



Assignment Tool Fact sheet

The **Assignment Tool** is used to deliver and upload online assignments.

Planning your assignment

Work through the planning sheet before you begin typing it into the system. This will save you time in the end.

Design principle

Add the tool name (e.g. Assignment) in front of the title of the assignment, so that it can be identified as an assignment.

Create the assignment

NB: You need to set up the **GROUPS** and **GRADING FORMS** before they can be added to an assignment.

1. On left hand navigation under **Course Tools**, click on **Assignments**.
2. Click on **Create assignment**.
3. Complete the screen according to your planning sheet
4. Click on the **Save** button.

Edit the assignment

1. Click on Action links (☰) next to your assignment.
2. Select **Edit properties**.
3. Make changes to the properties.
4. Click on the **Save** button.

Take-back assignments

- An assignment can be sent back and forth between the student and instructor.
- The student determines if previous versions are kept or not.
- Dates with take-back assignments:

The iteration must be completed before the **Due date**. Make this very clear in your instructions to students.

Cut-off date – Students don't know about this date allowing an extra grace period. It is just to lessen the administration with late assignments.

Important points to remember:



See the Turnitin factsheet for more information on the integration between clickUP and Turnitin

- An assignment cannot be made visible until it is assigned to an individual or group of students.
- Grade Book Column headings can be different from the Assignment Title. Tip: Keep the grade book column title short!
- Remember to click on the **More Options** (Expand this area to see more options.)
- Remember to **Save**.

Assignments integrate with the calendar, grading forms, grade book (My Grades), Group Manager and the Search tools.



One particular lecturer uses the assignment tool with groups. Each group gets a specific topic to investigate – they must prepare a written document and a PowerPoint presentation. (They must submit both to clickUP.) Each group must present the topic to the class. She marks the assignments and then makes them 'public' so that the whole class can study from each other's assignments.