

WebCT 4.0: Assignments Tool for Instructors

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6/13/2007

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I. Add the Assignments tool to an Organizer Page

II. Add an Assignment

Click on the Assignments tool



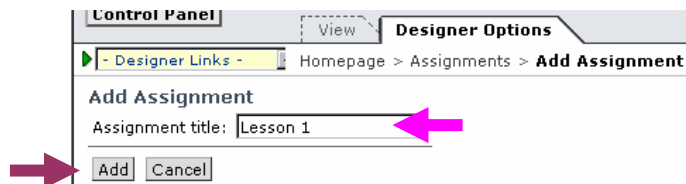
In Designer Options, choose **Add**



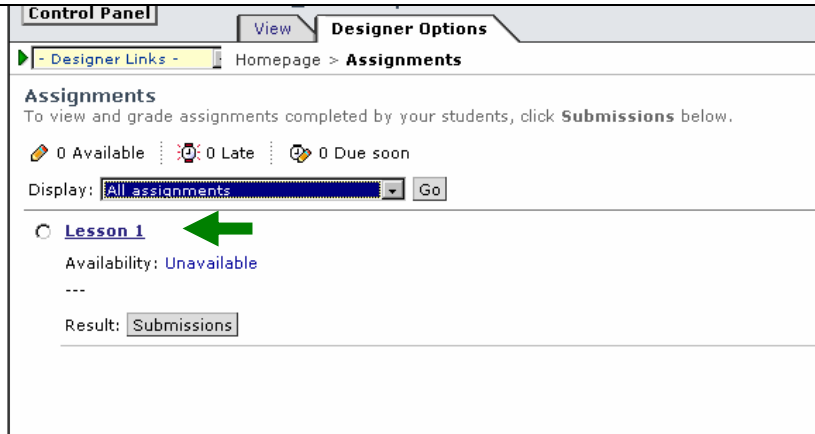
Type an Assignment title



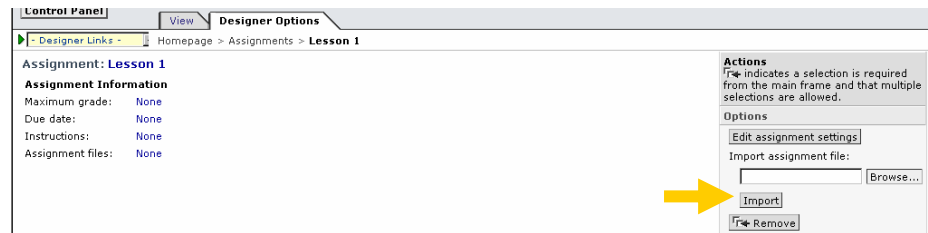
