Objectives

Participants will learn how to create and set up an assignment.

Assignments

The Assignment Tool enables students to submit assignments online. Assignments are normally set up by the instructor to include starting and ending dates. In addition to this general information, an assignment can be set up to include the following:

- Written submissions with attachments. Students can submit text plus attachments, which can include almost any type of file (word documents, spreadsheets, images, etc.).
- Web page submissions. Students can submit a Web page or Web site.
- Delivery specifications. An assignment can be sent to individual students or a group of students.
- Gradebook inclusion. A column in the Gradebook can be set up for an assignment; grades for the assignment are automatically entered into the Gradebook.
- Resubmissions. Students can take back and correct work after submission.

When grading an assignment, an instructor can send an assignment back to a student for corrections. Attachments can be included when grading an assignment.

Adding the Assignment Tool

If the Assignment tool has not been included as a tool in a WebCT course, it will need to be added. The Assignment tool has been included if it is visible from the Course Tools menu in a WebCT course.

To add the Assignment tool to a course,

Step 1: Click the **Build** tab.

Step 2: Click **Manage Course** located under the **Designer Tools** menu at the lower-left.

Step 3: Click the **Tools** link at the top of the **Manage Course** screen.

Step 4: Scroll down to the **Student Learning Activities** section and select the option
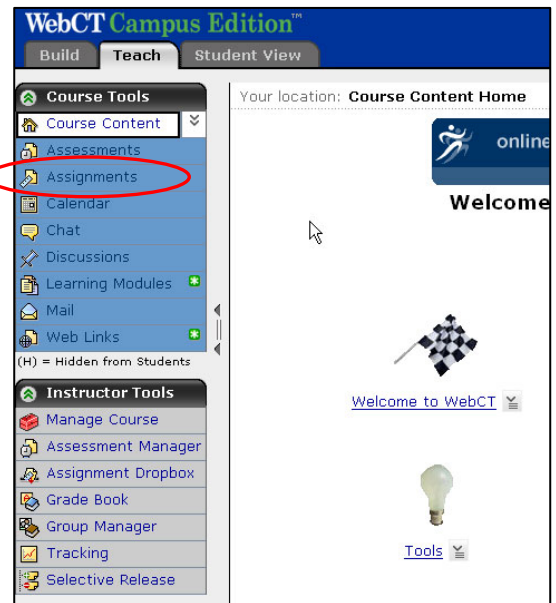
labeled **Assignments**.

Step 5: Click **Save** at the bottom of the screen. The **Assignment** tool button will be visible under the **Course Tools** menu on the right.

Creating an Assignment

To create an Assignment in WebCT,

Step 1: Click the **Build** tab.

Step 2: Click **Assignments** located under the **Course Tools** menu.

Step 3: Click **Create Assignment** located at the top of the screen. The **Create Assignment** window will appear, which is divided into several sections (see screenshot below).

Step 4: *Under the section at the very top (at left)*,
   a. Enter a title for the new assignment in the **Title** text box.
   b. Enter a description in the **Description** text box (optional).
   c. Enter instructions in the **Instructions** text box. If you wish to use the HTML creator, refer to the manual section called "WebCT Essentials".
   d. To attach a file associated with the assignment, click **Add Attachments** located below the **Instructions** text box. Select a file to attach from your WebCT files or from your computer.

   For additional help on selecting a file, refer to the manual section called "WebCT Essentials".

Create Assignment

*Title:

Description:

Item Visibility: ○ Show Item
⊙ Hide Item
(This item cannot be made visible until it is assigned to individual or group of students)

Instructions: HTML Creator ○ On ⊙ Off

☐ Use HTML

Attachments: Add Attachments

Student submission format
○ Text with attachments
(Students provide a written submission and/or a collection of files.)
○ Web site
(Students submit a ZIP file containing a web site composed of files with relative links.)

Assignment recipients
⊙ Decide later (Save assignment as a draft and send it later)
○ All Students individually
☐ Create additional sets of instructions for groups of Students   Select Groups
○ Groups of Students   Select Groups

Dates
* Due Date (Submissions are accepted after this date but are marked 'late')
January ▾ , 24 ▾ , 2006 ▾ 12 ▾ : 00 ▾ PM ▾
☐ Create a corresponding event in the Calendar tool

* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')
January ▾ , 31 ▾ , 2006 ▾ 12 ▾ : 00 ▾ PM ▾

Grading
☐ Allow the assignment to be graded (A column is automatically created for this assignment in Grade Bo
Grade Book column title:
○ Numeric grade: Out of
○ Alphanumeric grade

⊗ **More Options** (Expand this area to see more options.)

Save   Cancel
* Required field

Step 5: *Under the section labeled **Student submission format**,*
    a. Select **Text with attachments** or **Web site** to indicate the submission format for the assignment.

Step 6: *Under the section labeled **Assignment recipients**,*
    a. Select **Decide later** to save the assignment as a draft and send later.
    b. Select **All Students Individually** to send the assignment to each student individually. To send additional instructions to groups of students, you will need to set up student groups (see WebCT manual section 7).
    c. Select **Groups of Students** to send the assignment to student groups. To set up this option, you will need to set up student groups (see WebCT manual section 7).

Step 7: *Under the section labeled **Dates**,*
    a. Choose a due date under the **Due Date** section.
    b. Choose a cutoff date under the **Cutoff Date** section.

Step 8: *Under the section labeled **Grading**,*
    a. Check the option labeled **Allow the assignment to be graded** (optional).
    b. Enter a grade book column title in the **Grade Book** text box.
    c. Select **Numeric grade** or **Alphanumeric grade**, based on the type of grade that will be entered for the assignment.
        i. If **Numeric grade** is selected, enter the number of **Out of** points in the corresponding text box.

Step 9: Click the **More options** link at the bottom to access and set up additional assignment options (which include taking back/publishing submissions and instructor notification options).

Step 10: Click the **Save** button at the bottom of the **Create Assignment** window. The new assignment will be listed on the **Assignments** screen.

> **NOTE:** Item visibility for an assignment cannot be turned on until the assignment has been assigned to individuals or groups. Visibility can be set once recipients have been selected.