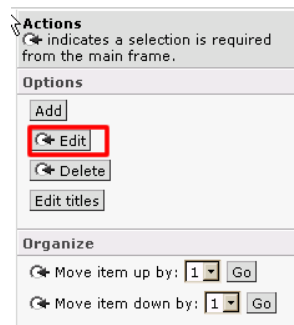
Adding Files to an Assignment

If there are specific files that students need in order to complete their assignment, you can add them to the assignment tool for students to download, rather than handing them out in class.

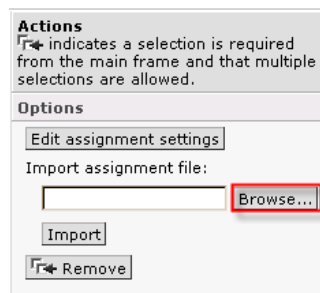
1. Select assignment by clicking in radio button in front of title



2. Click **Edit** in Action menu



3. Select Browse from the Action menu



4. If file is in Manage files go to step 7. If not, click on the Browse button in the Upload file area

File Browser
 Select a file. Tip: To view a file, click .
 If the file you need does not appear in the list below, upload it first, then select it.

Name	Size (bytes)	Date	Time
My-Files			
ce_41_getting_started_sample_tutorial_files.zip	4172	October 15, 2004	8:00am
tutorial_discussion.html	1658	October 15, 2004	1:10pm
tutorial_email.html	1609	October 15, 2004	1:10pm
tutorial_introduction.html	1973	October 15, 2004	1:10pm
tutorial_syllabus.html	7105	October 15, 2004	1:10pm
Unit 3.doc	21504	November 19, 2004	12:29pm
Using WebCT.ppt	83456	October 15, 2004	1:22pm
WebCT-Files			
background			
banners			

Upload File : To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

Filename:

Upload to: My-Files

5. Navigate to where the file is stored on your computer. Select the file and click Open

Choose file

Look in: GES transfer

ADJ523_Jun02_1020.zip	ISS501_Jun07_1207.zip	MGT560_Jun02_1036.zip
GES001_Jun05_1109.zip	ISS532_Jun02_1331.zip	NUR324A_Jun02_1033.zip
HLC509_Jun02_1022.zip	library_90.xls	PRE510_Jun02_1033.zip
HLC586_1_Jun02_1023.zip	library_95.xls	PRE518_Jun02_1033.zip
HSA501_Jun02_1024.zip	MGT501_Jun02_1327.zip	SMP1_Jun02_1033.zip
HUM503_Jun02_1024.zip	MGT503_1_Jun02_1033.zip	TRN002_Jun02_1033.zip
INR524_1_Jun02_1025.zip	MGT509_90_01_Jun02_1034.zip	TRN003_Jun02_1033.zip
INR528_1_Jun02_1038.zip	MGT509_Jun02_1033.zip	webct facu
INR561_Jun02_1029.zip	MGT518_Jun02_1035.zip	
INR586_1_Jun02_1030.zip	MGT530_90_01_Jun03_1159.zip	
INR593_Jun02_1031.zip	MGT560_90_01_Jun02_1036.zip	

File name:

Files of type: All Files (*.*)

6. Click on the Upload button

File Browser
 Select a file. Tip: To view a file, click .
 If the file you need does not appear in the list below, upload it first, then select it.

Name	Size (bytes)	Date	Time
My-Files			
ce_41_getting_started_sample_tutorial_files.zip	4172	October 15, 2004	8:00am
tutorial_discussion.html	1658	October 15, 2004	1:10pm
tutorial_email.html	1609	October 15, 2004	1:10pm
tutorial_introduction.html	1973	October 15, 2004	1:10pm
tutorial_syllabus.html	7105	October 15, 2004	1:10pm
Unit 3.doc	21504	November 19, 2004	12:29pm
Using WebCT.ppt	83456	October 15, 2004	1:22pm
WebCT-Files			
background			
banners			

Upload File : To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

Filename: C:\Documents and Settings\user\My Documents

Upload to: My-Files

- Click the radio button in front of the file you wish to add

File Browser
 Select a file. Tip: To view a file, click .
 If the file you need does not appear in the list below, upload it first, then select it.