Choose **Add**



Click on the
Assignment title ←

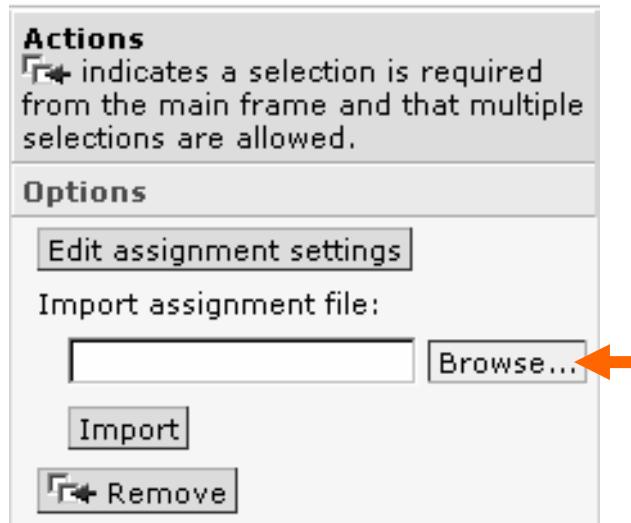


Import Assignment
file →

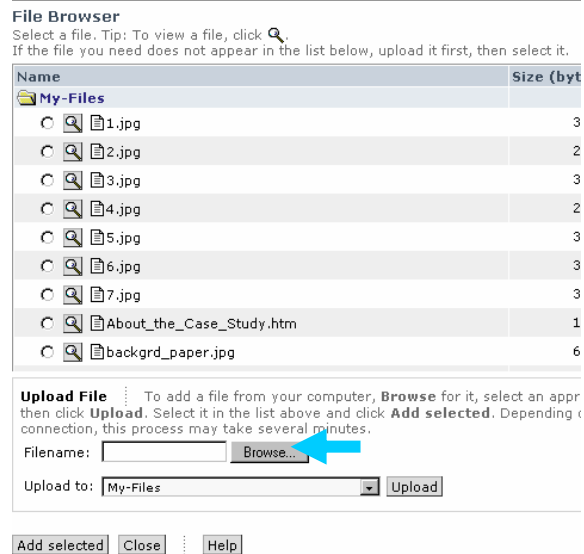


Enlarged view:

Choose ←

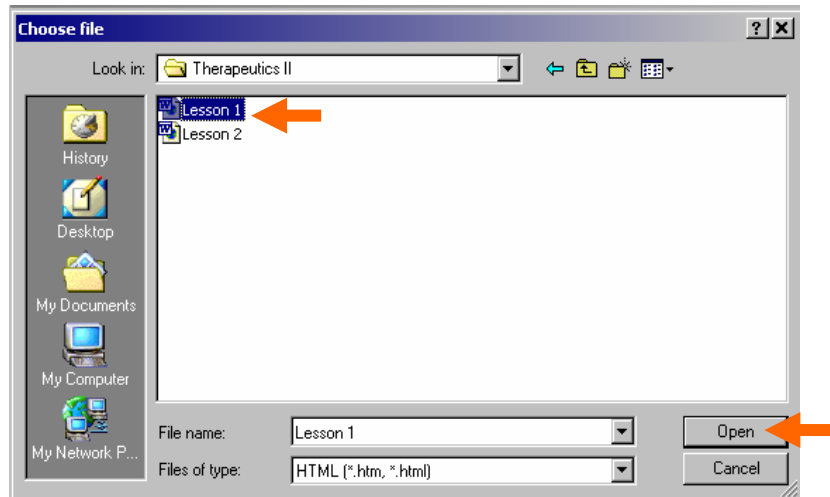


Choose ←



Select the appropriate assignment file and select ←

Assignment files can be MS Word documents, .html, .txt, .pdf files, etc.
Students must have MS Word in order to open MS Word documents.



