# Scholar: Assignments

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Assignments: Overview

What Assignments Can Do

For courses, the Assignments tool allows instructors to create, distribute, collect, and grade online assignments. Assignments are private; student submissions are not visible to other users of the site.

The Assignments tool offers multiple grading options, including letter grades, points, checkmarks, pass/fail, or ungraded.

Assignments can also be returned, with or without grades, for re-submission. Instructors can download all submissions to an assignment to their computer at once. When instructors release grades for an assignment, students can access instructor comments and their grades.

Important Considerations

- Instructors can return assignments and allow for re-submission. This feature can be used to evaluate drafts of final projects or papers, or to allow students to correct and re-submit an assignment.

- The Assignments tool can post grades to the Gradebook. If you choose this option, you will not be able to enter grades manually for students who did not complete the assignment online.

Creating & Editing Assignments

With the Assignments tool, you can assign, collect and grade student homework in the same place. The Assignments tool can link to other Scholar tools, depending on which ones are activated in a site. This lesson assumes you have activated the Announcements, Assignments, Calendar, and Gradebook tools.

Adding a New Assignment

1. Go to the Scholar site where you want to add the assignment. One the left-hand menu bar, click Assignments. You will go to the Assignments List page.

2. Click Add. You will go to the Add new assignment page, the top of which is pictured below. Required items are indicated with a red star.
3. Enter the following information:

- **Title**: Enter a meaningful title for the assignment.
- **Open Date**: Use the drop-downs and/or calendar icon to enter the date when students will have access to the assignment.
- **Due Date**: Enter the date when students will no longer have access to the assignment. They may still be able to submit work after this date, depending on the Accept Until date.
- **Accept Until**: Enter the date up until which students can submit work. Work submitted after the **Due Date**, but before the **Accept Until** date, will be flagged as late.
- **Student Submissions**:
  - Select **Inline Only** if you want students to type their work into a text box,
  - Select **Attachments Only** if you want them to submit it as an attachment, or both.
  - Select **Non-Electronic** if you will collect hard copies, or if you are assigning a reading.
  - Select **Single Uploaded File Only** if you will not accept resubmissions.
- **Allow Resubmission**: Check this box if want to allow multiple submissions.
- **Grade Scale**:
  - Select **Ungraded** if you do not want an entry automatically created in the Gradebook.
  - Select **Letter Grade, Pass** or **Checkmark** to choose that form of feedback, but these options is not compatible with the Gradebook.
  - For Gradebook compatibility, you must select **Points**.

4. Enter the assignment instructions. Use the rich text editor to add text, images and to link to web pages or information in Resources.

- If you are linking to an image or url from another site's Resources area, make sure the Resources folder housing the file to which you are linking is not hidden, and that
it is set to be publicly viewable. If not, you will not be able to access the image or url in the current site.

- If you are importing assignments from an older site to a newer one (see the Importing Materials to a New Scholar Site lesson), and the assignments include images, make sure the folder in which the images are stored is not hidden and is publicly viewable. Otherwise the images may not appear in the new site.
- See the Resources lesson to find out how to show/hide and set access for Resources folders.
- To avoid potential problems associated with Resources permissions, you can upload your images to the Assignments tool using the Attachments button. See step 7 below.

5. Check the appropriate item(s):

- Add due date to Calendar: Check if you want an entry automatically added to your Calendar.
- Add an announcement about the open date to Announcements
- Add honor pledge

- Add due date to Calendar: Check if you want an entry automatically added to your Calendar.
- Add an announcement: Check if you want an announcement automatically created in the Announcement tool.
- Add honor pledge: Check if you want to require students to confirm the honor pledge before submitting work.
6. Check the appropriate items:

- **Grading:**
  - Select **Do not add assignment to Gradebook** if you do not want a Gradebook entry generated.
  - Select **Add Assignment to Gradebook** if you do. With this option, you will only be able to change student grades using the Assignments tool.
  - Select **Associate with existing Gradebook Entry** if you have already created a Gradebook column for this assignment and want to link to it. With this option, you will be able to change student grades through both the Gradebook and the Assignments tools.

- **Access:**
  - Select **Display to site** if you want all students on your site to access the assignment at the same time, with the same due dates.
  - Select **Display to selected groups** if you only want specific groups to access this assignment. You need to set up your groups before they will appear here.

- **Submission Notification Email Options:** Select how you would like to be notified of student submissions.

- **Released Grade Notification Email Options:** Select how you would like to inform students of released grades.

7. Add attachments, model answers and notes to the assignment.
• **Attachments**: Click this to go to a page where you can attach a file from your computer, or a file from a Resources area. When you are done, click the **Continue** button to go back to the **Add assignments** page.

• **Additional Information**:
  - Click **Add** next to the relevant option to provide students with a **Model Answer**,
  - to create a **Private Note** that only instructors can see,
  - or to make this assignment an **All Purpose item**, much like an announcement.

8. When you have chosen your settings and entered the information for the new assignment:

  • click the **Post** button to post it to students (depending on what Open/Due dates you have chosen),
  • click the **Preview** button to get a student view of the assignment,
  • click the **Save Draft** button to save settings without posting,
  • or click the **Cancel** button.

**Editing an Assignment**

1. Go to the **Assignment List** page.
2. Locate the item you would like to edit.
3. Click **Edit** under its title. You will go to the **Edit Assignment** page, similar to the **Create Assignment** page.
4. Make your changes and save.

**Grading Submissions Online**

1. Go to the Scholar site where you want to grade an assignment.
2. On the left-hand menu bar, click **Assignments**. You will go to the **Assignment List** page, the top of which is shown below. There are a number of options:
• **Assignment name** (above: Wk 01 Activities): Click to view the assignment instructions.

