

## ASSIGNMENTS & ASSIGNMENTS SETTINGS

You use the **Assignments** feature to make assignments that your students see in the **My Assignments** feature; there, they can upload files and submit them as work. But how these assignments permit uploads, and how much assignments are worth, are all controlled by the **Assignment Settings** - so, it's good to create your settings first!

Access **Assignment Settings** and then click **Assignment Categories** to define your categories. Here is where you allow items to have Extra Credit.

### Edit Category

Category:

Special Rule:

Weight:   Allow Extra Credit

Detail:

Step 1  
of  
workflow

- Use the **Special Rule** boxes to set up keep best/drop worst grades.
- Enter the category's percentage of the overall grade calculation in the **Weight** field.

Access **Assignment Settings** and then click **Submission Settings** and set your preferences for number of submissions allowed, submission timing, and E-mail notification.

### Submission Settings

Default Submission Settings for this Class

#### Submission Settings

Allow Unlimited Submission

Allow Submit  Time

No Submission Required

**Close Submission**

On Assignment Due Date

Days After Due Date

On This Date

Do Not Close

Note: Always close at 10:00pm on date specified

Notify By Email On Each Submission

Here, students can submit work up to 3 times until 1 day after the due date before submission time is closed.

10:00PM is the default time used on the date specified for closing submissions, unless you set a specific date & time.

**Change Order** (from the **Assignments** page) lets you sort the top-to-bottom order of your Coursework items (not illustrated in this document).

### Edit Assignment

Basic Information :

\* Title:

Category:

Available:  Due Date:

Detail:

Assign To:  Select Members

All Members

Downloads:  Add / Edit Attachment

Related Links:  Add / Edit Links

Additional Data :

Appears in Assignments

Appears in Gradebook

Points:

Scheme:

Create grade schemes in the **Assignment Settings** feature, as well (See other side.)

Downloads and links can only be attached to singly-created assignments.

Click **Assignments** and then click **New Entry** to create a single assignment.

BUT

Click **Assignment Wizard** to create a set of items. After you prepare the wizard, you can edit details of each item the wizard created.

### Assignment Wizard

\* Title:

Appear in Assignments

Appear in Gradebook

\* Item Count:

Points:

\* Starting Number:

Scheme:

Category:

Create Message Board Topic

Step 3  
of  
workflow

## ASSIGNMENTS & GRADEBOOK WORK FLOW

START

FINISH

**Step 1: Use ASSIGNMENT SETTINGS to create your Categories & Submission Settings**

**Step 2: Use ASSIGNMENT SETTINGS to create Grade Schemes**

**Step 3: Use the ASSIGNMENTS tool to create your actual assignments**

**Step 4: Enter & Save Grades via the GRADEBOOK tool**

**Step 5: Use either ASSIGNMENTS or GRADEBOOK to publish grades**

Categories are where you set weights ("all quizzes = 10% of entire grade") - See other side.

Allows you to grade assignments differently (e.g., some by points, others by percentage).

When creating assignments, you can select the desired category and grading scheme, since Steps 1 & 2 created them. See other side.

Record grades for assignments as they are graded.

**THEN BE SURE TO SAVE THE GRADES!**

Saved grades aren't visible to students in the My Grades tool until published!

### CREATE A GRADEBOOK SCHEME

1. Access **Assignment Settings** and click **Grade Schemes**.
  - The *Assignment Settings - Grade Schemes* page is shown.
2. Then click on **New Scheme**.
  - The *Edit Scheme* page is shown.
3. Fill in the scheme name and details in the first two fields.
4. Select the desired type of grade scheme (points, percentage, or pass-fail) from the **Type** drop-down box.

**Step 2**  
of workflow

Grade	Pct	Grade	Pct	Grade	Pct
<input checked="" type="checkbox"/> A+	100.0	<input checked="" type="checkbox"/> C+	80.0	<input checked="" type="checkbox"/> E+	60.0
<input checked="" type="checkbox"/> A	97.0	<input checked="" type="checkbox"/> C	77.0	<input checked="" type="checkbox"/> E	57.0
<input checked="" type="checkbox"/> A-	93.0	<input checked="" type="checkbox"/> C-	73.0	<input checked="" type="checkbox"/> E-	53.0
<input checked="" type="checkbox"/> B+	90.0	<input checked="" type="checkbox"/> D+	70.0	<input checked="" type="checkbox"/> F	0.0
<input checked="" type="checkbox"/> B	87.0	<input checked="" type="checkbox"/> D	67.0		
<input checked="" type="checkbox"/> B-	83.0	<input checked="" type="checkbox"/> D-	63.0		

- If you select **Grade by Points**, the "Pct" column changes to "Value."
  - If you select **Pass-Fail**, you will see a box for "Passing Score" instead of this image.
5. Place checks next to letter grades you plan on employing, and enter the percentage or point cut-off value for the corresponding letter grade.

### GRADING IN ITEM MODE & PUBLISHING GRADES

There are numerous methods of grading, but the **Item Mode** allows you to publish grades. To access the **Grade An Item** page:

- From the **Assignments** tool, click on the **Grade** button in the right-hand column.
- OR
- From the **Gradebook** tool, click on the name of an item you want to grade in the **Items List** column.

#### Grade An Item

Edit This Item    Statistics    Export Grades

Item : Midterm, Take Home  
Category : 40%ers  
Points : 100.0  
Scheme : Percentage A-D & F, +/-

When the **Grade An Item** page is displayed, you are grading in **Item Mode**.

Grades are NOT yet published  Publish Grades



Save Grades

Recompute All Grades

**Steps 4 & 5**  
of workflow

Student	Score	Letter Grade	Status	Graded On	Skip Recompute
Cheung, Margaret	85.0	B-	Graded		<input checked="" type="checkbox"/> <input type="checkbox"/>
DeValpierre, Lunette	93.0		Graded		<input checked="" type="checkbox"/> <input type="checkbox"/>
Lee, Soh			Late		<input checked="" type="checkbox"/> <input type="checkbox"/>
Salim, Amir			Not Graded		<input checked="" type="checkbox"/> <input type="checkbox"/>
Student, Campus			Not Graded		<input checked="" type="checkbox"/> <input type="checkbox"/>

 = Recompute

1. Enter numeric values in the **Score** column. If a grade scheme has been employed for this coursework item then, click  to have value recomputed to its letter grade.  
*Change the status if desired for your needs; it won't affect grades.*
2. **Be sure** to click **Save Grades** to save any grades you enter and then click the  **Publish Grades** icon to allow students to see their grades.

Multiple graded items can be published in one shot from the **Assignments** page by checking items and selecting **Publish Grades** from the **Action on Selected Items** list box.