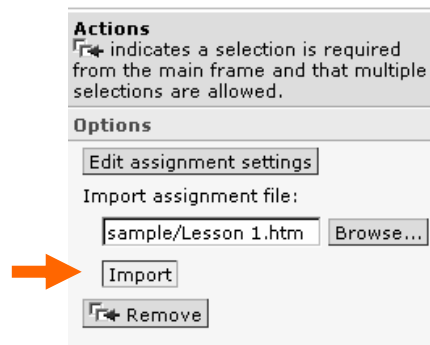
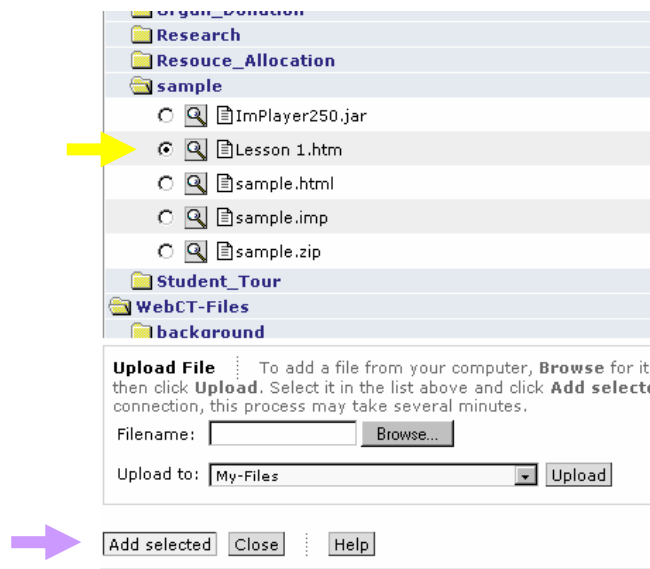
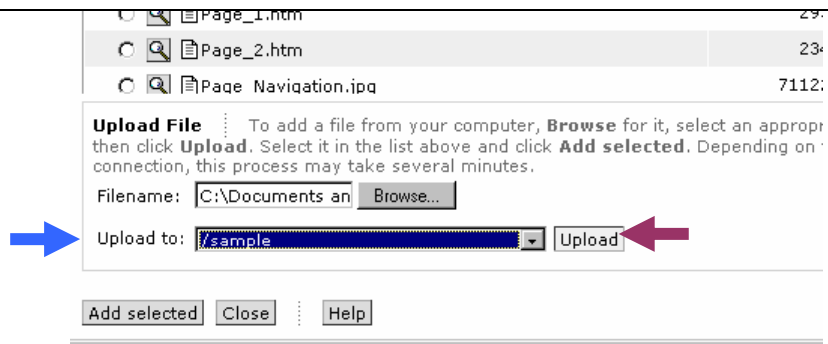
Select where to upload the file to →

Choose ←

Click the radio button next to the uploaded assignment file →

Choose →

Choose →



III. Assignment Settings

In Designer Options, choose

Select the appropriate settings for the assignment.

The fields marked with a red asterisk () must be filled out.*

Control Panel View Designer Options
Homepage > Assignments > Lesson 1

Assignment: Lesson 1

Assignment Information
Maximum grade: None
Due date: None
Instructions: None
Assignment files: To view an assignment file, click its filename.

Files	Modification date	Size
<input type="checkbox"/> Lesson 1.htm	August 29, 2003 1:22pm	10.0 KB

Actions
[Remove] indicates a selection is required from the main frame and that multiple selections are allowed.

Options

Import assignment file:

Control Panel View Designer Options
Homepage > Assignments > Lesson 1 > Assignment Settings

Assignment Settings: Lesson 1

Basic Settings
*Title: Lesson 1
*Instructions: jkjk
*Maximum grade: 1

Availability
Available starting: Immediately
 Specify a date
September 2 2003 10am 00
Due date: Unlimited
 Specify a date
September 2 2003 10am 00
Cutoff date: Do not allow late submissions.
 Allow late submissions.
 Unlimited
 Specify a date
September 2 2003 10am 00

Notification
Student notification: Use external e-mail to acknowledge a student's submission of this assignment.
 Do not acknowledge a student's submission of this assignment.
Instructor notification: Notify instructor when a student submits this assignment.
Instructor's email address:
 Do not send e-mail notification when student has submitted an assignment.

Submissions
Multiple submissions: Allow multiple submissions. (Grading cannot occur until after the due date.)
 Do not allow multiple submissions.

Results
Student score release: Release the score once the assignment has been graded.
 Release the score once the availability period has ended and the assignment has been graded.
 Do not release the score.
Release column: Release the Assignment column so students can see their grade in the My Grades tool. You can also click Manage Students page. (See Manage Course > Manage Students.)
 Yes No

*Required fields.

IV. View student assignment submissions

In Designer Options, Choose **Submissions** →

To view *All* the students, drop the down-arrow and select

All ←

A list of all students will appear showing who has submitted the assignment, and whether the submitted assignments have been graded. ←

WCTL_LeaMabry
Control Panel View Designer Options
- Designer Links - Homepage > Assignments

Assignments
To view and grade assignments completed by your students, click **Submissions** below.

