

ASSIGNMENTS

STUDENT

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Introduction

The Assignment tool enables students to:

- access the information they require about each assignment
- submit assignments
- publish assignments
- access feedback and grades

There are two different types of assignment responses:

- Responding with an attachment or using the HTML Creator.
- Responding with a website where the response is created in an HTML editor and the file is zipped and uploaded into the assignment tool.

The assignment may be:

- A **group assignment** where you work in groups and all the **group members get the same grade** for the assignment.
- An **individual assignment** where you work individually and each student receives a separate grade.
- A **group assignment** where each group gets different instructions, they work in a group but each **individual gets a separate grade**.

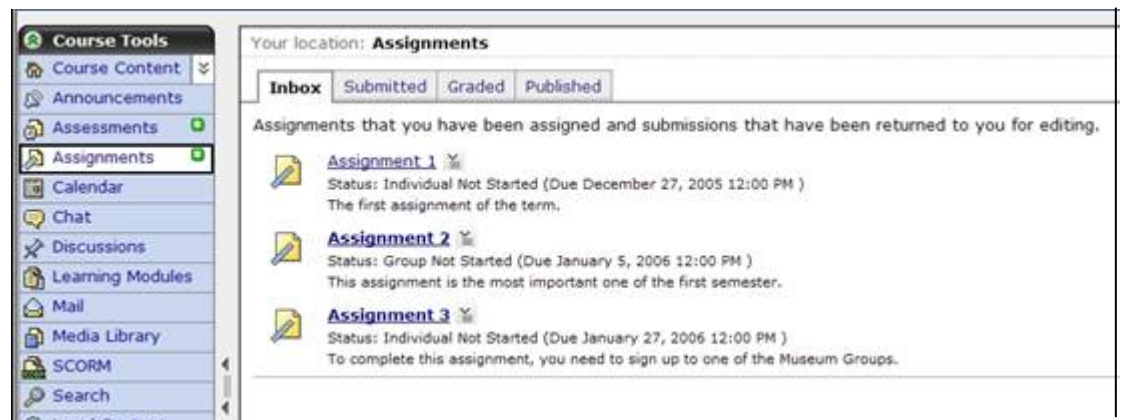


Figure 7-1

In figure 7-1 the **Assignments** screen displays. It consists of four tabs described in the table below.

Tab	Description
Inbox	Assignments that are not submitted yet
Submitted	Assignments that are submitted
Graded	Assignments that are graded or marked complete
Published	Assignments that are published (available for the other students to view).



Accessing Assignments

Assignments can be integrated into a learning module; they can be added on the course content home page or within a folder on the course content home page. They can also be accessed from the **Assignments** tool as will be done in this example.

1. Click on the **Assignments** link from the Course Tools menu. The **Assignments** screen displays as seen in figure 7-2.

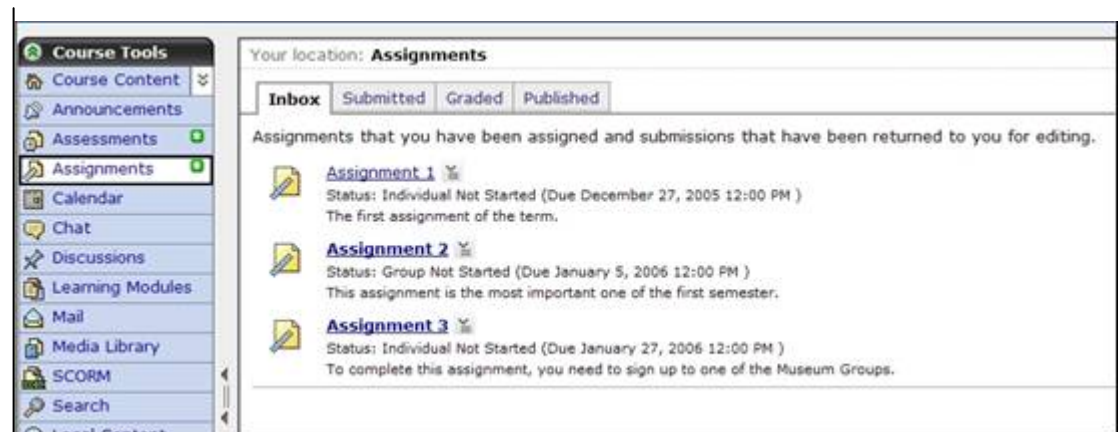


Figure 7-2

2. Click on the assignment title you would like to access. The **Edit Submission** screen displays as seen in figure 7-3.



Figure 7-3

Figure 7-3 displays an individual assignment where you are required to work independently. In this particular example:

- Respond by using the HTML Creator or by adding an attachment.
- Under the assignment **Instructions** there is a link to the website **VARK** that you need to access to complete the assignment.
- The due date and how much the assignment is out of displays.



Your location: [Assignments](#) > [Edit Submission](#)

Edit Submission (Attempt 1) - [Group B](#)

Instructions:
Assignment 2
Take the article IMPLEMENTING THE SEVEN PRINCIPLES: Technology as Lever by Arthur W. Chickering and Stephen C. Ehrmann
Take each principle and select a tool in your LMS that is best suited to that principle. Expand on the application of the tool for each principle.
Make sure the file has an index and that each principle is placed on its own page.

Attachments:
[Tech as lever.pdf](#)

Due Date
January 5, 2006 12:00 PM

Type:
Work in groups

Group Members:
[Guy Mitchell](#)

Status:
In Progress (Attempt 1)

Submission:
HTML Creator: On / Off

Use HTML
Select ZIP file
[Add Attachments](#)

Add Comment:

[Submit](#) [Cancel](#) [Save as Draft](#)

Figure 7-4

Figure 7-4 shows a group assignment that students must submit as a website. In the **Edit Submission** screen the **Instructions** display and assignment related attachments appear under the **Attachments** heading. The group members are also listed as this is a group assignment.

3. Click on the attachments link beneath the **Attachments** heading. The attachment opens in a new window. If the attachment is either a HTML or text file it will open automatically. If it is another file type you may see a **File Download** window as seen in figure 7-5.

Note: If you would like to save the attachments to your computer to access at a later stage you would have to choose the **Save** button in the **File Download** window and then select a location on your computer that you would like to save the attachment to.

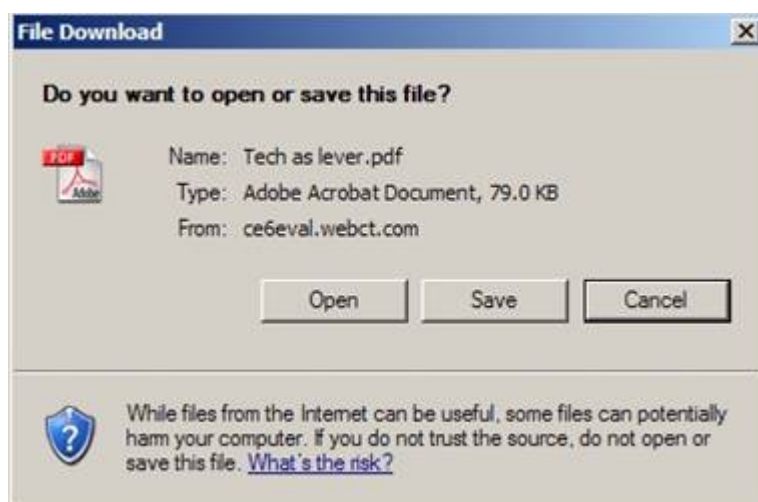


Figure 7-5

4. Click on the **Open** button. The selected document opens in a new window as seen in figure 7-6 on the next page.

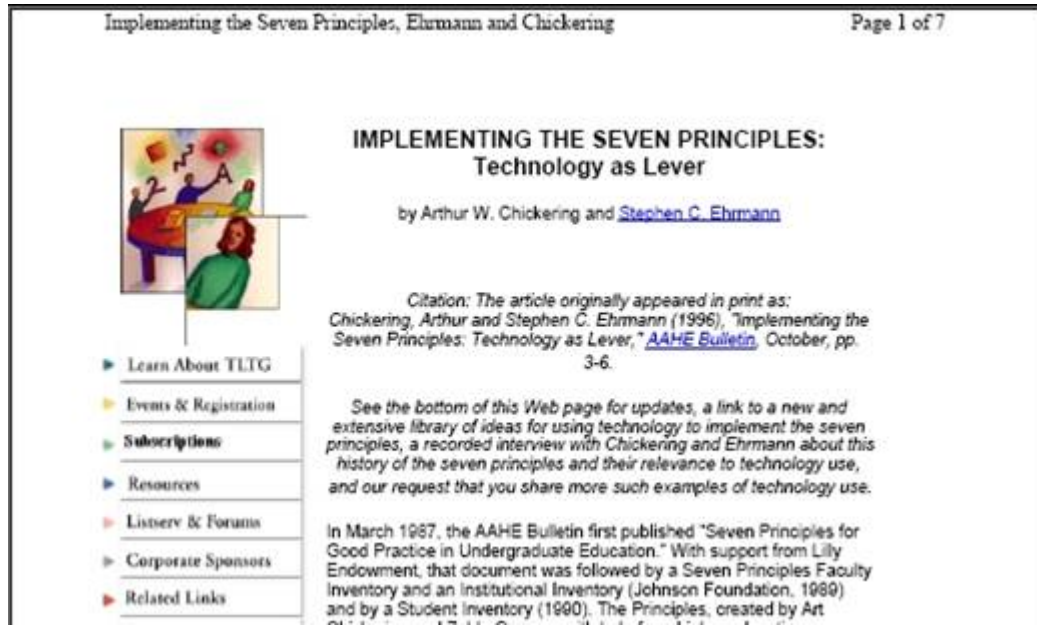


Figure 7-6

In the **Edit Submission** screen seen in figure 7-7 below, the assignment is for individual work and the submission options are either via HTML Creator or as an attachment. Group work is required in this assignment but each student will receive an individual mark.

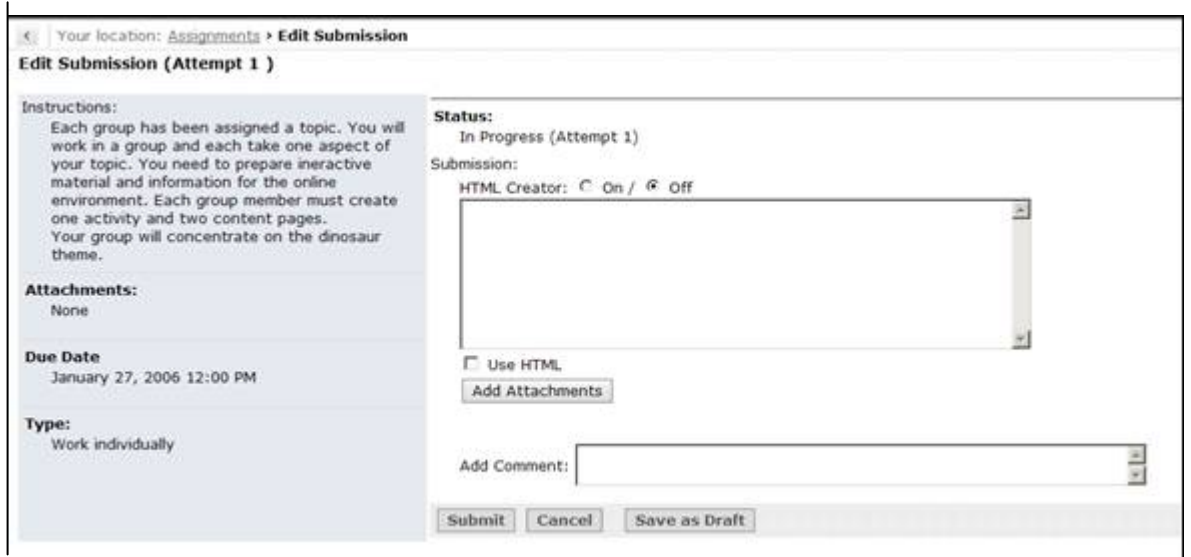


Figure 7-7

This assignment seen in figure 7-8 on the following page is compulsory however it will not be graded.