Name	Size (bytes)	Date	Time
My-Files			
<input type="radio"/> ce_41_getting_started_sample_tutorial_files.zip	4172	October 15, 2004	8:00am
<input type="radio"/> class_May19.txt	439	November 19, 2004	1:38pm
<input type="radio"/> tutorial_discussion.html	1658	October 15, 2004	1:10pm
<input type="radio"/> tutorial_email.html	1609	October 15, 2004	1:10pm
<input type="radio"/> tutorial_introduction.html	1973	October 15, 2004	1:10pm
<input type="radio"/> tutorial_syllabus.html	7105	October 15, 2004	1:10pm
<input checked="" type="radio"/> Unit 3.doc	21504	November 19, 2004	12:29pm
<input type="radio"/> Using WebCT.ppt	83456	October 15, 2004	1:22pm
WebCT-Files			
Unassigned			

Upload File To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

Filename:

Upload to:

- Click Add Selected button
- Click Import button in Action menu

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

Options

Import assignment file:

- The file is now available for download.

Assignment: Assignment 2

Assignment Information

Maximum grade: 100

Due date: December 4, 2004

Instructions: Write a summary of your survey results

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

<input type="checkbox"/> Files	Modification date	Size
<input type="checkbox"/> Unit 3.doc	November 19, 2004 12:29pm	21.0 KB

Accessing Student Submissions

1. Select the **Assignment link** from the *Course Menu* or *Homepage*
2. Click on the **Submissions** button for the desired assignment

Assignments
To view and grade assignments completed by your student

0 Available | 0 Late | 0 Due soon

Display:

Assignment 1
Availability: **Unavailable**

Result:

3. Click on the **Not Graded** link in the *status column* for the student

Submissions: Assignment 1

Page: Records 1 - 1 of 1

<input type="checkbox"/>	Personal Information		Grade	Submissions	
	User ID	Name	Out of 25	Date	Status
<input type="checkbox"/>	studentc	Charlie Student	---	November 19, 2004 10:06am	Not Graded

4. Click on the **title** of the file

Grade Assignment: **Assignment 1**

Name: Charlie Student
Maximum grade: 25
Due date: Unlimited
Status: Submitted November 19, 2004 10:06am
Student files: To view a file, click its filename.

Files	Modification date	Size
class_May19.txt	November 19, 2004 10:06am	0.4 KB

5. In the new window click on **Download**

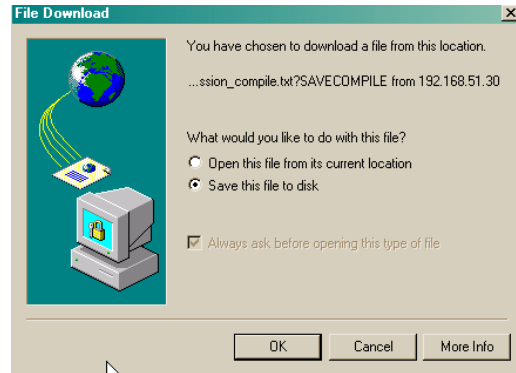
WebCT Assignment Dropbox: View Files -

File Edit View Favorites Tools Help

Student files:

- class_May19.txt (0.4 kB)

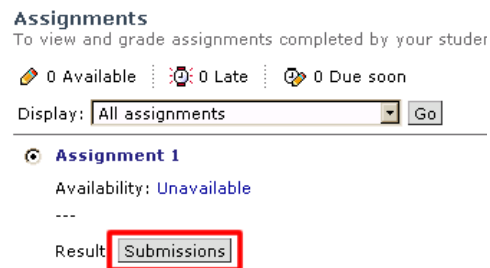
6. Select to **Save the file to your computer**. Opening the file from here is **NOT RECOMMENDED!**



7. Navigate to a folder on your computer to save the file. Click **Save**.

Returning Graded Assignments

1. Select the **Assignment link** from the *Course Menu* or *Homepage*
2. Click on the **Submissions** button for the desired assignment



3. Click on the **Not Graded** link in the *status column* for the student

Submissions: **Assignment 1**

Page: 1 [Stu, Stu] Records 1 - 1 of 1

<input type="checkbox"/>	Personal Information		Grade	Submissions	Status
	User ID	Name	Out of 25	Date	
<input type="checkbox"/>	studentc	Charlie Student	---	November 19, 2004 10:06am	Not Graded

- Click on the **Upload file** button to return the student's file

Graded files: [None](#)
To upload the graded files for this student, click **Upload file**.

