

Module 5:

Assignments



Create and Grade Assignments

Create Assignments

The Assignments tool allows you to create, distribute, collect, return, and grade assignments. Each student's submissions are private and can only be seen by you and that student.



This tool is very similar to WebCT's Assignment Dropbox.

1. Click **Assignments** from the menu along the left side of your screen.

The screenshot shows the Laulima website interface. At the top, there is a logo for Laulima with the tagline "Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. Lit., many hands." Below this is the text "The Learning & Collaboration Server for the University of Hawai'i Community". A navigation bar contains "My Workspace" and several course links: "ICS 101 - Fall 2007 [LEE.53118.200810]", "ICS-101-0", and "ICS-101-2 [LEE.55303.200830]". On the left side, there is a vertical menu with links: "Home", "Announcements", "Discussion and Private Messages", "Site Info", "Assignments" (highlighted in a red box), "Gradebook", "Podcasts", "Syllabus", "Tests & Quizzes", "Modules", "Resources", and "Help". A red arrow points from the text "Click Assignments" to the "Assignments" link in the menu.

2. Click **Add** from the Assignments tool title bar.

The screenshot shows the Laulima website interface, specifically the Assignments tool. The top navigation bar is the same as in the previous screenshot. Below it, the "Assignments" tool title bar is visible. It contains the text "Assignments" and a red box around the "Add" button. A red arrow points from the text "Click Add" to the "Add" button. To the right of the "Add" button are links for "Assignment List", "Grade Report", "Student View", and "Permissions". Below the title bar, there is a "View" dropdown menu set to "Assignment List". At the bottom, the start of a table is visible with columns for "Assignment title", "Status", and "Or".

3. Enter the Assignment Title, Open, Due, Accept Until dates and assignment instructions.
 - a. The **Open Date** is the date and time when an assignment becomes visible to your students. You can set up an assignment ahead of time and it will appear on your worksite on that date and time.
 - b. The **Due Date** is the day and time when an assignment is due.
 - c. The **Accept Until** date is the day and time when an assignment will no longer be accepted. Assignments submitted before this date but after the due date will be marked as late by Lualima. Set these dates to be the same if you do not wish to allow late submissions. Students will only see the due date on the assignment.

The screenshot shows the 'Add Assignment' form in Lualima. The form is titled 'Add Assignment' and includes a navigation bar with 'Add | Assignment List | Student View | Permissions'. The form is divided into several sections: 'Add' (instructions), 'Assignment' (fields for Title, Open Date, Due Date, Accept Until, Student Submissions, and Grade Scale), and 'Assignment Instructions' (a rich text editor). The 'Open Date' field is set to MAY 13, 2008 at 12:00 PM. The 'Due Date' field is set to MAY 20, 2008 at 5:00 PM. The 'Accept Until' field is set to MAY 20, 2008 at 5:00 PM. The 'Grade Scale' is set to 'Ungraded'. The 'Assignment Instructions' field contains the text 'Please open the attached document to view the instructions for the homework 1 assignment.' Red callout boxes labeled 'a.', 'b.', and 'c.' point to the 'Open Date', 'Due Date', and 'Accept Until' fields respectively.

See next page for a comparison of Assignments in Lualima to Assignment Dropbox in WebCT.

Assignments

Add | [Assignment List](#) | [Grade Report](#) | [Student View](#) | [Permissions](#)

Add

Complete form and then choose 'post' at the bottom. A * means required information.

Assignment

* Title:

* Open Date: at

Students won't see this assignment until this open date.

* Due Date: at

No assignments can be submitted after this close date.

* Accept Until: at

No assignments can be submitted after this close date.

* Student Submissions:

* Grade Scale: For points, enter maximum possible

Assignment Instructions

Directions for this assignment

myWebCT Resume Course Course Map Check Browser Log Out Help

Control Panel Spring 2008: Digital Tools for Info World (ICS-101-0 [55314] - LEE)

View Designer Options

- Course Menu - Homepage > Course Tools > Assignments (Projects) > 10-Excel4_Project > Assignmer

Assignment Settings: 10-Excel4_Project

Basic Settings

*Title:

*Instructions:

*Maximum grade:

Availability

Available starting: Immediately Specify a date

Due date: Unlimited Specify a date

Cutoff date: Do not allow late submissions. Allow late submissions. Unlimited Specify a date

 Notice the parallels between Laulima and WebCT.

