

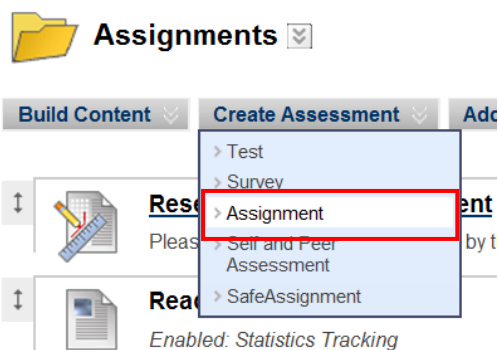
Creating and Grading an Assignment

To create an assignment you must first decide where the assignment is going to be placed. You might want consider allowing a tab for assignments in the main menu although assignments can be added to any content area. In this tutorial we are going to be adding it to a specific Assignments content area.

1. Begin in the course where you would like to add an assignment. Click the Assignments content area button on the left hand side of the page.



2. Mouse over the Create Assessment link near the top of the page and click on **Assignment**.



3. Enter the name of the assignment and provide any instructions in the text box.

1. Assignment Information

Name and Color Black

Instructions

Normal 3 Arial B I U abc x₂ x² [List Bulleted] [List Numbered] [List None]

[abc] [Cut] [Copy] [Paste] [Undo] [Redo] [Link] [Table] [Image] [Text Color] [Background Color] [Equation] [Code] [Fullscreen] [Refresh]

[Print] [Download] [Upload] [Help] [Feedback]

4. Attach any files needed to complete the assignment, enter the points possible for the assignment and select the appropriate availability options.

2. Assignment Files

Attach File

3. Grading

Points Possible

4. Availability

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts

Allow single attempt
 Allow unlimited attempts
 Number of attempts:

Limit Availability

Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

4. Select your options regarding due dates and availability and then click **Submit**.

5. Due Dates

Submissions are accepted after this date, but are marked **Late**.

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

6. Recipients

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Recipients All Students Individually
 Groups of Students

7. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Your newly created assignment will then appear at the bottom of the Assignments page (or the content area where you created the assignment).

Success: Test Assignment created.

Assignments ▾

▾ ▾

↑ ↓ **Example Assignment** ▾

Please submit your assignment here.

Reviewing and Grading Assignments

1. In the Course Management Control Panel, select the **Grade Center**; then select **Full Grade Center**.

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center**
 - Full Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

To retrieve and grade an individual student's assignment, find the box that corresponds to the row containing the student's name and the column containing the specific assignment.

The screenshot shows the Assignment Tool interface. At the top, there are navigation buttons: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. On the right, there are 'Filter', 'Discover Content', and 'Work Offline' buttons. Below these is a 'Grade Information Bar' with 'Move To Top' and 'Email' buttons. The main area is a table with columns: 'Last Name', 'First Name', 'Weighted To', 'Total', 'Test1', 'Book Review', 'Book Review', 'Reflections Blo', and 'Black History M'. The row for 'Dwarf Doc' is highlighted with a red box, and the 'Book Review' column for that row is also highlighted with a red box. The table shows various students and their scores for different assignments. At the bottom, there are 'Selected Rows: 0', 'Move To Top', 'Email', and 'Icon Legend' buttons.

Click on the double down arrows that appear when you mouse over the right hand side of the box where the green exclamation point (which indicates that an assignment has been submitted but not yet graded) appears.


This close-up shows a row in the table. On the left, there is a green exclamation point icon. To its right is a dropdown arrow icon, which is highlighted with a red box. The table header above the row is labeled 'Example Assigni'.

Then select **Grade Details** from the drop down menu in that box.


This close-up shows the dropdown menu that appears when the dropdown arrow icon is clicked. The menu has a yellow background and contains two options: 'Grade Details' and 'Exempt Grade'. The 'Grade Details' option is highlighted with a red box. At the bottom of the menu, there is a 'Close Menu' button.

Next, click **View Attempt** on the right hand side of the new page in order to view the student's submission.

User **Natalie Trisilla (trsilna)** < > Column **Example Assignment (Assignment)** < >

Current Grade: **Needs Grading**  out of 10 points
Grade based on Grade of Last Attempt
Due: None
Calculated Grade
[Grade Attempts](#)

[Edit](#) [Manually Override](#) [View Column Details](#) [Grade History](#)

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Dec 14, 2010 10:49:07 AM (Needs Grading)				<div style="text-align: right;"><p>Delete: <input type="text" value="Last Attempt"/> <input type="button" value="Go"/></p><p><input type="button" value="View Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Edit Grade"/></p><p><input type="button" value="Allow Additional Attempt"/></p></div>

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt.

[Icon Legend](#)
[Return to Grade Center](#)

On the next page, you have many options which are detailed below.

1 Assignment Information


Name Assignment 2

Instructions

Clear Attempt Click this button to clear this attempt. [Clear Attempt](#)

2 User's Work

User's Comments

User's Files  [journal_1.docx](#)

3 Feedback to User

Grade out of 100.0

Comments

Enter the student's grade and any comments you have for the student in the *Feedback to User* section.

Attach local file [Browse...](#)

or Copy file from Content Collection [Browse...](#)

Currently Attached Files: [Add Another File](#)

4 Instructor Notes

N

If you wish to include private notes that are not viewable by the student, include them in the *Instructor Notes* section.

Attach local file [Browse...](#)

or Copy file from Content Collection [Browse...](#)

Currently Attached Files: [Add Another File](#)

Click on the link next to *User's Files* to download or view the student's submission.

You can also attach files to be sent to the student in this section. This is useful for making comments directly on a student's submission and returning it to them.

Finally, click **Submit** to complete the grading process.

Submit