Your location: [Assignments](#) > **Edit Submission**

Edit Submission (Attempt 1)

Instructions:
Write one page describing yourself .Please include your hobbies and interests and a picture of yourself.

Attachments:
None

Due Date
January 5, 2006 12:00 PM

Type:
Work individually

Status:
In Progress (Attempt 1)

Submission:
HTML Creator: On / Off

Use HTML

Add Comment:

Figure 7-8

Signing up for a Group

There are different ways of being added to a group in an assignment that requires group work. The instructor will either set-up groups where students are automatically placed into groups or the designer may choose to set-up sheets where students need to choose a group.

In the latter instance the sign up list may be placed either on the Course Content Homepage or within a folder within the Course Content. In this example the group assignment was placed on the **Course Content** homepage.

1. Click on the **Course Content** link from the Course Tools menu. The **Course Content Home** screen displays as seen in figure 7-9.

Your location: **Course Content Home**

WebCT VCE

Content
This link takes you to the content of the course

bookmarks

Museum Sign up sheet
Please sign up for one of the following:
Museum 1: Dinosaurs
Museum 2: Fossils
Museum 3: Transport

Syllabus

Merlot
A link to Merlot.org where you can search for content

Module 1

Figure 7-9

2. Click on the group **Sign up sheet** from the Course Content Homepage. The **Sign up sheet** screen displays as seen in figure 7-10 on the following page.



Group Name	Description	Maximum Members	Members	Sign Up for Group
Museum 1	This is the sign up sheet for the Museum visit and will concentrate on the extinct animals.	5	{0}	<input type="button" value="Sign Up"/>
Museum 2	This is the sign up sheet for the Museum visit and will concentrate on fossils.	5	{0}	<input type="button" value="Sign Up"/>
Museum 3	This is the sign up sheet for the Museum visit and will concentrate on the history of transport.	5	{0}	<input type="button" value="Sign Up"/>

Figure 7-10

In figure 7-10 the **group names** are listed along with a **description** of each group, the maximum **number of members**, the **numbers of members already signed up** and **Sign Up** button for each group.

3. Click on the **Sign Up** button to the right of the group name that you would like to join. The **Confirm Sign Up** screen displays as seen in figure 7-11.

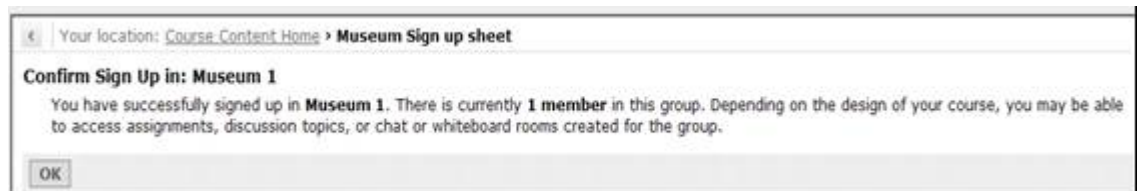


Figure 7-11

4. Click on the **OK** button. You are added to the group you selected and the screen refreshes and the **Course Content** Homepage displays.

Submitting Assignments

In the **Assignments** tool there are three different ways of submitting an assignment:

- Using the HTML Creator
- Uploading an attachment
- Submit as a website

Submitting an Assignment using the HTML Editor

1. Click on the **Assignments** link in the Course Tools menu. The **Assignments** screen displays.
2. From the **Inbox** select the title of the assignment you would like to access. The **Edit Submission** screen displays. See figure 7-12 on the following page.

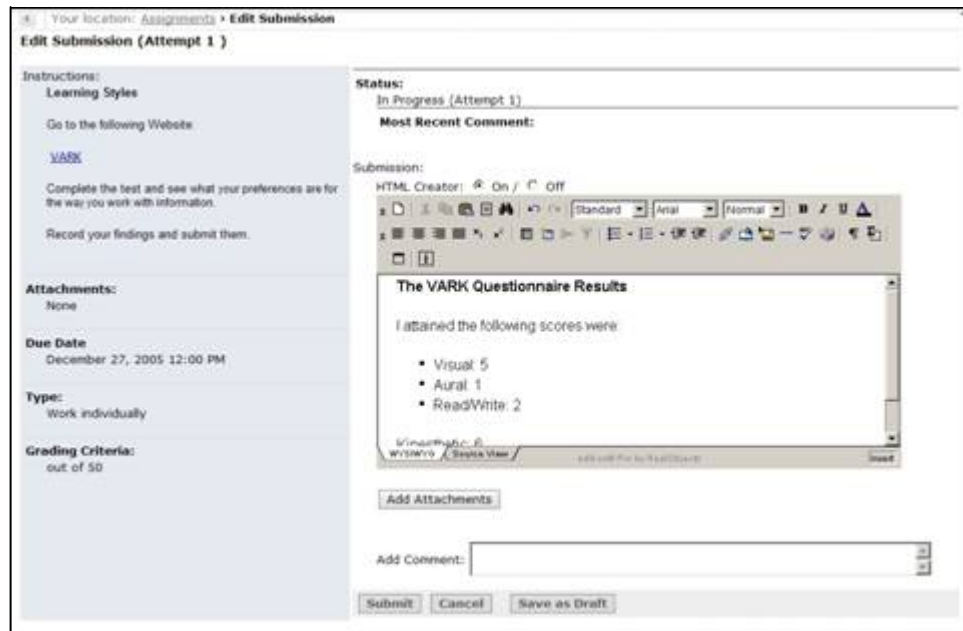


Figure 7-12

The assignment instructions are found to the left of the **Edit Submission** screen and the HTML Creator is found to the right of the screen.

3. Select the HTML Creator **On** radio button. The screen will refresh and the HTML Creator will load as seen in figure 7-12.
4. Type in the information you require in the **HTML Creator** screen. If you would like to use any of the functions in the HTML Creator please refer to the *Activate Collaboration* booklet *Chapter 8: HTML Editor*. In this chapter it explains all the functionality of the HTML Creator.
5. Click on the **Submit** button when you have finished creating your assignment. A window appears as seen in figure 7-13.

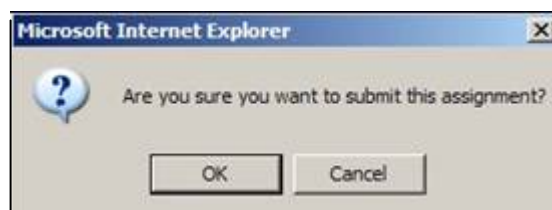


Figure 7-13

6. Click on the **OK** button. The screen refreshes and a **Confirmation** displays as seen in figure 7-14.

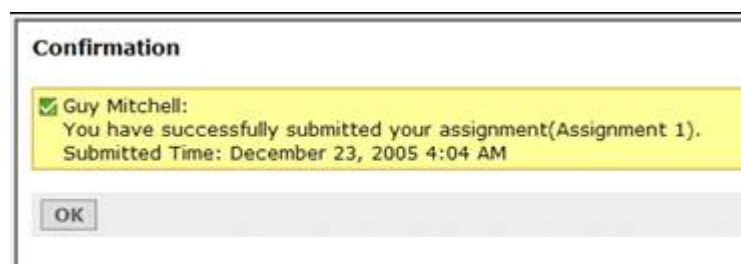


Figure 7-14



- Click on the **OK** button. The **Assignments** screen displays as seen in figure 7-15.

Your location: **Assignments**

Inbox Submitted Graded Published

Assignments that you have been assigned and submissions that have been returned to you for editing.

[Assignment 2](#)

Status: Group Not Started (Due January 5, 2006 12:00 PM)
This assignment is the most important one of the first semester.

[Assignment 3](#)

Status: Individual Not Started (Due January 27, 2006 12:00 PM)
To complete this assignment, you need to sign up to one of the Museum Groups.

[Assignment 4](#)

Status: Individual Not Started (Due January 5, 2006 12:00 PM)
This is a compulsory assignment but will not be for a grade.

Figure 7-15

In figure 7-15 you will notice that **Assignment 1** no longer displays in the **Inbox** as it has now been submitted.

- Click on the **Submitted** tab at the top of the **Assignments** screen. The **Submitted** view displays as seen in figure 7-16. Note that Assignment 1 now appears in the **Submitted** view.

Your location: **Assignments**

Inbox **Submitted** Graded Published

Submissions you have submitted and resubmitted, and assignments for which you have missed the cutoff date.

[Assignment 1](#)

Status: Submitted , December 23, 2005 4:04 AM

Figure 7-16



Submitting an Assignment by Adding an Attachment

1. Click on the **Assignments** link from the left hand **Course Tools** menu. The **Assignments** screen displays the Inbox.
2. Click on the title of the assignment that you would like to access. The **Edit Submission** screen displays as seen in figure 7-17.

Your location: [Assignments](#) > **Edit Submission**

Edit Submission (Attempt 1)

Instructions:
Learning Styles
Go to the following Website:
[VARK](#)
Complete the test and see what your preferences are for the way you work with information.
Record your findings and submit them.

Attachments:
None

Due Date
December 27, 2005 12:00 PM

Type:
Work individually

Grading Criteria:
out of 50

Status:
In Progress (Attempt 1)

Submission:
HTML Creator: On / Off

Use HTML
Add Attachments

Add Comment:

Submit **Cancel** **Save as Draft**

Figure 7-17

Before submitting an assignment as an attachment you should already have completed your assignment and saved it on your computer. The next steps are to retrieve the file then add and submit it.

3. Click on the **Add Attachment** button seen in figure 7-17. The **Get Files** window opens as seen in figure 7-18.

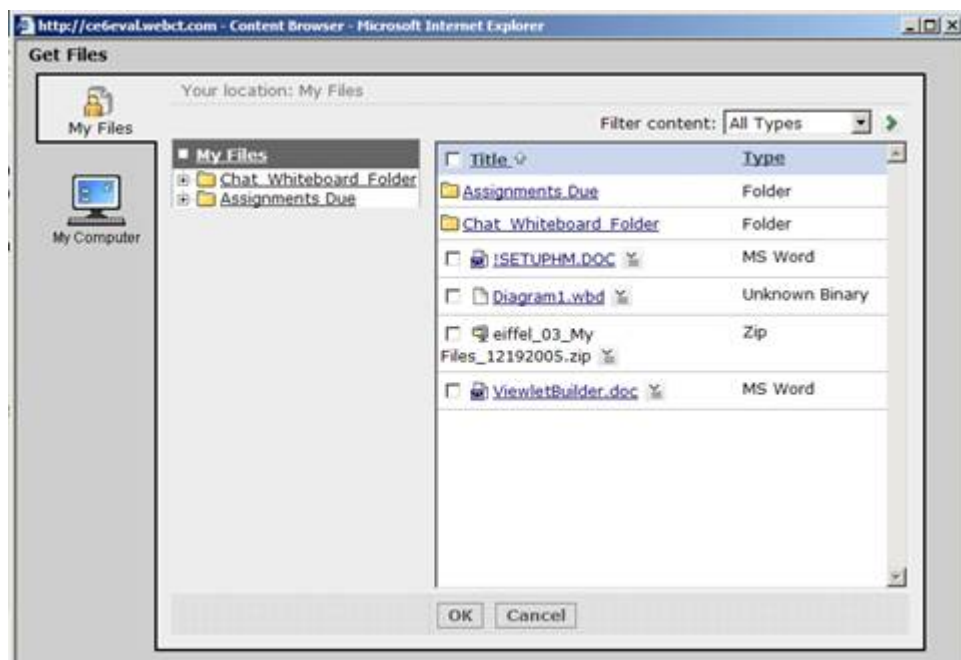


Figure 7-18



- Click on the **My Computer** icon. The **Open** window displays as seen in figure 7-19.