When you are setting your times, make sure to pay special attention to the AM/PM dropdown box.

- From the **Student Submissions** dropdown box select how you want the students to submit their assignment. The default is Inline and Attachments.

Select **Inline Only** if you only want the students to type their assignments into a text box in Lulima.

Select **Attachments Only** if you only want your students to attach files to their assignments for you to download. This option is closest to how WebCT's Assignment Dropbox worked.

Select **Inline and Attachments** if you want your students to be able to type into a text box as well as add attachments. This is the most flexible option.

Select **Non-electronic** if you want the students to hand in the assignment in manually.

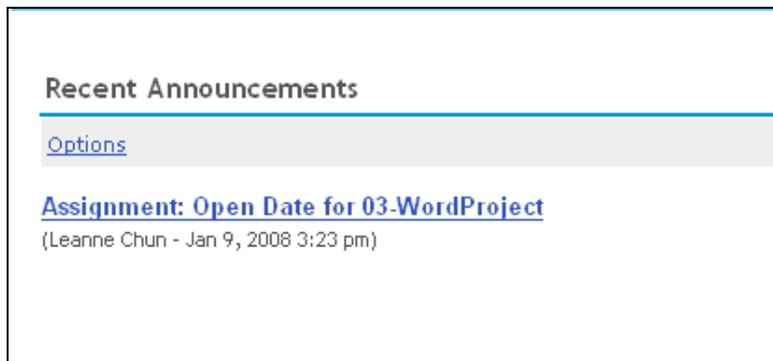
 Students using Mac OS should use Firefox for submitting assignments that require the use of the inline text box.

- Select the Grade Scale from the dropdown box.



 It is recommended you use Points for your Grade Scale. Grading will be covered below.

- Type Assignment Instructions in the textbox. You can format the text as required using the tools in the textbox toolbar.
- Select **Add due date to Schedule** to have the assignment added to the calendar.
- Select **Add an announcement about the open date to Announcements** to add an announcement automatically. An announcement similar to this will appear in your course:



9. Select Add honor pledge to require students to make a selection before submitting. The honor pledge does not appear if the submission method is non-electronic.

Honor Pledge: I have neither given nor received aid on this assignment. Yes
(You must respond to submit your assignment.)

10. Select **Add Assignment to Gradebook**. Grading will be covered below.

Add due date to Schedule

Add an announcement about the open date to Announcements

Add honor pledge

Grading

Do not add assignment to Gradebook

Add Assignment to Gradebook

Access

Display to site

Display to selected groups

Submission Notification Email Options:

Do not send me notification emails for any student submissions

Send me a notification email for each student submission

Send me one email per day summarizing notifications for student submissions

Attachments

No attachments yet

11. If groups have been created, then you will have the option to release to a specific group. This section will not appear if there are no groups created in the course.
12. Select the option you wish for Submission Notification. It is recommended you use the default "Do not send me notification emails for any student submissions".
13. Click **Add Attachments**. Add assignment related files.

14. Click **Preview** to review the assignment as a student.

 **Assignments**

Viewing assignment...

▼ **_Settings for "Homework 1"**

Created by	Della Kunimune
Date created	Apr 14, 2008 1:26 pm
Open	Apr 14, 2008 12:00 pm
Due	Apr 21, 2008 5:00 pm
Accept Until	Apr 21, 2008 5:00 pm
Modified by instructor	Apr 14, 2008 1:26 pm
Student Submissions	Non-electronic
Grade	Points (max 50.0)
Add due date to Schedule	Yes
Alert:	Yes
Honor pledge:	No

Assignment Instructions

Submit the homework assignment by attaching your completed file.