1 Available 0 Late 0 Due soon

Display: All assignments Go

Lesson 1
Availability: Immediately - September 15, 2003 7:00am
Maximum grade: 1
Result: Submissions ←

WCTL_LeaMabry
Control Panel View Designer Options
- Designer Links - Homepage > Assignments > Submissions

Submissions: Lesson 1
Page: All Records 1 - 4 of 4

Personal Information		Grade	Submissions	
User ID	Name	Out of 1	Date	Status
<input type="checkbox"/>	doejon Jon Doe	---	---	Not submitted
<input type="checkbox"/>	doolittle Eliza Doolittle	---	---	Not submitted
<input type="checkbox"/>	MabryLeaS Lea Mabry	---	September 2, 2003 10:10am	Not Graded
<input type="checkbox"/>	peabodya Amelia Peabody	---	---	Not submitted

V. Download a Students' Assignment

In Designer Options, choose **Submissions** ←

In the Status column, click on **Not Graded** for the student whose assignment you want to download ←

Click on the assignment link →

Control Panel WCTL_LeaMabry
View Designer Options
- Designer Links - Homepage > Assignments

Assignments
To view and grade assignments completed by your students, click **Submissions** below.

1 Available 0 Late 0 Due soon

Display: All assignments Go

Lesson 1
Availability: Immediately - September 15, 2003 7:00am
Maximum grade: 1
Result: Submissions ←

Control Panel WCTL_LeaMabry
View Designer Options
- Designer Links - Homepage > Assignments > Submissions

Submissions: Lesson 1

Page: All Records 1 - 4 of 4

<input type="checkbox"/>	Personal Information	Grade	Submissions		
User ID	Name	Out of 1	Date	Status	
<input type="checkbox"/>	doejon	Jon Doe	---	---	Not submitted
<input type="checkbox"/>	doolittle	Eliza Doolittle	---	---	Not submitted
<input type="checkbox"/>	MabryLeaS	Lea Mabry	---	September 2, 2003 10:10am	Not Graded ←
<input type="checkbox"/>	peabodya	Amelia Peabody	---	---	Not submitted

Control Panel WCTL_LeaMabry
View Designer Options
- Designer Links - Homepage > Assignments > Submissions > Grade Assignment

Grade Assignment: Lesson 1

Name: Lea Mabry
Maximum grade: 1
Due date: September 15, 2003
Status: Submitted September 2, 2003 10:10am
Student files: To view a file, click its filename.

Files	Modification date	Size
answers to the assignment.doc	September 2, 2003 10:10am	19.5 KB

Graded files: None
To upload the graded files for this student, click **Upload file**.

Upload file Remove files

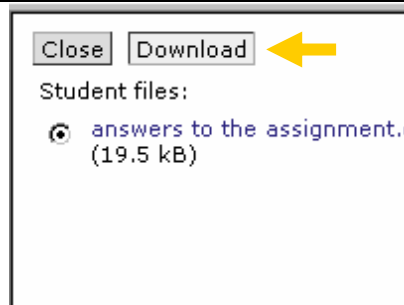
Comments:


*Grade: out of 1

Grade Cancel

*Required fields.