Upload file **Remove files**

Comments:

*Grade: out of 25

Grade **Cancel**

*Required fields.

- Click on the **Browse** button.

Upload Graded File
Student: [Charlie Student \(studentc\)](#)
Assignment: [Assignment 1](#)
Note: Depending on the file size and network connection,

Filename: **Browse...**

Upload **Cancel**

- Navigate to the folder where you saved the file. Select the file and click **Open**

- Click the **Upload** button. This file is available to the student immediately.

Upload Graded File
Student: [Charlie Student \(studentc\)](#)
Assignment: [Assignment 1](#)
Note: Depending on the file size and network connection,

Filename: **Browse...**

Upload **Cancel**

- Type comments in the *Comment* field if desired

Graded files: [None](#)
To upload the graded files for this student, click **Upload file**.

Upload file **Remove files**

Comments:

*Grade: out of 25

Grade **Cancel**

*Required fields.

- Enter grade (**required**)

- Click **Grade** button

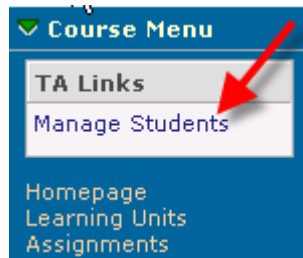
- The *status column* will now show *Graded*. You can still access the student's work by clicking on the **Graded** link.

Viewing Student Grades

How you access the student grade book is different depending on whether your role is that of *Teaching Assistant* or *Designer*. Please follow the directions for your role.

Teaching Assistant

1. Click on **Manage Students** in the *TA Links* box just below the course menu.



2. You can now see the *Manage Students* screen. All grades that have been recorded will be displayed here.

Manage Students

Actions		
Options: Records	Options: Advanced	Organize
- Select action -	- Select action -	- Select action -
Go	Go	Go

Page: < > View all students Records 1 - 6 of 6 [Total: 6]

Last Name	First Name	User ID	Unit 3	Midterm Grade	Final Grade
Edit	Edit		Edit Submissions Graph Out of 25.00	Edit	Edit
Black	Jason	blackj + *		--- ---	---
Student	Alpha	alpha.student + *		---	---
Student	Bravo	bravo.student + *		---	---
Student	Charlie	charlie.student + *		22.00 ---	---
Student	Charlie	studentc		---	---
Student	Delta	delta.student + *		---	---

NOTE: For Teaching Assistants in Site 90 courses, the Final Grade is automatically calculated based on the grades entered for the individual assignments. You will need to access this screen to obtain the final grade for entering into the Registrar's system.

Designer

1. Click on **Control Panel**



2. Click on **Manage Course**

Basic Control Panel Expanded Control Panel [Set as default view](#)

Add Page or Tool	Edit Page or Tool	Manage Files	Manage Course	Course Settings
Add tools to your course to evaluate, communicate with, and provide course content to students. Develop course content for students with Tools such as Syllabus and Content Module. Group course content and tools using Organizer Pages.	Customize the Homepage and change course content. Update the student view of the Content Modules in your course. Update student view	Add, download, change, and organize the files in your course.	Manage student and teaching assistant records. Track student progress. Manage course backups. Import and export IMS content.	Change the appearance and behavior of your course.

3. Click on **Manage Students**

Manage Course

Manage Students 

You can manage student information and

- [Add or Import students](#)
- [View some students](#)
- [Search records](#)
- [Change settings](#)
- [Manage columns](#)
- [Show update log](#)

4. You can now see the **Manage Students** screen. All grades that have been recorded will be displayed here.

Manage Students

Actions

Options: Records Options: Advanced Organize

- Select action - Go - Select action - Go - Select action - Go

Page: [All](#) < > [View all students](#) Records 1 - 6 of 6 [Total: 6]

Last Name	First Name	User ID	Unit 3	Midterm Grade	Final Grade
Edit	Edit		Edit Submissions Graph Out of 25.00	Edit	Edit
Black	Jason	blackj + *		---	---
Student	Alpha	alpha.student + *		---	---
Student	Bravo	bravo.student + *		---	---
Student	Charlie	charlie.student + *	22.00	---	---
Student	Charlie	studentc		---	---
Student	Delta	delta.student + *		---	---