Student view of the assignment "Homework 1"

[Back to list](#)

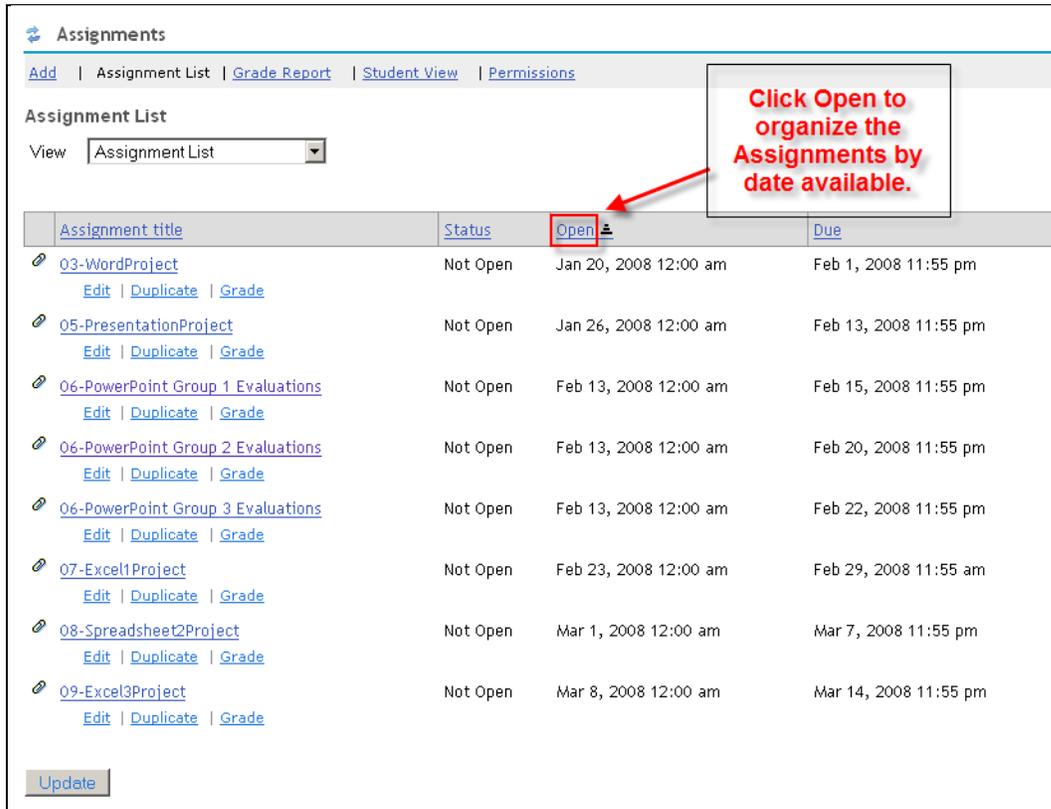
Click the arrow to expand the student view.

15. Click **Post**.



The Assignments will be organized alphabetically by the Assignment title you use. If you want the Assignments to line up by the order in which you are assigning them, click on **Open** or **Due** hyperlink headings toward the upper portion of the window. The  symbol will appear and organize the assignments chronologically.

