



Assignments

The Assignment Tool in eLearning provides a way for you to manage the creation, student submission, and grading of assignments. Students can submit assignments by typing directly into the Assignment tool or by working outside of eLearning and attaching a completed assignment.

This guide will lead you through the steps necessary to create a text assignment and set due dates for that assignment.

CREATING A NEW ASSIGNMENT

To create a new assignment, follow the steps below.

1. In eLearning, click the Build tab.
2. In the Course Tools list at the left side of the screen, click "Assignments". NOTE: If Assignments does not appear in your list of Course Tools it will be necessary to add it by completing the following steps:



- a. Under Designer Tools click Manage Course.



- b. Click **Tools**.
- c. Check the box next to **Assignments** which you will find under the **Student Learning Activities** section.
- d. Scroll to the bottom of the page and click the Save button.

3. In the Assignments tool, click the Create Assignment button.

Create Assignment

4. Under **Create Assignment**, enter a title and optional description of the assignment. **NOTE:** Using long assignment titles or special characters in your assignment titles can cause problems with eLearning. It is recommended that you only use alphanumeric characters and spaces in your file names and make the titles that appear in your grade book as short as possible.

5. Enter instructions for the assignment in the Instructions textbox. You can add formatting to the instructions by checking the "Use HTML" box and entering the appropriate HTML code or by clicking the button. The "Enable HTML Creator" button will allow you to format your instructions using tools similar to those found in Microsoft Word.

Enable HTML Creator

6. If you wish to attach files such as detailed instructions or content to the assignment click the Add Attachments button.
7. Select the file(s) you wish to attach and click "OK".
8. In the **Student submission format** select "Text".
9. In the **Assignment recipients** section, choose one of the following:
 - Decide later: Choose this option if you would like to decide later if this will be a group project or want to save the assignment as a draft.
 - If you want students to work individually on the assignment, choose "All Students individually".
 - This option also allows you to send additional individualized instructions to student groups by checking the "Create additional sets of instructions for groups of Students" option.
 - Groups of Students: Select this if you would like to send the assignment to groups of students who will work together on the assignment.
10. The **Dates** section determines when assignments should be submitted.
 - Complete the "Due Date" section by entering a date and time the assignment is due. Using this option will allow students to submit assignments after the specified due date but they will be marked "late".
 - If you wish to create a corresponding entry in the Calendar tool, check the "Create a corresponding event in the Calendar tool" option.
 - Complete the "Cutoff Date" field with a date after which assignments will not be accepted.
11. The **Grading** section provides options for grading your assignments.
 - If you wish to be able to grade the assignment and have the grade entered in the grade book, check the "Allow the assignment to be graded" option. If you would like the Grade Book column to display a different title than the title of the assignment, enter it in the "Grade Book column title" field.
 - To allow students to view their grades, check "Release grade to Students in *My Grades*".
 - Indicate how you would like to grade the assignment.
 - If you would like to use a numeric grading scale, click "Numeric grade" and enter the maximum number of points that can be earned.
 - Choose "Alphanumeric grade" if you wish to assign a letter grade or other text-based grading scheme, such as Pass/Fail or Satisfactory/Unsatisfactory for the assignment.
 - **In order to use a grading form for the assignment, the grading form must already be created before the assignment is made.** Grading Forms are created using the Grading Forms tool which is available under both the Build and Teach tab in eLearning. To use an existing Grading Form, click "Grade by Grading Form" and select the desired form.

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12. The **More Options** section offers the following options:

- Check the box under “Taking Back Submissions” if you would like students to be able to take back and revise their assignment after they have submitted it once.
- In the “Publishing Submissions” section, choose whether you want only the instructor(s) to be able to publish submissions or if you also want students to be able to publish submissions. When submissions are published, all course members can view the assignment.
- Finally, in the “Section Instructor notification” field, you can choose to receive an email notification at an external email address to alert you when a student has submitted an assignment.
- Click on “Save”. Scroll to the top of the screen and click on “Show Item” in the “Item Visibility” section. Scroll down and click the “Save” button once more.

WEBSITE ASSIGNMENTS

Web sites are the second type of assignment available through WebCT. In Web site assignments, Students submit linked web pages in a zip file and indicate the opening page. Once unzipped, the instructor clicks the opening page and explores the assignment in a self-contained web site. This option is available under the “Student submission format” section located near the top of the Create Assignment screen.

For further opportunities to learn about eLearning,
contact the eLearning Team at 348-ELEARN (3532) or elearning@ua.edu
and visit the Faculty Resource Center at <http://frc.ua.edu>.