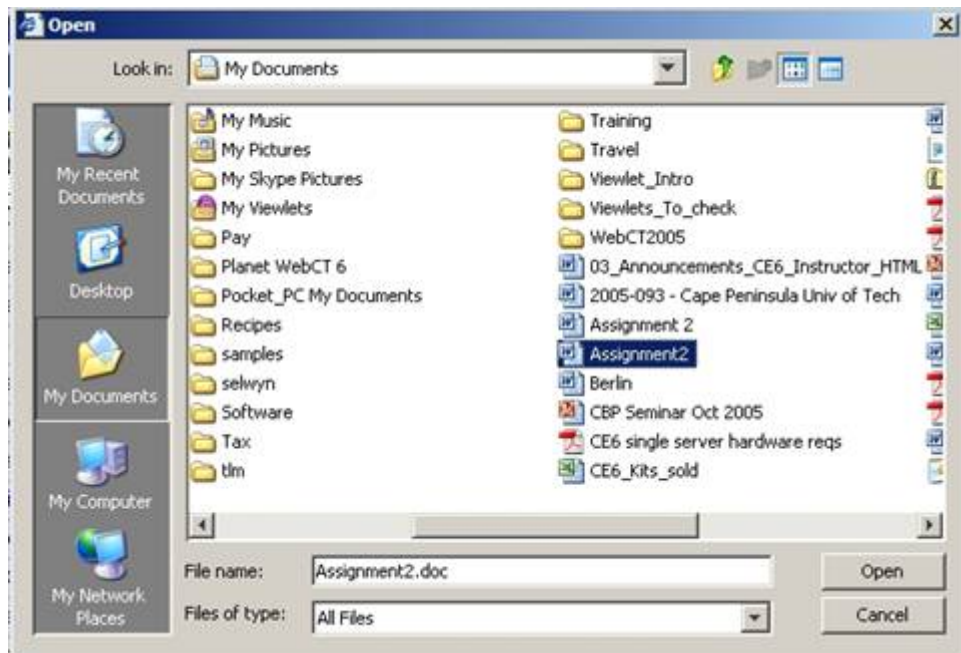


Figure 7-19

- Navigate to the location you saved your assignment file.
- Click on the file you want to upload. It becomes highlighted as seen in figure 7-19.
- Click on the **Open** button. The **My Computer Applet** window displays while the file is uploaded as seen in figure 7-20.

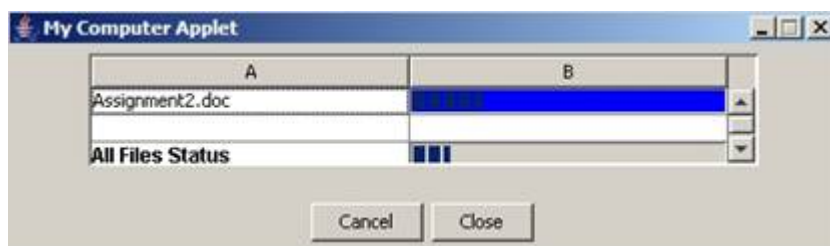


Figure 7-20

The **Edit Submission** screen refreshes. Note that the document has been added just above the **Add Attachments** button as seen in figure 7-21 on the following page.

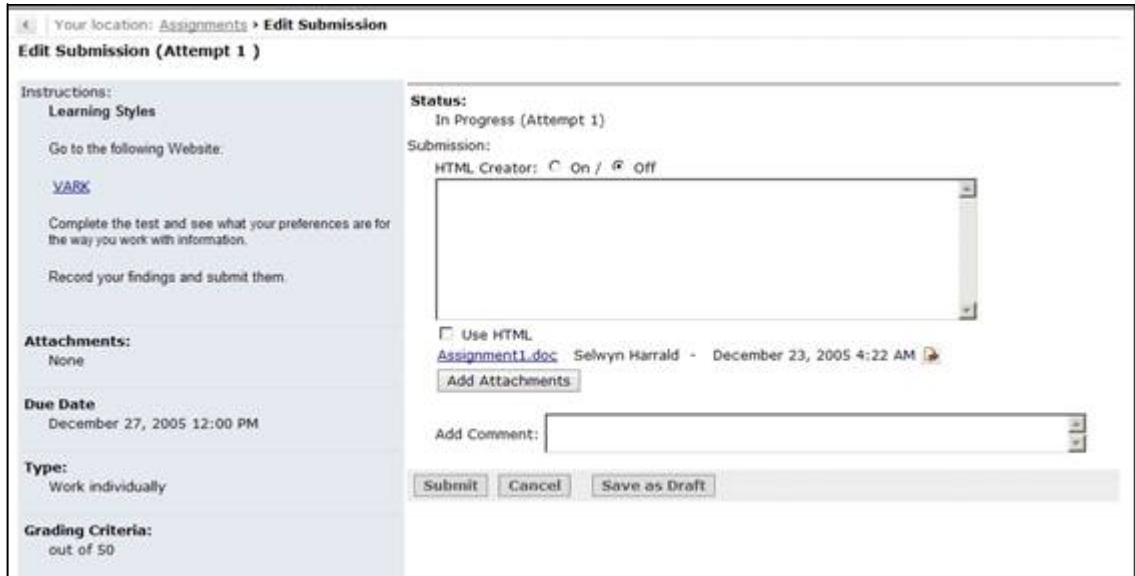


Figure 7-21

8. Add an optional comment to your submission in the **Add Comment** text box.
9. Click on the **Submit** button. A window appears as seen in figure 7-22.



Figure 7-22

10. Click on the **OK** button. The screen refreshes and a **Confirmation** displays as seen in figure 7-23.

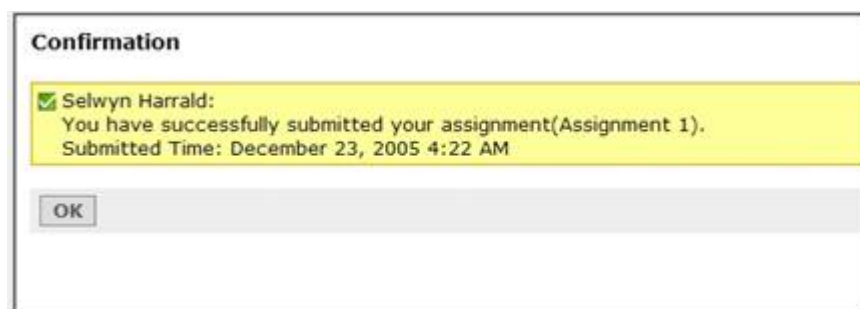


Figure 7-23

11. Click on the **OK** button. The **Assignments** screen displays.



Submitting a Website Assignment

Before you submit a website assignment you will have to create it in a HTML editor program like Macromedia Dreamweaver or Microsoft FrontPage. You will need to create:

- Content pages
- An index page with links to all your content pages
- A folder with all the images added to these pages

After the above is prepared you need to zip all the files, including images, index and content pages into one zip file. Once done you can submit your website assignment.

1. Click on the **Assignments** link from the left hand Course Tools menu. The **Assignments** screen displays. See figure 7-24.

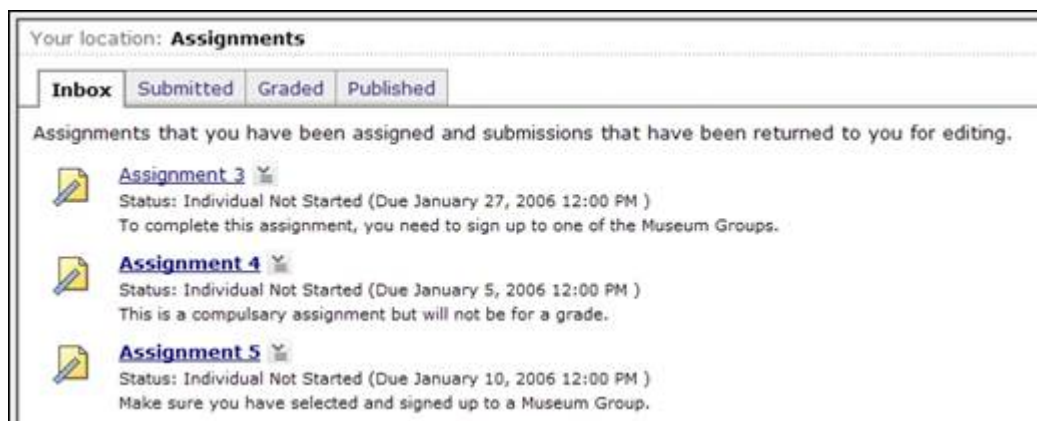


Figure 7-24

2. Click on the assignment title you would like to access. The **Edit Submission** screen displays as seen in figure 7-25.

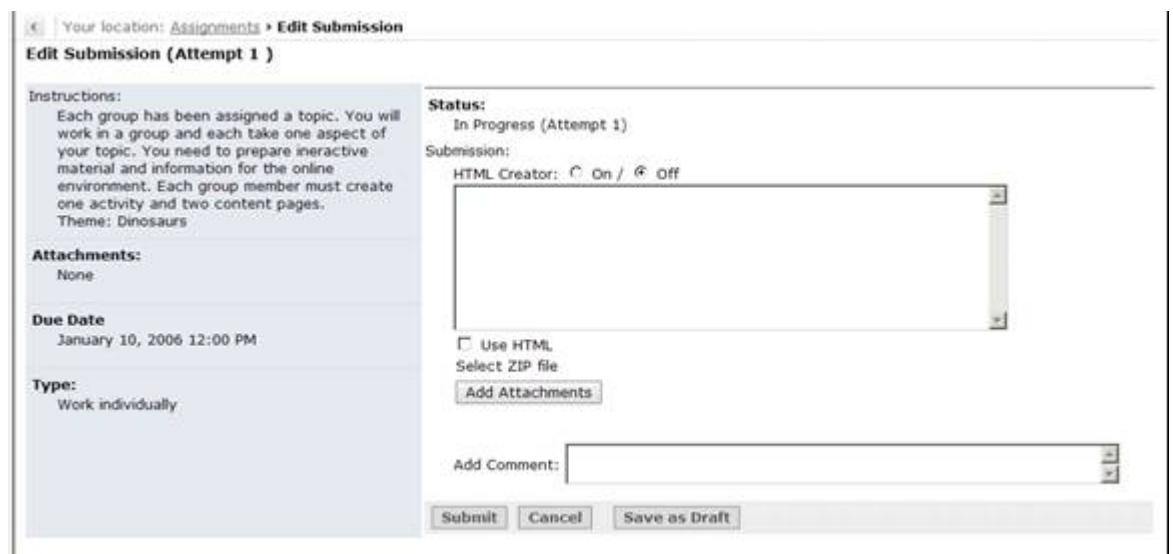


Figure 7-25

3. Click on the **Add Attachments** button. The **Get Files** screen displays as seen in figure 7-26 on the following page.