16. Organize assignments by clicking **Open** in the heading line.

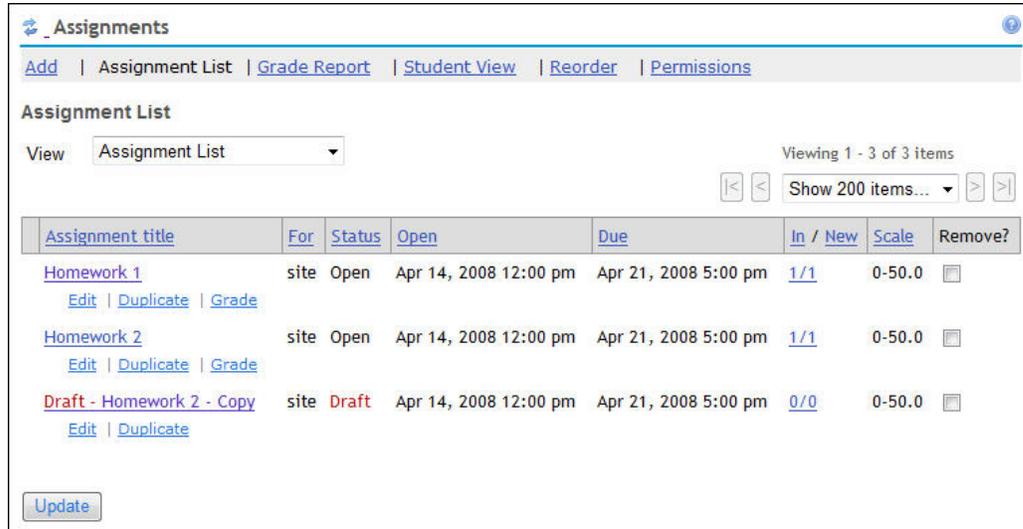


The screenshot shows the 'Assignments' page in Lulima. At the top, there are navigation links: [Add](#), [Assignment List](#), [Grade Report](#), [Student View](#), and [Permissions](#). Below this is the 'Assignment List' section with a 'View' dropdown menu set to 'Assignment List'. A table of assignments is displayed with columns for 'Assignment title', 'Status', 'Open', and 'Due'. The 'Open' header is highlighted with a red box, and a red arrow points to it from a callout box that says 'Click Open to organize the Assignments by date available.' Below the table is an 'Update' button.

Assignment title	Status	Open	Due
03-WordProject Edit Duplicate Grade	Not Open	Jan 20, 2008 12:00 am	Feb 1, 2008 11:55 pm
05-PresentationProject Edit Duplicate Grade	Not Open	Jan 26, 2008 12:00 am	Feb 13, 2008 11:55 pm
06-PowerPoint Group 1 Evaluations Edit Duplicate Grade	Not Open	Feb 13, 2008 12:00 am	Feb 15, 2008 11:55 pm
06-PowerPoint Group 2 Evaluations Edit Duplicate Grade	Not Open	Feb 13, 2008 12:00 am	Feb 20, 2008 11:55 pm
06-PowerPoint Group 3 Evaluations Edit Duplicate Grade	Not Open	Feb 13, 2008 12:00 am	Feb 22, 2008 11:55 pm
07-Excel1Project Edit Duplicate Grade	Not Open	Feb 23, 2008 12:00 am	Feb 29, 2008 11:55 am
08-Spreadsheet2Project Edit Duplicate Grade	Not Open	Mar 1, 2008 12:00 am	Mar 7, 2008 11:55 pm
09-Excel3Project Edit Duplicate Grade	Not Open	Mar 8, 2008 12:00 am	Mar 14, 2008 11:55 pm

Duplicate Assignments

1. If you have recurring assignments you can copy an existing assignment. By clicking on **Duplicate**, you will minimize the amount of settings that you will have to re-enter each time you create an assignment.



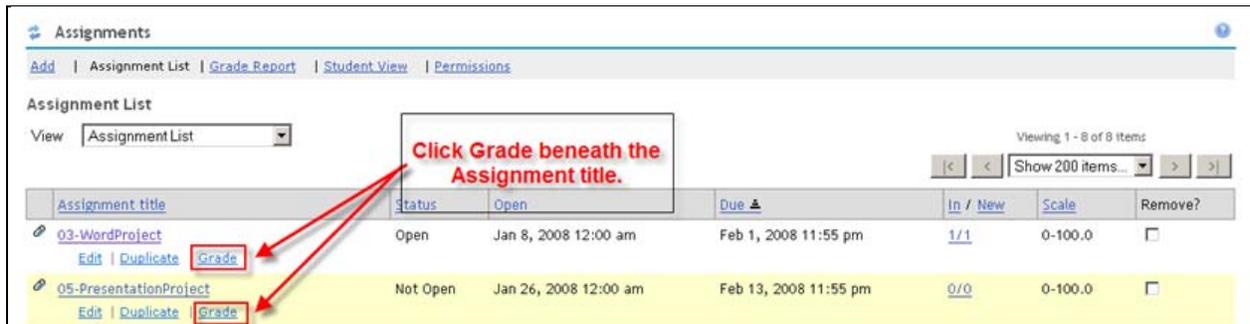
The screenshot shows the 'Assignments' page with a table of assignments. The 'Draft - Homework 2 - Copy' row is highlighted in red. The table has columns for Assignment title, For, Status, Open, Due, In / New, Scale, and Remove?.

Assignment title	For	Status	Open	Due	In / New	Scale	Remove?
Homework 1 Edit Duplicate Grade	site	Open	Apr 14, 2008 12:00 pm	Apr 21, 2008 5:00 pm	1/1	0-50.0	<input type="checkbox"/>
Homework 2 Edit Duplicate Grade	site	Open	Apr 14, 2008 12:00 pm	Apr 21, 2008 5:00 pm	1/1	0-50.0	<input type="checkbox"/>
Draft - Homework 2 - Copy Edit Duplicate	site	Draft	Apr 14, 2008 12:00 pm	Apr 21, 2008 5:00 pm	0/0	0-50.0	<input type="checkbox"/>

2. Once duplicated, the assignment will show as Draft. Draft assignments cannot be viewed by students. Click **Edit** to make modifications as necessary and click **Post**.

