

Building Assignments

Assignments allows you to create two different types of assignments: text with attachments, and web page.

Text-with-attachments assignments allow students to submit responses to assignments using text entered in a text box and file attachments uploaded from **File Manager**.

Web page assignments allow students to submit a web page by uploading HTML files. Multiple HTML files are uploaded in a zip file. The start page is set by students and becomes the entry point for their web page submission. Subsequent pages have to be linked off the start page using relative links.

Assignments are created using text instructions and file attachments. The following settings can be applied to assignments:

- due and cutoff dates
- assignment type (text with attachments or web page)
- group or individual assignment
- grading criteria
- permission to modify submissions after they have been submitted
- permission to publish submissions to everyone in the section
- selective release

Custom groups can be created for assignments that are group assignments. This allows you to assemble different groups for each group assignment you create. If the assignment is a group assignment, you can assign additional instructions for each group.

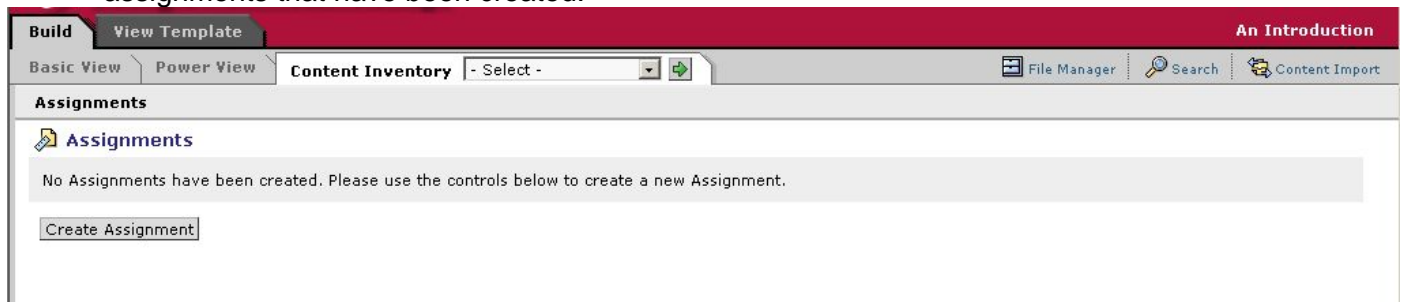
With **Assignments**, you can:

- create, modify, and delete assignments.
- sort assignments.
- create, modify, and delete assignment groups.
- sort assignment groups.

Example: Create an assignment called Learning HTML and select the web page assignment type. In the assignment instructions, outline the base requirements of the assignment, such as which HTML tags are to be used. Attach HTML files to the assignment as examples of what you expect. Create different groups and, in the additional instructions, assign a different web page theme to each group.

To Access Assignments

1. Go to the **Build** tab then click on **Content Inventory subtab** this will display the Tools screen with the tools available to create content. There is also a drop down list at the top next to the Content Inventory subtab listing available tools.
2. Click the **Assignments** link. This will display the Assignments screen. This screen will list all assignments that have been created.



To Create an Assignment

1. From the Assignments screen, click the **Create Assignment** button.

* Required field

2. On the left side of the Create Assignment page, *enter a title* for the assignment in the **Title box**.
3. In the **Description box**, *enter a description* of the assignment.
4. If you would like to attach files to the assignment, click the **Browse button**. *Select the checkbox next to the file(s)* you wish to attach and then click the **Select button**. If necessary you can upload a file from your computer.
5. Select the **Text with attachments** or **Web page radio button** to choose the appropriate Assignment type.
6. Then use the **drop down lists** to *specify a Due Date and then a Cutoff Date* for accepting assignments. If necessary, click the **Create a corresponding event in the Calendar checkbox**.
7. In the Grading section, if the assignment is gradable, select the **Assignment is gradable checkbox**. Then select the **Numeric grade** or **Alphanumeric grade radio button**. If you selected Numeric, then *enter the maximum value* for the assignment in the **Maximum box**.
8. Then click the green More Options arrow.

9. If desired, check the **Student can take back and correct work after submission checkbox**. This will allow the student to continue making changes up until the due date.
10. Select the **Only the Section Instructor can publish submissions** or the **Both the Section Instructor and Students can publish submissions radio button** to decide who can make an assignment available for everyone in the course to see.

WebCT Vista 2.0

11. Click **Save**.

To Assign the Collaboration Type

1. From the Assignment screen click the **Unassigned** link in the Assigned to column for the corresponding assignment.

The screenshot shows the 'Assignments' screen in WebCT Vista 2.0. The page title is 'An Introduction'. The navigation bar includes 'Build', 'View Template', 'Basic View', 'Power View', 'Content Inventory', and a dropdown menu. The main content area is titled 'Assignments' and 'Select Collaboration Type'. It contains three radio button options: 'Students work individually and the same instructions are provided for all' (selected), 'Students work individually but are divided into groups that receive additional instructions', and 'Students work in groups'. Below the options are 'Save' and 'Cancel' buttons.

2. *Select the appropriate radio buttons and /or checkboxes.*
3. Click **Save**.

To Edit an Assignment

1. From the Assignments screen *click the name of the assignment*.
2. *Make any necessary changes* and then click the **Save button**.

To Delete an Assignment

1. From the Assignments screen click the **Delete button**  found in the Actions column for each assignment.
2. Click **OK** to continue with the deletion.

To Change the Availability of an Assignment

1. On the Assignments screen, locate the assignment that you wish to change the availability for.
2. Then look in the Available column and click the **corresponding status indicator**. Clicking NO will change the status to YES. Clicking YES will change the status to NO.