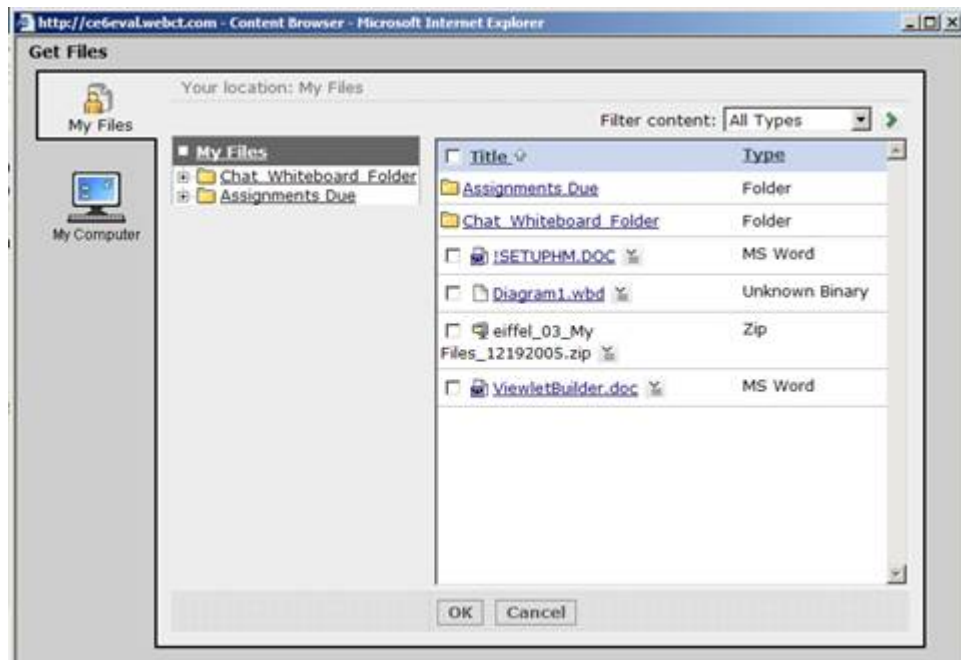


Figure 7-26

4. Click on the **My Computer** icon. The **Open** window displays as seen in figure 7-27.

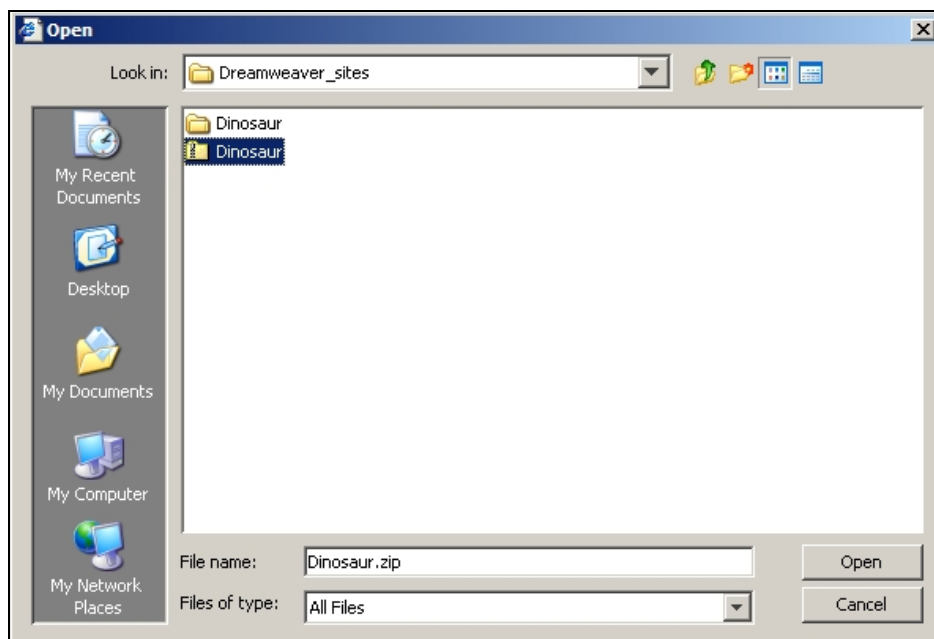


Figure 7-27

5. Navigate to the zip file you want to upload.
6. Click on the title of the zipped file. The file is highlighted.
7. Click on the **Open** button as seen in figure 7-27. The **My Computer Applet** window opens showing the progress of the upload as seen in figure 7-28 on the following page.

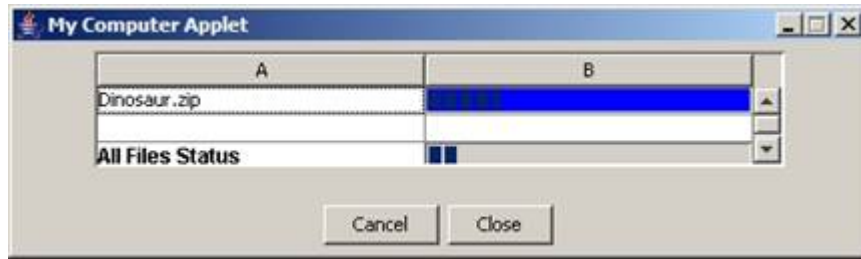


Figure 7-28

The **Edit Submission** screen redisplay with the zip file added beneath the **Submission** text box as seen in figure 7-29.

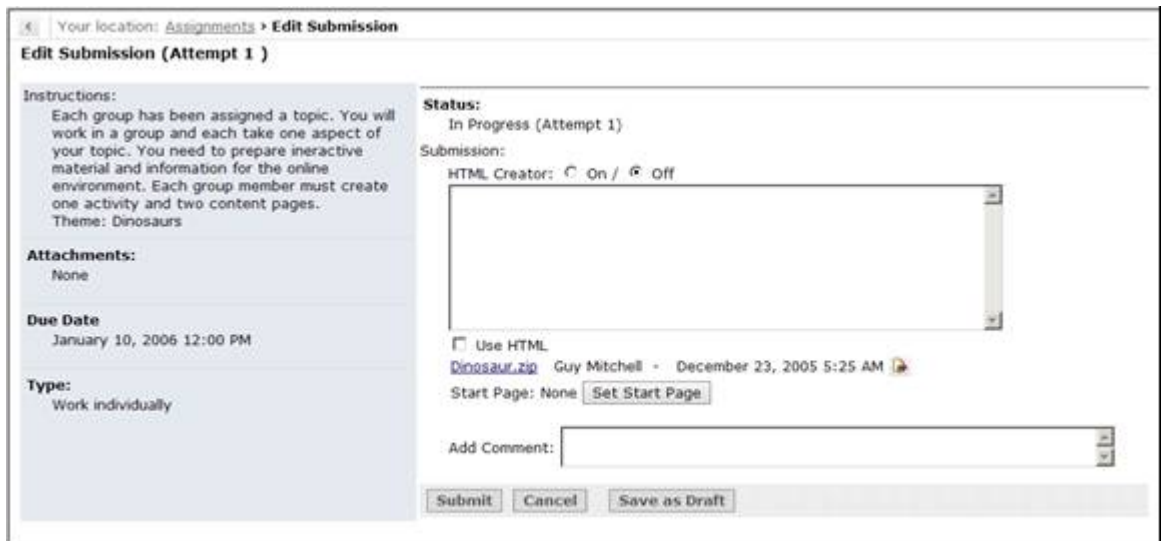


Figure 7-29

It is necessary for WebCT to know what page to start from in the Website you uploaded. The **Select Start Page** displays all the pages within the zip file you have uploaded.

8. Click on the **Set Start Page** button. The **Select Start Page** window opens. See figure 7-30.

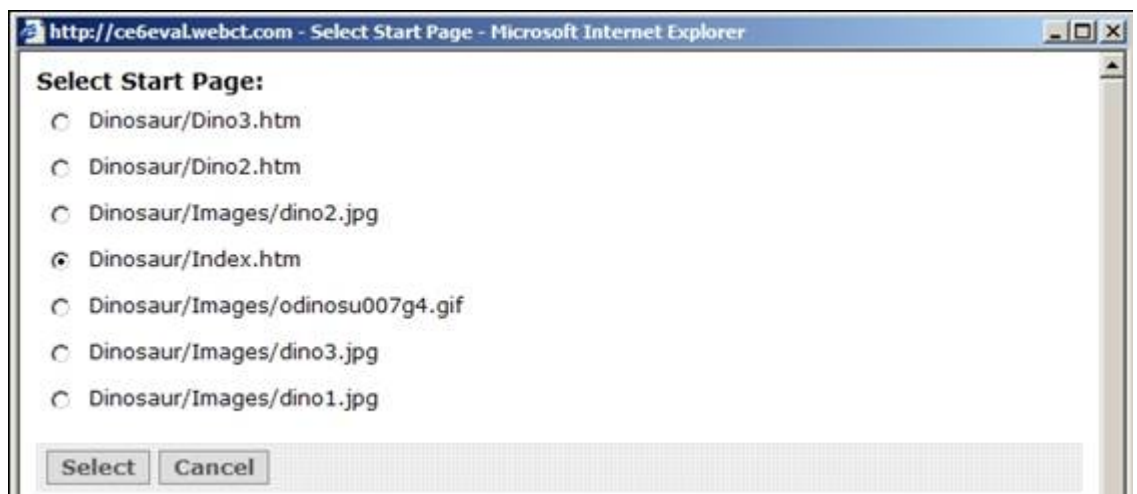


Figure 7-30



- Click on the radio button to the left of the file you want to begin with. In figure 7-30 we have selected **the Dinosaur/Index.htm** page as the Index page for the Website.
- Click on the **Select** button. The **Edit Submission** screen refreshes displaying the start page just beneath the zip file as seen in figure 7-31.

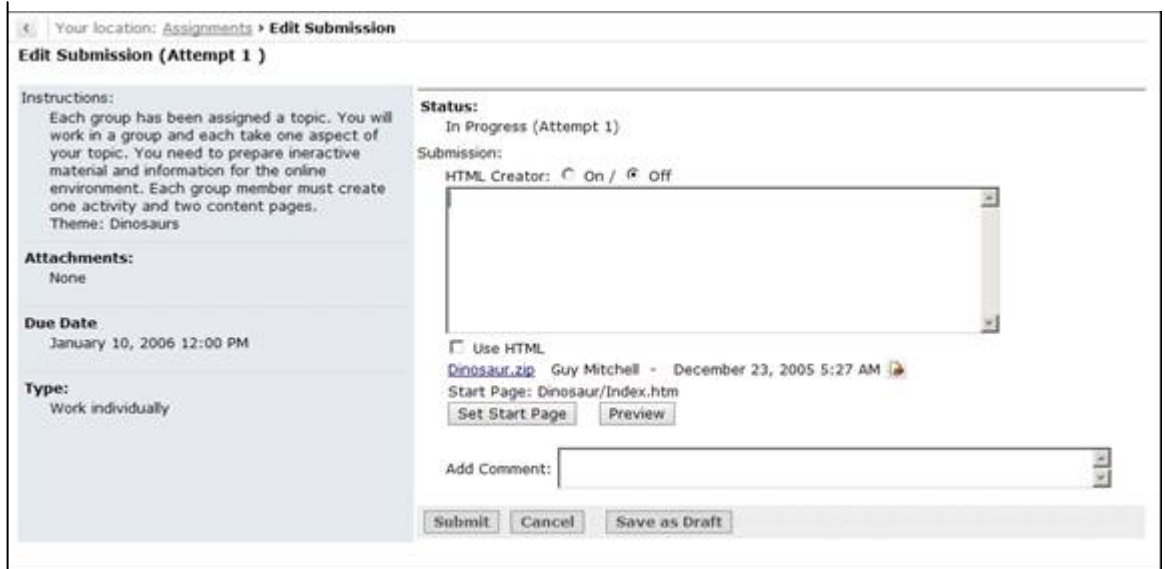


Figure 7-31

Notice that you now have a **Preview** button so you may preview the website files that you have uploaded.

- Click on the **Preview** button. A new window opens previewing your website. See figure 7-32.



Figure 7-32

- Click on any of the links to display the page it links to as seen in figure 7-33 on the following page.

