

Getting Started with . . . Assignments

Student View

- 1 Due Date Date by which the assignment should be submitted
- 2 Points Possible Instructor-defined number of points a gradable item is worth
- 3 Assignment Files File, or files, the instructor provides with an assignment
- 4 Comments Student comments about the assignment
- 5 Save as Draft Option for students to save the assignment

Introduction to Oceanography--Section 2 > Assignments > Chapter 1 Worksheet > Upload Assignment: Chapter 1 Worksheet

Upload Assignment: Chapter 1 Worksheet

Cancel Save as Draft Submit

1. Assignment Information

Name: Chapter 1 Worksheet

Instructions: Download the worksheet and add your responses after reading Chapter 1 in your textbook.

Due Date 1

Points Possible 30 2

Assignment Files Chapter 1 Worksheet (Chapter 1 Worksheet) 3

2. Assignment Materials

Submission

Visual Editor: ON

Normal 3 Times New Roman B I U abc x₂ x²

Path: body

Attach File Browse for Local File Browse for Content Collection item

Attached files

File Name	Link Title
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Comments 4

3. Submit 5

Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel Save as Draft Submit

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Task	What You Need to Know	Steps to Accomplish
Create Assignment	You can use the Assignments Tool to create assignments in Content Areas, learning modules, or folders. An assignment lists the name, point value, due date, and instructions for the assignment. You can also attach files to an assignment and control when the assignment is available to students.	<ol style="list-style-type: none"> 1. Open a Content Area. 2. Point to Evaluate and select Create Assignment. 3. Complete the Assignment Information, Assignment Files, Grading, Availability, Due Dates, and Recipients information. 4. Click Submit.
Present Assignment	<p>Assignments appear in the content of the course. You can create an Assignments content area and place all assignments in that content area or you can create individual assignments in the different content areas that you create for a course. One advantage of presenting Assignments in a single content area is that it simplifies the creation process and helps students to quickly access all assignments for the course in a list.</p> <p>Advanced Tip: It is also possible to create a single repository for all Assignments and use course links to present them in other content areas or folders.</p>	<p>Present Assignment in Assignments Content Area:</p> <ol style="list-style-type: none"> 1. From the Course Menu, click the Add button and create a content area titled Assignments. 2. Open the Assignments content area. 3. Point to Evaluate and select Create Assignment and set options for the assignment. 4. Click Submit. <p>Present Assignment in Different Content Areas:</p> <ol style="list-style-type: none"> 1. Open the content area where you want to create an assignment. 2. Point to Evaluate and select Create Assignment and set options for the assignment. 3. Click Submit.
Grade Assignment	Grading assignments allows the instructor to evaluate the performance of the students and provide feedback.	<ol style="list-style-type: none"> 1. In the Grade Assignment page, click the file name under Review Current Attempt to view or download attachments. 2. Enter a numerical value in the Grade field. 3. Optionally, enter feedback in the Comments area and attach files for the student to review. 4. Optionally, enter Instructor Notes and attach files that only you will be able to access. 5. Click Submit to return to the Grade Details page. 6. Click OK to return to Grade Center.
Download Assignments for Manual Grading	Downloading assignment submissions to your computer enables you to review them offline instead of reviewing them online from the Grade Center.	<ol style="list-style-type: none"> 1. In Grade Center, locate the assignment column containing the assignment files you want to download. 2. From the Assignment Column's contextual menu select Assignment File Download. 3. On the Download Assignment page, select the student submissions to download. 4. Click Submit. 5. On the next Download Assignments page, click Download Assignments Now. 6. Click OK to return to the Grade Center.

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Glossary

Submission	A Submission is the response by the user to an assignment. Each Submission is logged as an attempt in the Grade Center. You can allow unlimited submissions or can limit the number of submissions. The grade for each submission can be tracked in the Grade Center.
Group Assignment	A Group Assignment is an assignment released to a specific group, or groups, within a course by an instructor. Every user in the group receives the same grade.
Points Possible	Points Possible is the total number of points a gradable item is worth.
Adaptive Release	The Adaptive Release tool enables you to customize the release of content to control when and to whom course content is available. You can create a rule for an assignment and set the criteria which students must satisfy to gain access to it. You can also set rules that users must get a certain grade on the Assignment to see other content.
Draft	A Draft is a version of an assignment that has been saved by the user but has not yet been submitted for grading.
Due Date	Due Date is a notification type sent to all enrolled users when a specific assignment, test, survey or Grade Center item has a due date associated with it.
Attempts	An Attempt is a specific submission of an assessment or an assignment.
Display After/ Until	Date range specifies the time during which an item is available to students. If the Assignment is unavailable, the Assignment will not appear even if it the date falls into the Display After and Display until range.
Submission Start/ End	Submission Start/End time specifies the time period during which students can submit their response to an assignment.