Choose  ←



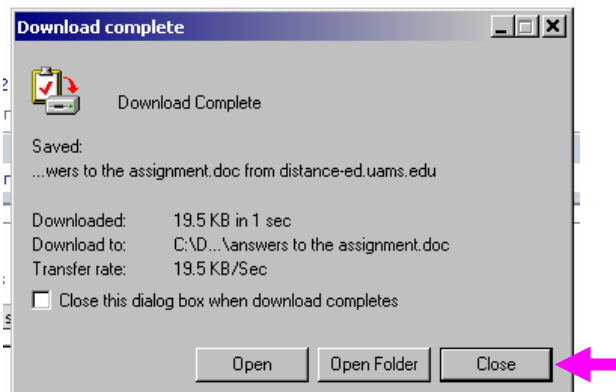
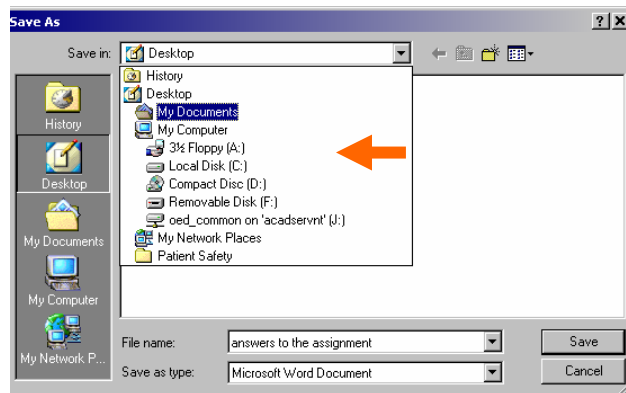
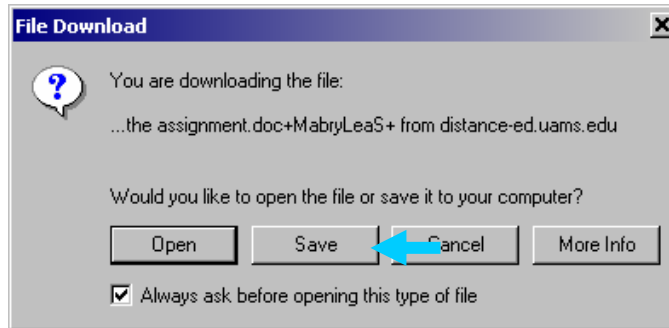
Choose  ←

Select where to save the file. ←

NOTE: *You must have the software that was used to create the assignment to view the assignment.*

After the Download is completed, choose

 ←



VI. Assign a Grade

In Designer Options,
choose **Submissions**

Control Panel WCTL_LeaMabry
View Designer Options
- Designer Links - Homepage > Assignments
Assignments
To view and grade assignments completed by your students, click **Submissions** below.
1 Available 0 Late 0 Due soon
Display: All assignments Go
Lesson 1
Availability: Immediately - September 15, 2003 7:00am
Maximum grade: 1
Result: Submissions

In the Status column,
click on **Not Graded** for
the student whose
assignment you want to
download

Control Panel WCTL_LeaMabry
View Designer Options
- Designer Links - Homepage > Assignments > Submissions
Submissions: Lesson 1
Page: All Records 1 - 4 of 4
Personal Information Grade Submissions
User ID Name Out of 1 Date Status
doejon Jon Doe --- --- Not submitted
doolittle Eliza Doolittle --- --- Not submitted
MabryLeaS Lea Mabry --- September 2, 2003 10:10am Not Graded
peabodya Amelia Peabody --- --- Not submitted

In the *Grade text
box, enter a grade.

To provide feedback
about the assignment,
enter any comments in
the Comments: text
box.

Choose **Grade**

Control Panel WCTL_LeaMabry
View Designer Options
- Designer Links - Homepage > Assignments > Submissions > Grade Assignment
Grade Assignment: Lesson 1
Name: Lea Mabry
Maximum grade: 1
Due date: September 15, 2003
Status: Submitted September 2, 2003 10:10am
Student files: To view a file, click its filename.
Files Modification date Size
answers to the assignment.doc September 2, 2003 10:10am 19.5 KB
Graded files: None
To upload the graded files for this student, click Upload file.
Upload file Remove files
Comments: Good job
*Grade: 1 out of 1
Grade Cancel
*Required fields.