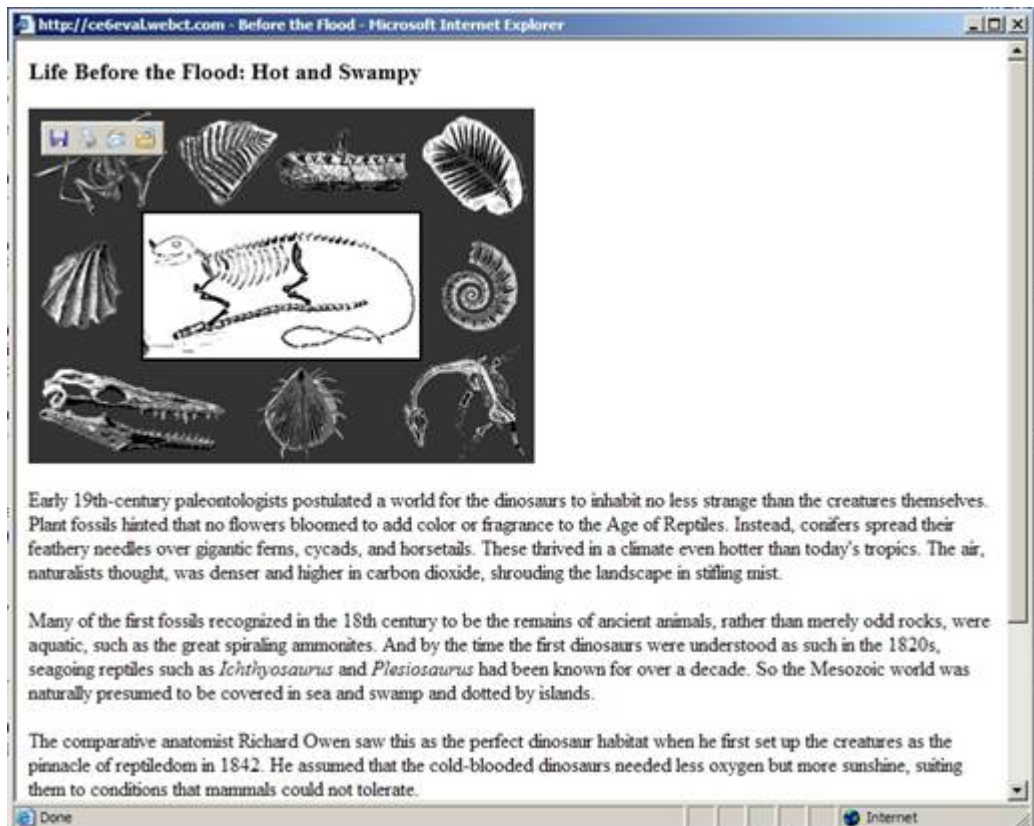


Figure 7-33

- Click on the **X** in the top right hand corner of the new window to close the window. The **Edit Submission** screen displays as seen in figure 7-31 on the previous page.
- Click on the **Submit** button. A window opens as seen in figure 7-34.

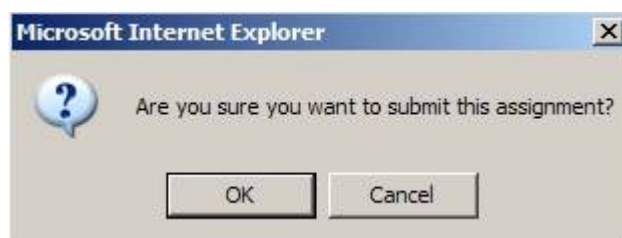


Figure 7-34

- Click on the **OK** button. The screen refreshes and a **Confirmation** message displays as seen in figure 7-35.

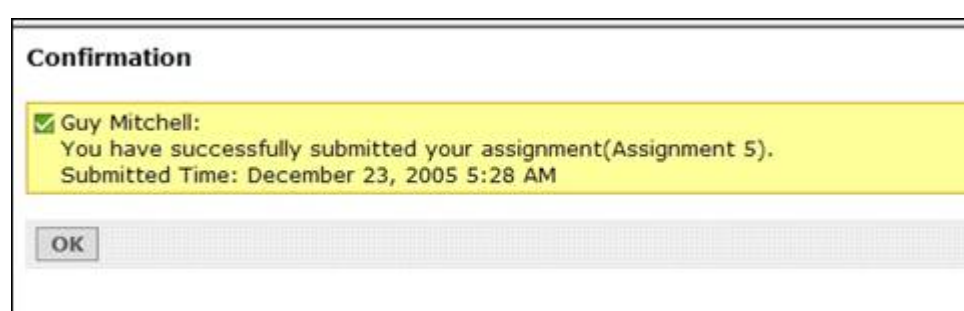


Figure 7-35



16. Click on the **OK** button. The **Assignments** screen redisplay as seen in figure 7-36.

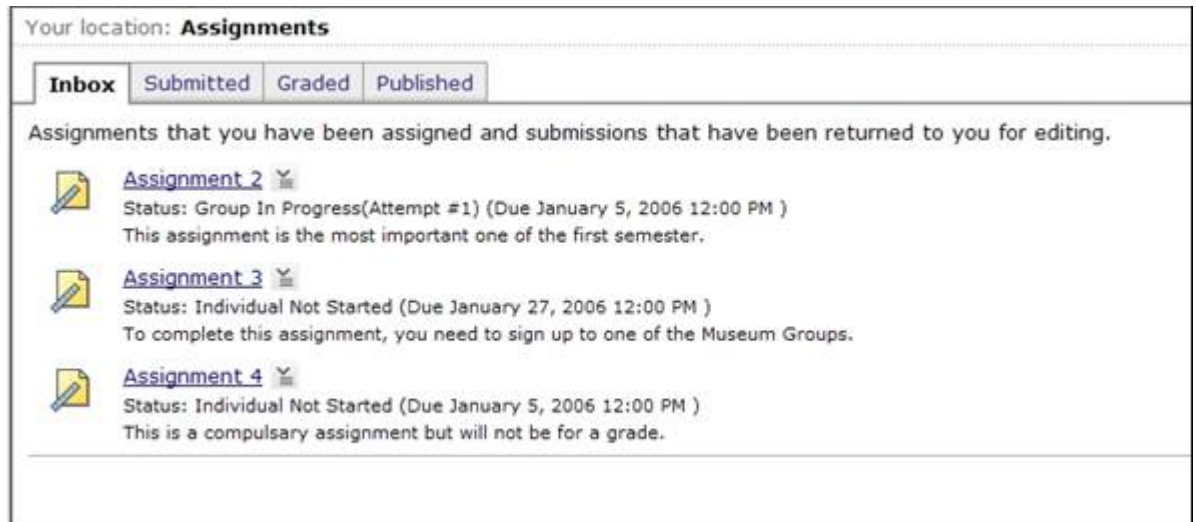


Figure 7-36

Notice that Assignment 5 no longer displays in the **Inbox** tab as it has been submitted.

17. Click on the **Submitted** tab. All submitted assignments including Assignment 5 are listed as seen in figure 7-37.

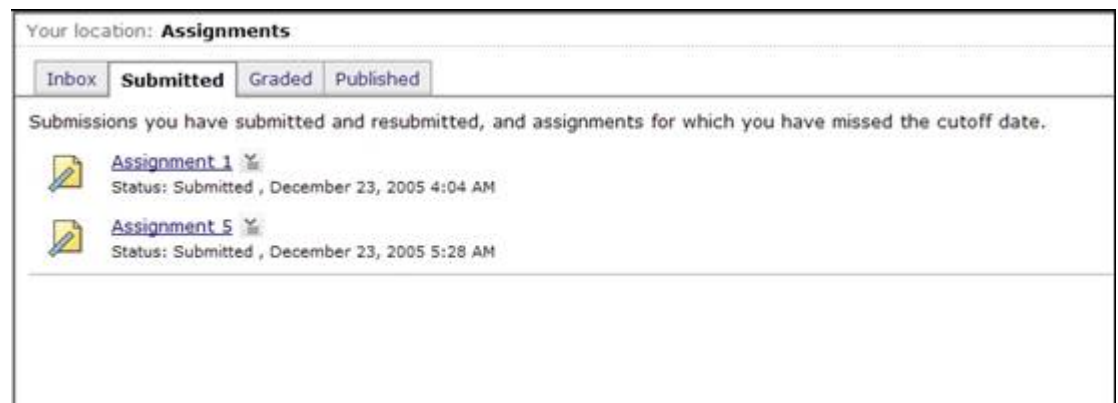


Figure 7-37

Assignment Options

Other assignment options that may be available to the student are:

- Taking submissions back
- Viewing returned assignment attempts
- Accessing graded assignments



Taking a Submission Back

The instructor may decide to allow you to take your submission back, edit it and then re-submit it. This can only be done if the assignment due date has not passed.

1. Click on the **Assignments** link from the left hand Course Tools menu. The **Assignments** screen displays.
2. Click on the **Submitted** tab. The **Submitted** assignments view displays as seen in figure 7-38.

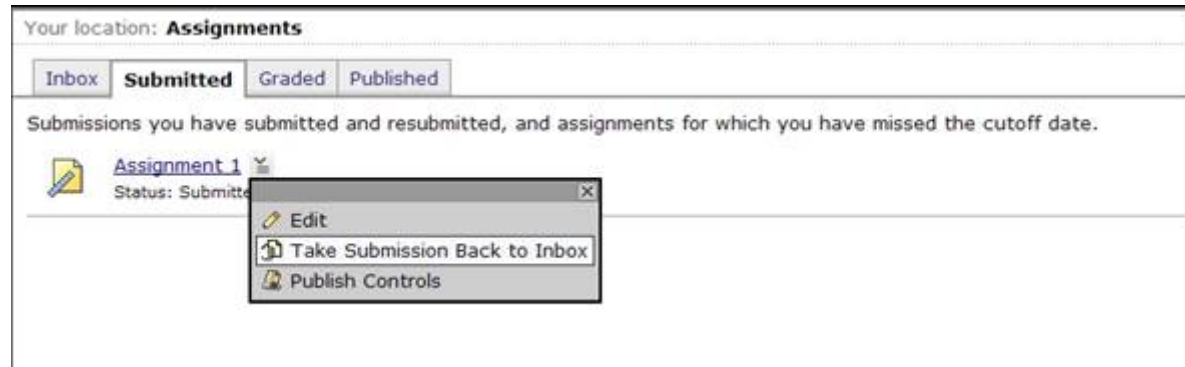


Figure 7-38

3. Click on the action link to the right of the assignment title. A drop-down menu appears.
4. Select the **Take Submission Back to Inbox** option from the drop-down menu. The screen refreshes and the **Inbox** displays the returned assignment.

The assignment may now be edited and resubmitted.

Viewing a Returned Assignment Attempt and Resubmitting it

The instructor may decide to coach you while you are doing an assignment and allow you to submit a draft copy of an assignment. The instructor can then review the draft, make comments and allow you to improve on the assignment.

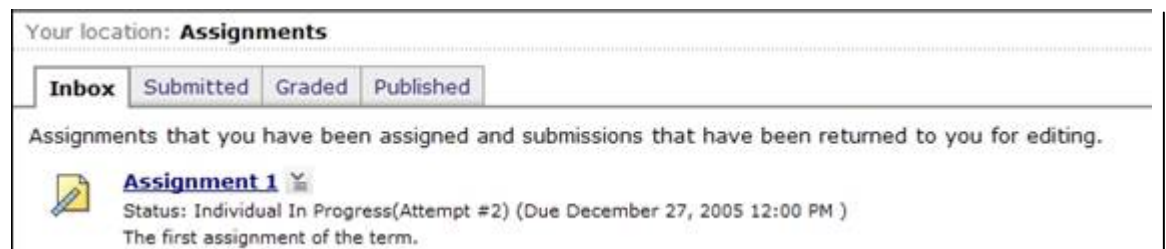


Figure 7-39

Any assignment attempts that have been returned to you by the instructor will display in the **Inbox** as seen in figure 7-39. Beneath the assignment title you will see the status of the assignment. In figure 7-39 the status is: **Individual In Progress** and this is attempt # 2. The due date also displays.



HTML Creator

1. Click on the **Assignment** title. The **Edit Submission** screen displays as seen in figure 7-40.



Figure 7-40

In Figure 7-40 the assignment response was created in the HTML Creator. When you first access the screen the HTML code displays because the HTML Creator is set to **Off**. In this example we will need to set HTML Creator to **On** to view the text in this file.