Grade Assignments

1. To view your students' submissions for an assignment from within Laulima, click on **Grade** beneath that assignment's title.



The screenshot shows the 'Assignments' page with a table of assignments. The '05-PresentationProject' row is highlighted in yellow. A red box highlights the 'Grade' link, with two red arrows pointing to it from a text box that says 'Click Grade beneath the Assignment title.' The table has columns for Assignment title, status, Open, Due, In / New, Scale, and Remove?.

Assignment title	status	Open	Due	In / New	Scale	Remove?
03-WordProject Edit Duplicate Grade	Open	Jan 8, 2008 12:00 am	Feb 1, 2008 11:55 pm	1/1	0-100.0	<input type="checkbox"/>
05-PresentationProject Edit Duplicate Grade	Not Open	Jan 26, 2008 12:00 am	Feb 13, 2008 11:55 pm	0/0	0-100.0	<input type="checkbox"/>

2. You will see a list of students who have submitted work for the assignment.

Submissions for "03-WordProject"

[Download All](#) | [Upload All](#)

Assign this grade to all participants without submissions:

Student	Submitted	Status
Account, Student	Jan 11, 2008 9:02 am	Ungraded
Administrator, Laulima		Ungraded
Azzam, Jennifer		Ungraded
Chun, Leanne		Ungraded
Clements, Edward		Ungraded

3. To view an individual student's work, click that student's name in the list.

4. Click the arrow next to Assignment Instructions to view the original assignment and any attached files.

"Homework 2" - Grading

Student: Kunimune, Student(dkunimune@yahoo.com)
Submitted Date: Apr 14, 2008 1:40 pm
Status: Ungraded

Assignment Instructions

Submit the homework assignment by attaching your completed file.

Additional resources for assignment: [case_1.xls](#) (22 KB)

Assignment Submission

Submitted Attachments: [computer_project.pdf](#) (32 KB)

Instructor Comments

Use the box below to enter summary comments about this submission's attachment or the grade

Rich text editor toolbar with options for Source, Bold, Italic, Underline, Font (Arial), Size, and other formatting tools.

- From this screen you can review and grade the students' work. If your students have submitted attached files, you may download the file, review it, grade it, attach it and return it with assigned grade and comments.

Submitted Attachments

 [02-WordProject.doc](#) (31 KB)
 [02-WordAssignment_Checklist.doc](#) (51 KB)

Instructor Comments
 Use the box below to enter additional summary comments about this submission



Type your instructor comments.

Attachments to Return with Grade
 No attachments yet

Click to Add Attachments

Grade: (out of 100.0) **Enter the student's grade (points).**

- If you want the student to do additional work on the assignment and resubmit, click the checkbox next to **Allow Resubmission** and add a due date.

Grade: (out of 50.0)

Allow Resubmission

Accept Until at

- Click **Save** to record the grade for the student. This does not allow the student to see their grade or retrieve any instructor comments.
- Click **Return Assignment to Student** to grade the assignment and return the grade and instructor comments to the student.

9. If you save the grades, you can release all of the grades at a later date by clicking **Release Grades**.

Click to release.

Graded means it has not been released. The student cannot see their grade.

Assignments

[Add](#) | [Assignment List](#) | [Grade Report](#) | [Student View](#) | [Permissions](#)

Submissions for "Homework #1"

View:

[Download All](#) | [Release Grades](#) | [Upload All](#)

Assign this grade to all participants without a grade:

Viewing 1 - 16 of 16 items

Show 200 items...

Student	Submitted	Status	Grade	Release
Chun, Leanne(leanech)	Apr 21, 2008 2:44 pm	Graded	48.0	
Dennis, Sandra(sandra)	Apr 21, 2008 2:45 pm	Graded	50.0	
Gibby, Peter(peter)	Apr 21, 2008 2:45 pm	Returned	35.0	✓
M... (s...)	Apr 21, 2008 2:45 pm	Returned	15.0	✓