VII. Return a graded assignment

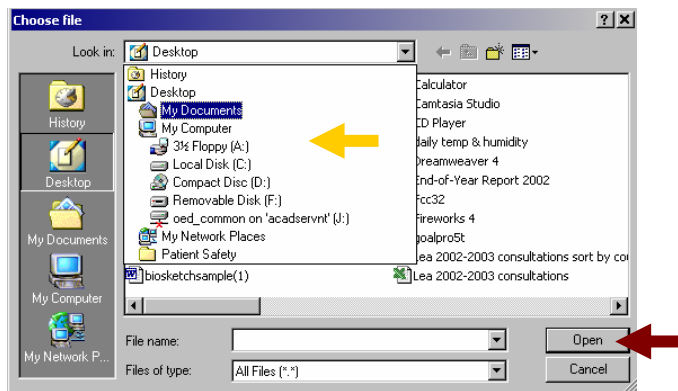
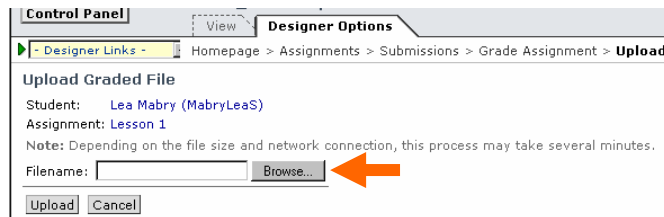
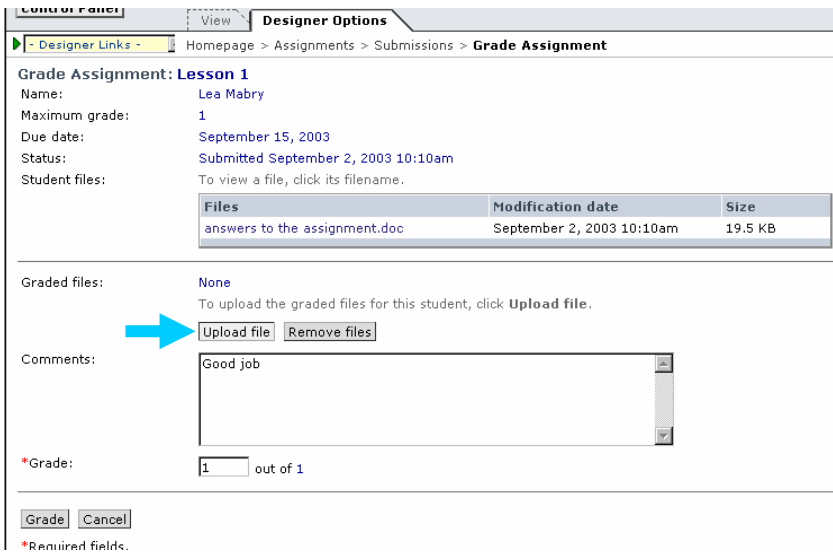
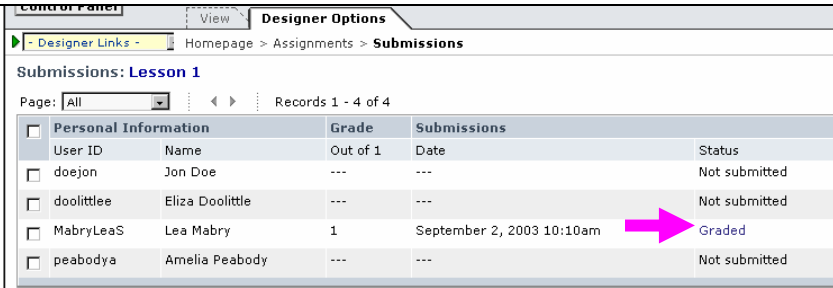
In Designer Options, click on **Graded** →

Choose **Upload file** →

Choose **Browse...** →

Select the assignment file. →

Choose **Open** →



Choose

Upload



Control Panel View **Designer Options**

- Designer Links - Homepage > Assignments > Submissions > Grade Assignment > **Upload**

Upload Graded File

Student: [Lea Mabry \(MabryLeaS\)](#)

Assignment: [Lesson 1](#)

Note: Depending on the file size and network connection, this process may take several minutes.

Filename: C:\Documents and Set

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