2. Click on the HTML Creator **On** radio button. The **HTML Creator** loads as seen in figure 7-41.

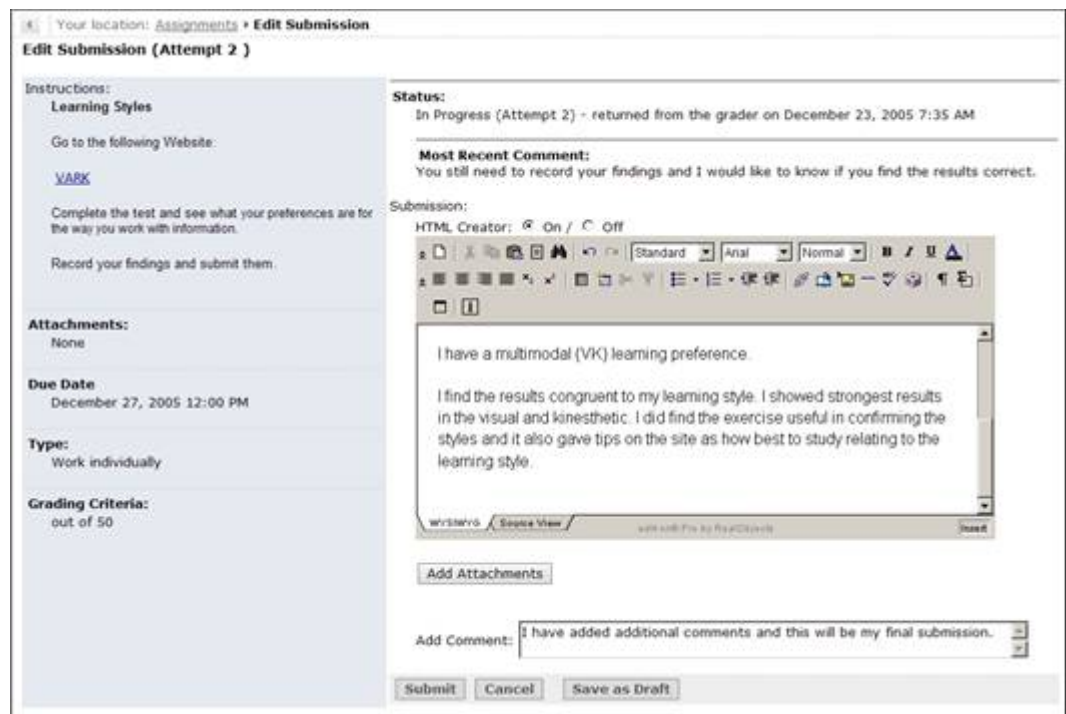


Figure 7-41



3. Edit the information in the HTML Creator.
4. Place your cursor in the **Add Comment** text box and type in a comment.
5. Click on the **Submit** button. A window opens as seen in figure 7-42.

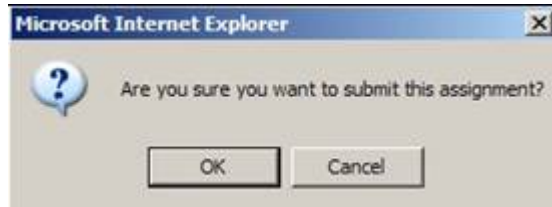


Figure 7-42

6. Click on the **OK** button. The screen refreshes and a **Confirmation** message displays that the assignment has been submitted.
7. Click on the **OK** button to return to the assignment **Inbox**.

Attachment

1. Click on the **Assignments** link in the left hand Course Tools menu. The **Assignments** screen displays as seen in figure 7-43.

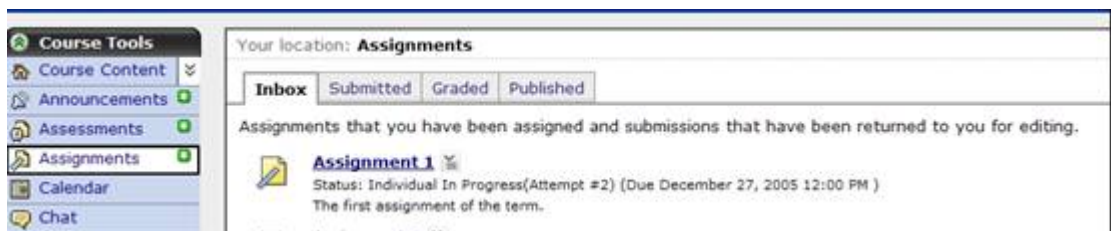


Figure 7-43

The status of Assignment 1 in figure 7-43 is **Individual In Progress**. This is the second attempt and the due date displays.

2. Click on the assignment title you would like to access. The **Edit Submission** screen displays as seen in figure 7-44 on the following page.



Figure 7-44

In figure 7-44 the student's original assignment submission is called **Assignment1.doc** and it appears as an attachment beneath the **Submission** text box with the student's name to the right of it.

The instructor's revised document is just beneath it and is titled **Assignment 1 revised.doc** with the instructor's name to the right of it. The student now needs to access the instructor's revised document and review the instructor's comments.

3. Click on the title of the attachment you would like to view. A new window opens and if the file is not a HTML or text file the **File Download** window may display as seen in figure 7-45.

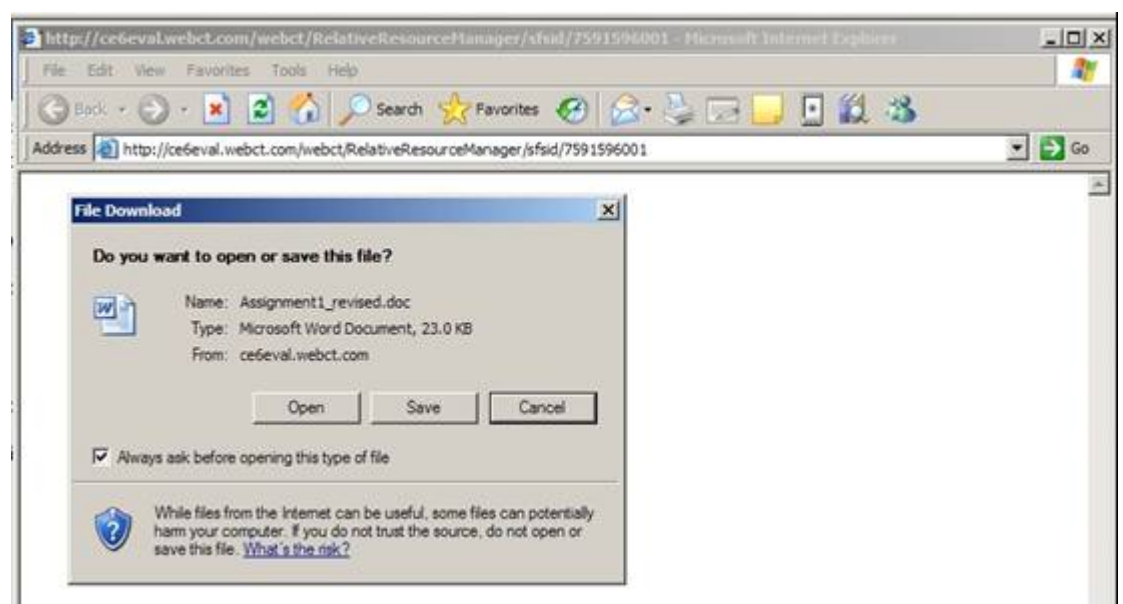


Figure 7-45

4. Click on the **Open** button. The screen refreshes and the document opens as see in figure 7-46 on the following page.

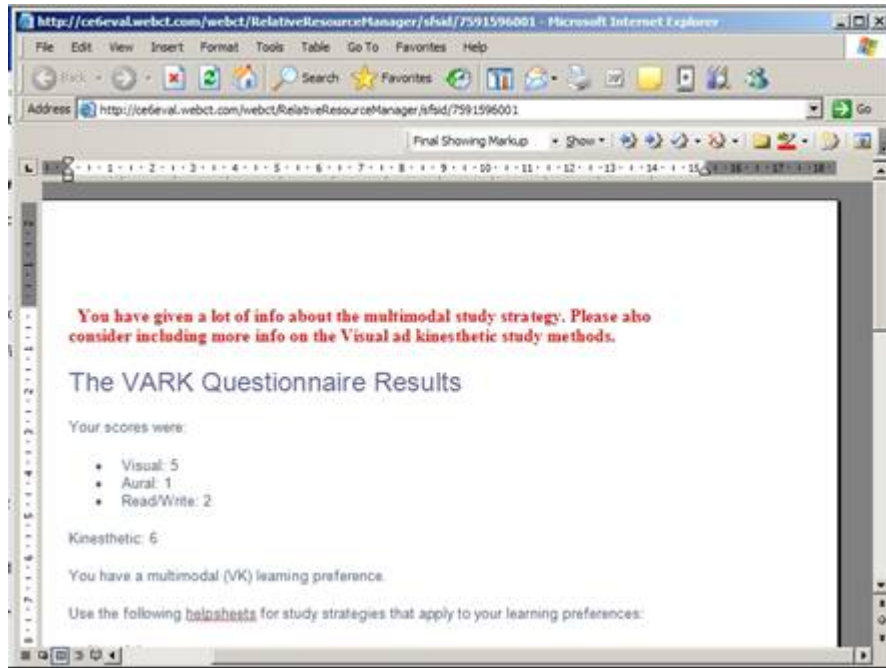


Figure 7-46

After the student reviews the instructor's remarks the student can then edit the document and save it onto a local computer.

5. Click on the **X** in the top right hand top corner of the window to close this window.

Once the changes the instructor has requested have been made the student will need to attach the revised document

6. Click on the **Add Attachments** button. The **Get Files** screen displays as seen in figure 7-47.

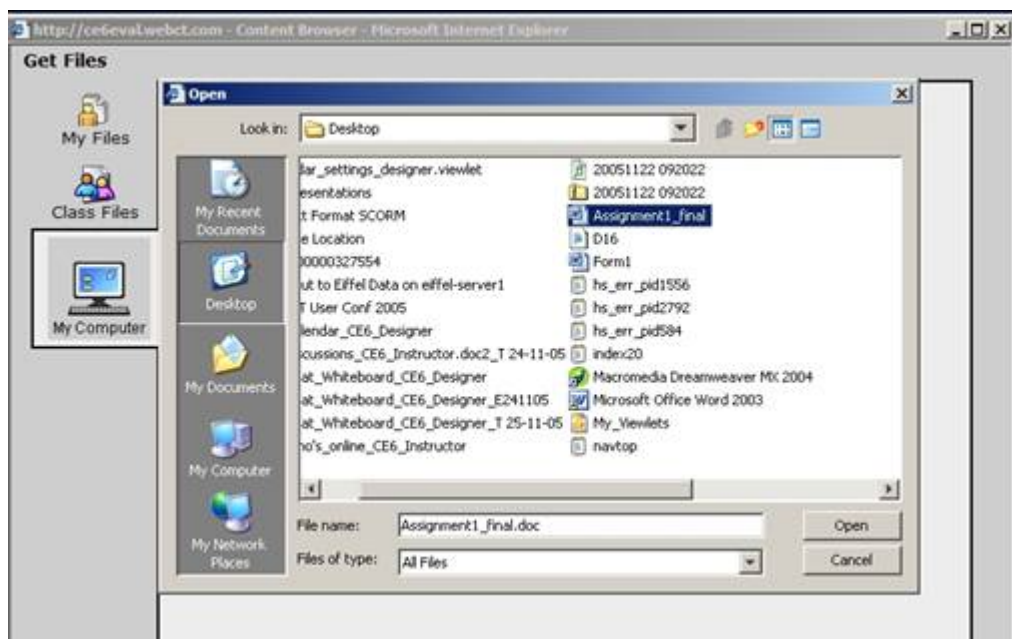


Figure 7-47



7. Click on the **My Computer** icon. The **Open** window displays as seen in figure 7-47 on the previous page.
8. Click on the file name you would like to upload. The file name is highlighted.
9. Click on the **Open** button. The **My Computer Applet** window opens to show the progress of the upload as seen in figure 7-48.