• **Edit**: Click to go to the Add assignment page, where you can change assignment settings.

• **Grade**: Click to go to the assignment Submissions page, shown below.

• **XX/XX** (above: 24/24): Click to go to the assignment Submissions page, shown below.

3. While in the assignment **Submissions** page, click **Grade** beneath a student’s name to grade that person's work individually. You will then be directed to the **Grading** page.

• Click the arrow next to **Assignment Instructions** to view your instructions.

4. The student’s submission text, if you chose to allow inline submissions, will appear in the **Assignment Submission** box.
5. If there were previous submissions, clicking the arrows next to Previous submissions with instructor comments inserted if applicable and Previous Grade(s) will display that information.

6. Enter a grade, if applicable.
7. In the Instructor Summary Comments box, enter comments on the graded item.

8. If there were previous submissions, clicking the arrows next to Instructor comments to previous submissions and Previous Returned Attachments will display that information.
9. Attach any new items for the student using the Add Attachments button.
10. Save your work.
   - Click the Save and Do not Release to Student button to save the grade, comments and attachments.
   - Click the Save and Release to Student button to save the grade, comments and attachments, and to let the student view the grade in the Assignments tool.
     - If the grades are sent to the Gradebook, clicking this button will send them.
     - Depending on Gradebook settings, grades may or may not be visible to students in the Gradebook.

11. After saving:
   - click the <Previous or Next> button to go to another student’s submission for this assignment, or
   - click the Return to List button to go back to the Submissions page for this assignment.
   - Do NOT click the <Previous, Return to List, or Next> buttons without saving work. Work will be lost.

11. If you decide not to release grades to the students as you grade each one, you can release all grades at once from the Submissions page for an assignment.
   - Go to the Submissions page by clicking the Return to List button. Then, at the top right of the page, click Release Grades.
Filtering Assignments for Grading

You can filter assignment submissions to grade by group. You can also filter assignments by a name search to rapidly go to a single student’s assignment.

A. Enable submission filtering.

1. On the Assignments main page or an Assignments - Submissions page, click Options. You will go to the Assignments Options page.

![Options]

2. Select Only show user submissions according to Group Filter and Search result.
3. Click the Update button.

B. Filter the assignments.

1. Click Grade under the assignment you want to grade. You will go to the Submissions page for that assignment.
2. At the top of the Submissions page, enter your search terms in the box just under the page title.
3. Click the Find button.

Downloading and Grading Submissions Offline

1. Go to the Assignments tool main page. You will see a list of assignments.
2. Locate the assignment you want to grade offline. Under its name click Grade. You will go to the Submissions page.
3. Click Download All. You will go to the Download All page.
4. Check the box next to All. You will download all assignment components so you will not have to remember what to upload when the time comes.
5. Click the Download button.
6. When prompted, save the ZIP file to your hard drive.
7. Find the ZIP file on your computer and double-click to extract the files. You will see a folder for each student and a MS-excel readable file called grades.
8. Open a student’s folder to view that student’s submission.

• View the student submission.
• Edit the **comments** file. The student will see the information as text displayed in the Assignments tool window.
• Add a file to the **Feedback Attachments** folder. Students will be able to access that file as if it were attached.

9. Open the **grades** file. Edit student grades.
10. Save all changes.

**Uploading Graded Assignments**

1. Zip Archive the collection of student folders, grades.csv file, etc.
   a. Highlight or select all of the files.
   b. Right-click the files and choose **create archive** or **Send to --> Compressed (zipped) folder** and remember the name of the zip file (e.g., “FILENAME.zip”).
2. Log into Scholar and go to the Assignments tool.
3. Locate the assignment that you have graded offline. Click **Grade** under its name.
4. Click **Upload All**.
5. Browse for the newly created "FILENAME.zip" file, containing the zipped and graded contents you are uploading.
6. Check the box next to **All**. You downloaded all, so you have to upload all.
7. Click the **Upload** button. The materials should be uploaded. The grades will update in the Assignments tool, and any attachments and comments will appear.
8. You will need to release grades before students can see them.

**Informing Students of Grades**

While in the assignment **Submissions** page:

• Click **Release Grades** to release grades to the Gradebook. Depending on Gradebook settings, those grades may or may not be visible to students. See the **Gradebook** lesson for information on Gradebook display.

**Assignments Tool Pros and Cons**

The Assignments Tool has benefits and pitfalls.

**Assignments Tool Pros**

• Submissions are private and stored under each student's name.
• The Assignments tool instructions can link to materials in Resources so you do not have to upload them again (not possible with the Drop Box).
• Instructors can download all submissions to an assignment at once, grade them, and upload them back into Scholar (not possible with the Drop Box).
• Assignments can be tied into the Calendar and Announcements tools, automatically notifying students of due dates (not possible with the Drop Box).
• Assignment grades can be tied into the Gradebook (not possible with the Drop Box).
• Students can be required to acknowledge the Honor System Code at VT (not possible with the Drop Box).
• Assignments can be duplicated and reused in the same, or another, Scholar site.

Assignments Tool Cons

• The web interface only allows instructors to grade one student's work at a time.
• You can't use a WebDAV connection to upload large files to the Assignments tool (possible with the Drop Box).
• Assignments can only be linked to the Gradebook if using a points grading system (the Drop Box cannot link with the Gradebook at all).

Scholar: Assignments

Workshop Checklist

☐ Create assignment
  o Assignment settings

☐ Edit assignment

☐ Delete assignment

☐ Grading assignments
  o Grading online
  o Grading offline

☐ Releasing grades

☐ Assignment tool pros and cons