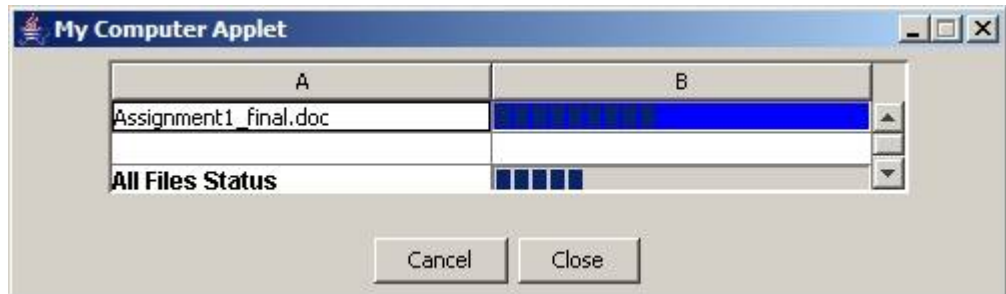


Figure 7-48

Once the upload is complete the **Edit Submission** screen refreshes adding the revised document as seen in figure 7-49.



Figure 7-49

10. Type a comment for the instructor in the **Add Comment** text box.
11. Click on the **Submit** button. The screen refreshes and a confirmation appears as seen in figure 7-50 on the following page.

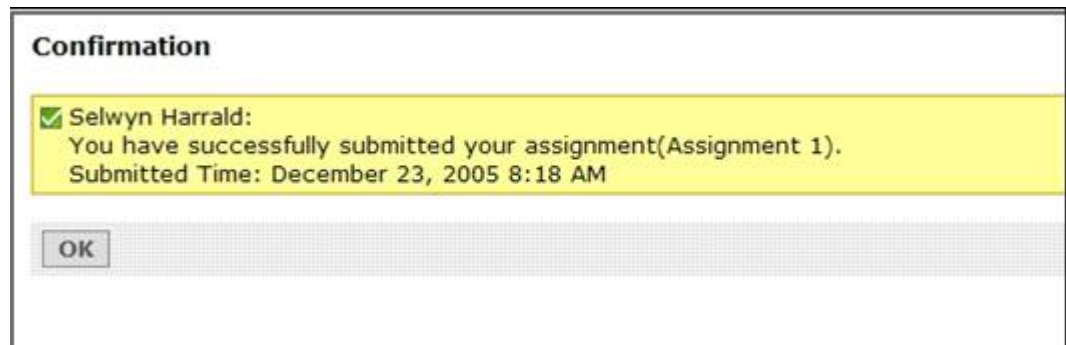


Figure 7-50

12. Click on the **OK** button. The **Assignments** screen refreshes and displays the **Inbox**.

Accessing Graded Assignments

The **Graded** tab contains all graded assignments and comments once the instructor has made the results available.

1. Click on the **Assignments** link from the left hand Course Tools menu. The **Assignments** screen displays.
2. Select the **Graded** tab. All the graded submissions will display as seen in figure 7-51.



Figure 7-51

3. Click on the assignment title you want to access. The **Assignment Submission** screen displays as seen in figure 7-52 on the following page.



Your location: [Assignments](#) > [View Submission](#)

Assignment Submission: Assignment 1

Instructions:
Learning Styles
Go to the following Website:
[VARK](#)
Complete the test and see what your preferences are for the way you work with information.
Record your findings and submit them.

Attachments:
None

Due Date
December 27, 2005 12:00 PM

Type:
Work individually

Grading Criteria:
out of 50

Status:
Graded on December 23, 2005 8:06 AM
Grade: **29 out of 50**
Submitted on December 23, 2005 7:50 AM (Attempt #2)

Most Recent Comment:
This could have been done in more detail.
[View Previous Comments](#)

Submission:
The VARK Questionnaire Results
I attained the following scores:

- Visual: 5
- Aural: 1
- Read/Write: 2
- Kinesthetic: 6

I have a multimodal (VK) learning preference.

I find the results congruent to my learning style. I showed strongest results in the visual and kinesthetic. I did find the exercise useful in confirming the styles and it also gave tips on the site as how best to study relating to the learning style.

Student Attachments:
None

[OK](#)

Figure 7-52

On the right hand side of the **Assignment Submission** screen you have the **Status** of the assignment. It states when the assignment was graded, the grade of the assignment, when it was submitted and the most recent comment. You may also view previous comments.

4. Click on the **View Previous Comments** button. The **Comments on Assignment** window opens as seen in figure 7-53.

Close this window

Comments on Assignment: Assignment 1

Fri Dec 23 07:35:07 EST 2005; Section Instructor ; Gwenda van der Merwe
You still need to record your findings and I would like to know if you find the results correct.

Fri Dec 23 07:50:03 EST 2005; Student ; Guy Mitchell
I have added additional comments and this will be my final submission.

Fri Dec 23 08:06:08 EST 2005; Section Instructor ; Gwenda van der Merwe
This could have been done in more detail.

Close this window

Done Internet

Figure 7-53



5. Click on the **Close this window** link after reviewing the instructor's comments.
6. Click on the **OK** button once you have finished viewing the assignment submission. The **Assignments** screen displays.

Publishing Assignments

When an assignment is published it is made available to the other students in that course. The instructor can choose whether or not to let students publish their own assignments. The instructor can publish student assignments at any stage.

Publishing your Assignment

Note that an assignment can be published from either the **Submitted** or **Graded** tab.

1. Click on the **Assignments** link from the left hand Course Tools menu. The **Assignments** screen displays.
2. Select the **Graded** tab. The **Graded** view displays as seen in figure 7-54.



Figure 7-54

3. Select the action link to the right of the assignment title. A drop-down menu appears as seen in figure 7-54.
4. Click on the **Publish Controls** option from the drop-down menu. The **Publish Controls** window opens as seen in figure 7-55 on the following page.

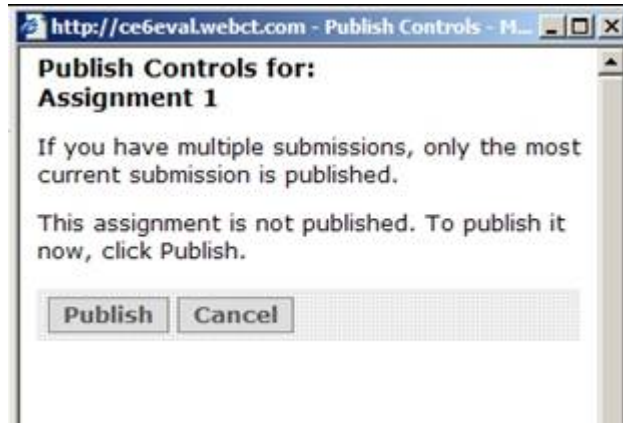


Figure 7-55

5. Click on the **Publish** button. The **Assignments** screen refreshes and returns to the last tab you selected.
6. Click on the **Published** tab. The **Published** view will display a list of all published assignments. Notice that the assignment just published now appears here.

Viewing Published Assignment Submissions

1. Click on the **Assignments** link from the left hand Course Tools menu. The **Assignments** screen displays.
2. Click on the **Published** tab. All the published assignments display as seen in figure 7-56.

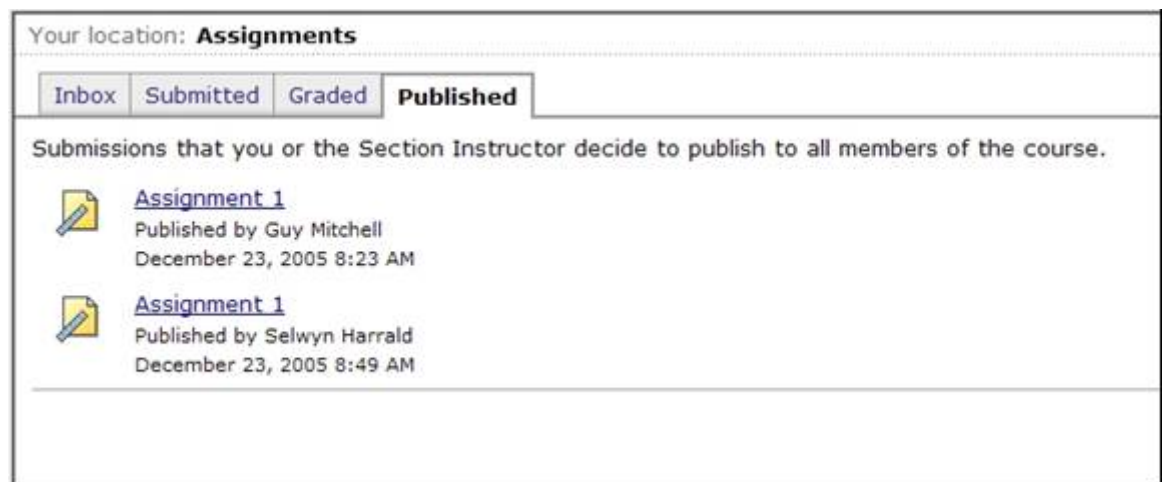


Figure 7-56

3. Click on the assignment title you would like to view from the published assignment list. The selected assignment displays as seen in figure 7-57 on the following page.



Your location: **Assignments**

Assignment Submission: Assignment 1

Author:
Guy Mitchell

Instructions
Learning Styles

Go to the following Website:
[VARK](#)

Complete the test and see what your preferences are for the way you work with information.

Record your findings and submit them.

Attachments:

Due Date
December 27, 2005 12:00 PM

Type:
Work individually

Submission:

The VARK Questionnaire Results

I attained the following scores:

- Visual: 5
- Aural: 1
- Read/Write: 2
- Kinesthetic: 6

I have a multimodal (VK) learning preference.

I find the results congruent to my learning style. I showed strongest results in the visual and kinesthetic. I did find the exercise useful in confirming the styles and it also gave tips on the site as how best to study relating to the learning style.

Student Attachments:
(No attachments)

Figure 7-57

4. Click on the **OK** button once you have reviewed the assignment. The **Assignments** screen displays.
5. Select a different assignment to view. The **Assignment Submission** screen displays as seen in figure 7-58.

Your location: **Assignments**

Assignment Submission: Assignment 1

Author:
Selwyn Harrald

Instructions
Learning Styles

Go to the following Website:
[VARK](#)

Complete the test and see what your preferences are for the way you work with information.

Record your findings and submit them.

Submission:

Student Attachments:
[Assignment1_final.doc](#)
[Assignment1.doc](#)
[Assignment1_revised.doc](#)

Figure 7-58

The submission in figure 7-58 has been submitted as an attachment. To preview an attachment you need to click on the attachment link.

6. Click on the file name of the attachment that you would like to preview. If the file is not a HTML or text file a new window will open as seen in figure 7-59 on the following page. If the file is a HTML or text file, the preview will open immediately.

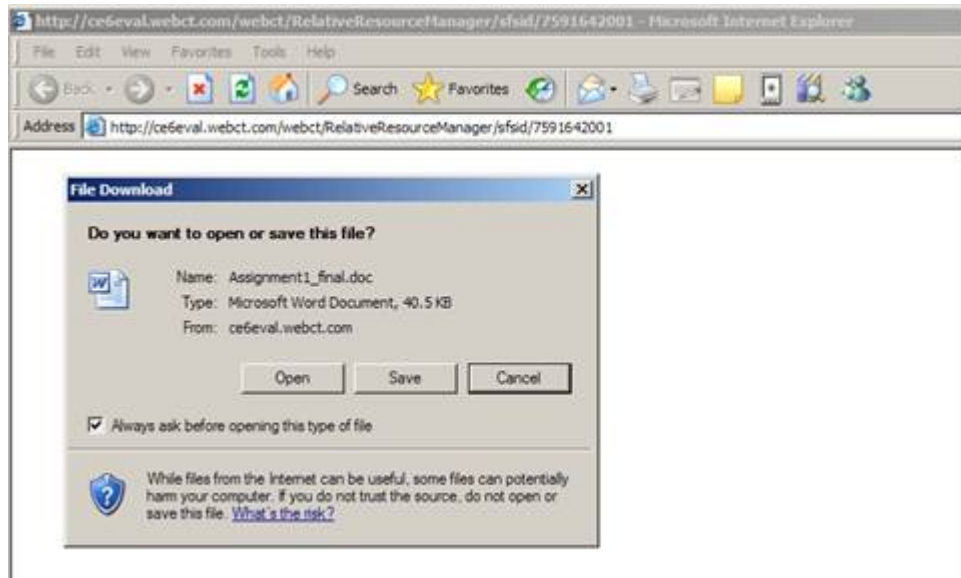


Figure 7-59

7. Click on the **Open** button from the **File Download** window. The document opens as seen in figure 7-60.

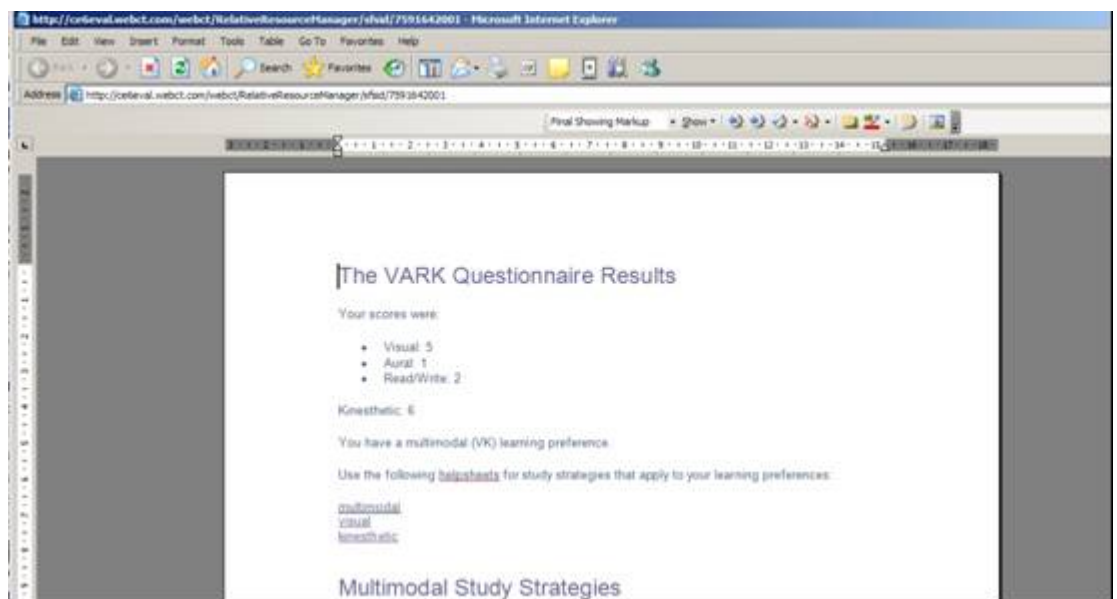


Figure 7-60

8. Click on the **X** in the top right hand corner of the window after reviewing the assignment. The **Assignments** screen displays as seen in figure 7-61 on the following page.

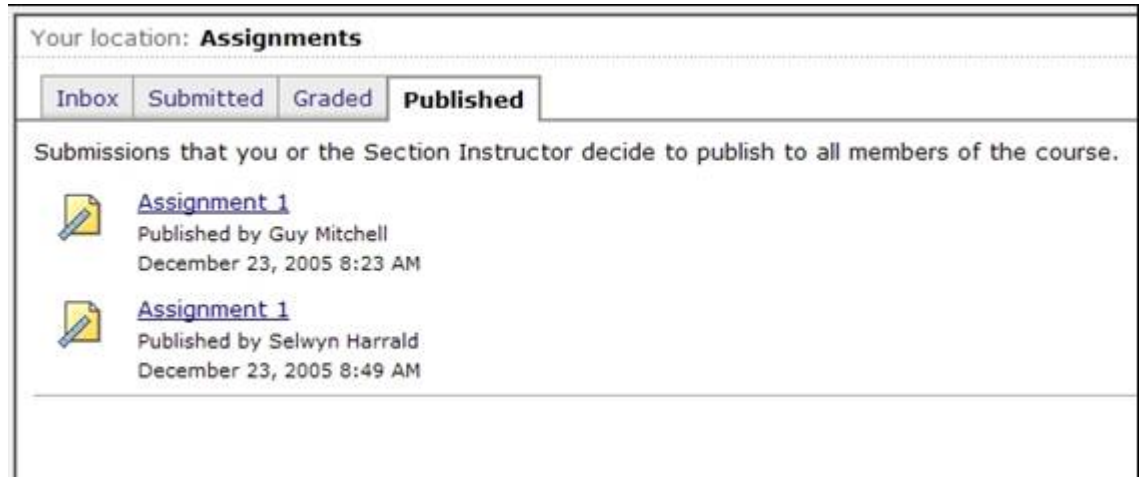


Figure 7-61

Removing Published Assignment Submissions

Once an assignment has been published the student can remove it from public view. This can be done from the **Submitted** or **Graded** tabs.

1. Click on the **Assignments** link from the left hand Course Tools menu. The **Assignments** screen displays.
2. Click on the **Graded** tab. The graded assignments display.
3. Select the action link to the right of the assignment that you would like to unpublish. A drop-down menu appears as seen in figure 7-62.

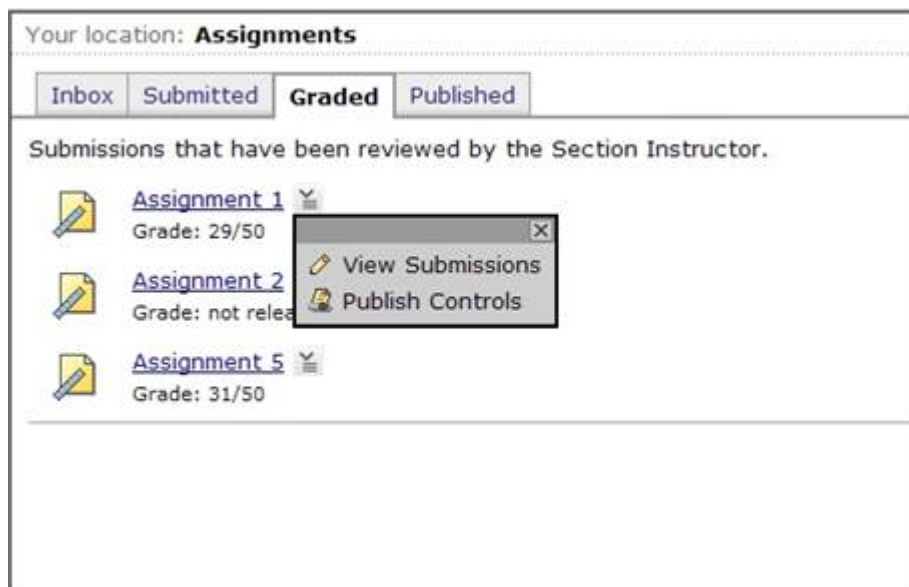


Figure 7-62

4. Select the **Publish Controls** option from the drop-down menu. The **Publish Controls** window displays. See figure 7-63 on the following page.

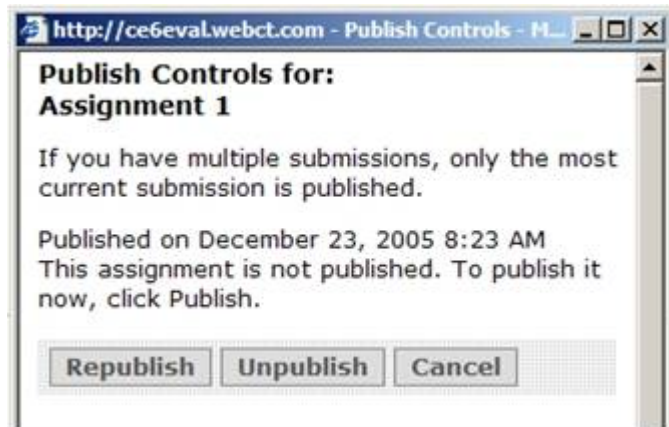


Figure 7-63

5. Click on the **Unpublish** button. The **Assignments** screen displays as seen in figure 7-64.

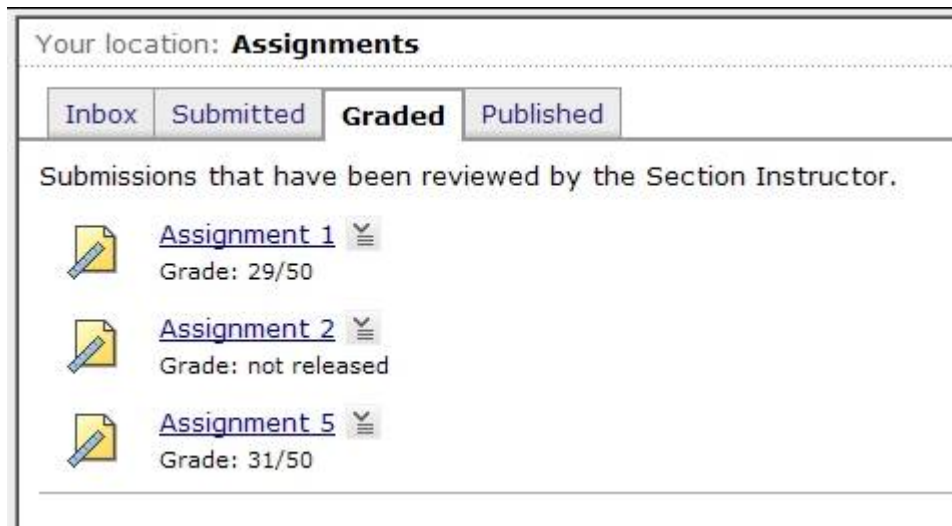


Figure 7-64

6. Click on the **Published** tab. The **Published** view displays as seen in figure 7-65. Note that the assignment just unpublished no longer appears in the published view.

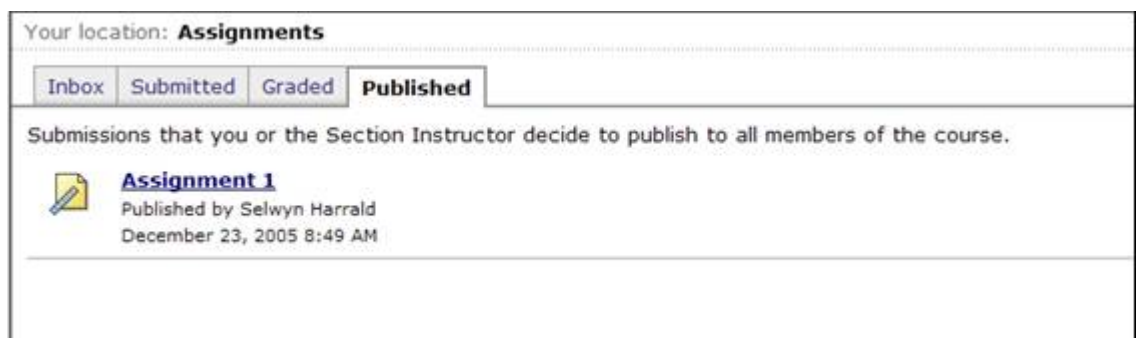


Figure 7-65