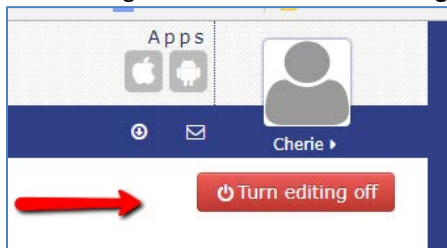


Why Do This?

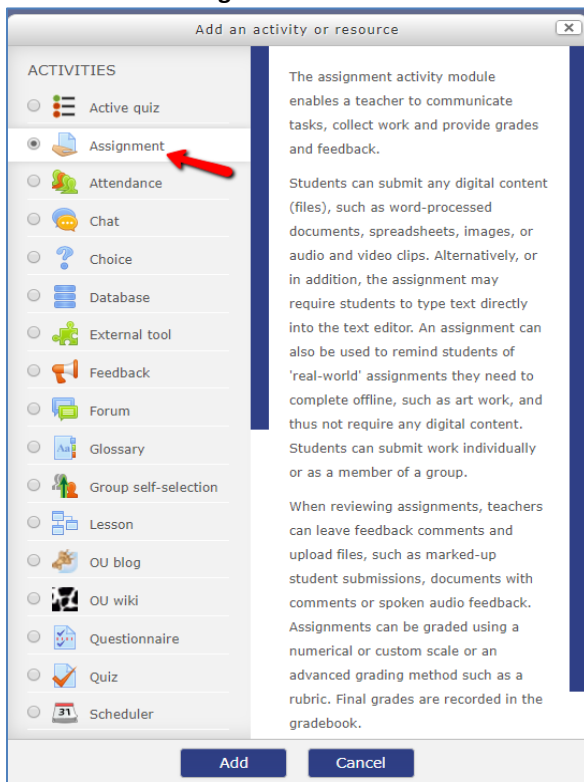
Assignments allow instructors to collect work from students, review, return files, grade and provide feedback- including the ability to create and grade using a rubric. Assignment submission types include file submissions, online text submissions, online PoodLL (audio, short video, or free-form whiteboard drawings – all created within Cougar Courses), offline activity, or a combination of these.

Don't know which assignment submission type to choose? We have a full description of each of the types in our faculty guide entitled: *Which Assignment type fits your Assignment purpose.*

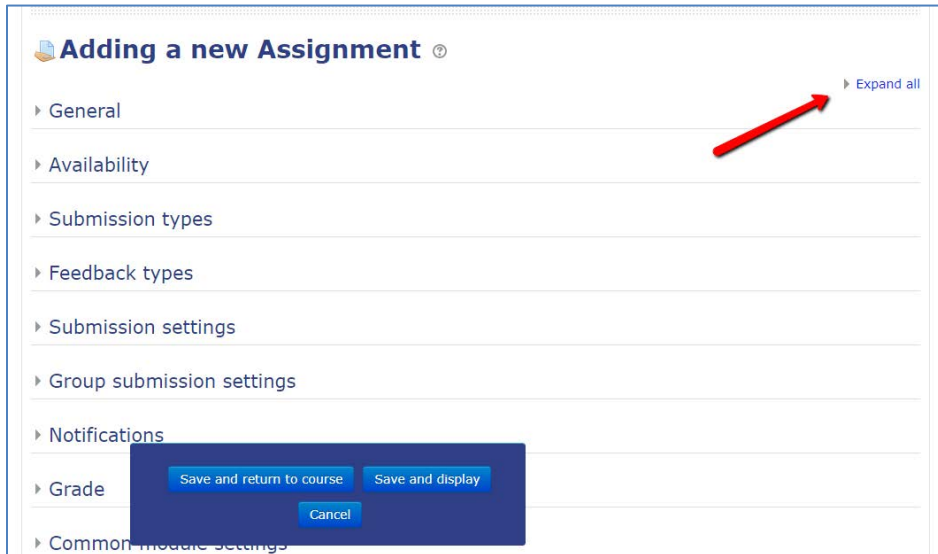
1. Turn Editing on. Click on the **Turn Editing on** button in top right hand corner of your course by your name.



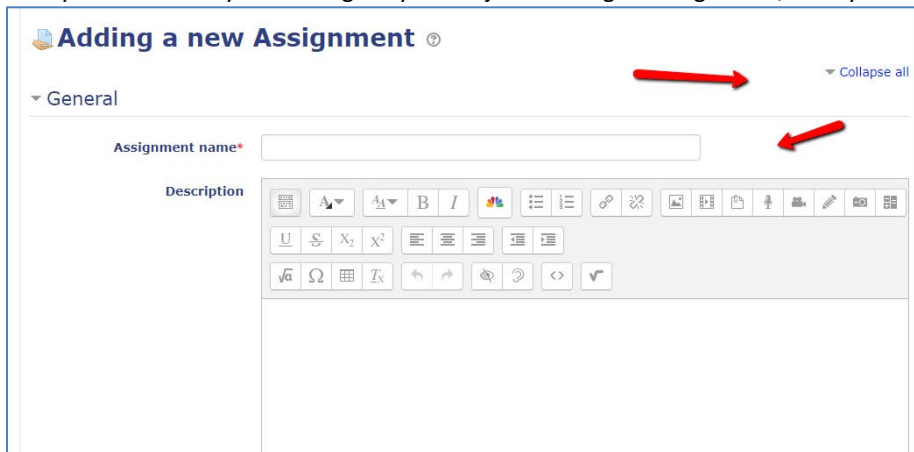
2. Select **Add an activity or resource** to open the activity chooser. Select **Assignment** and click the **Add** button, or simply double-click on **Assignment**.



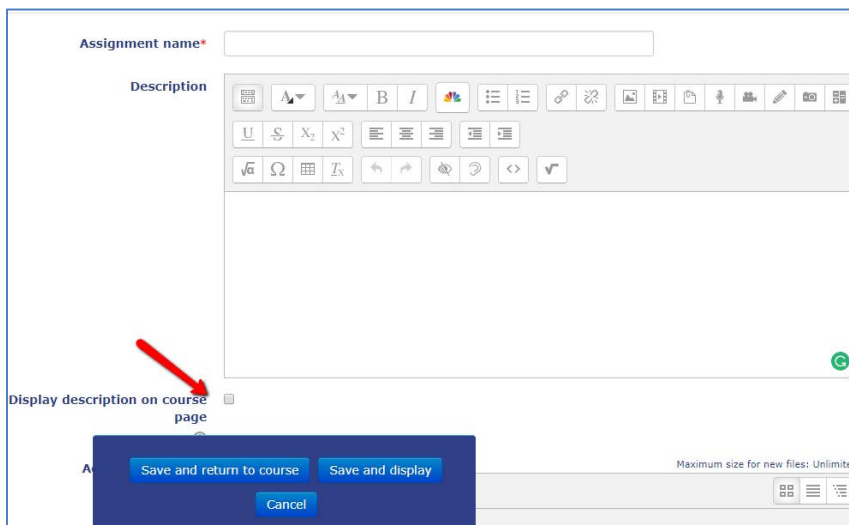
3. Select **Expand all** in the upper right hand corner to see **all** the settings.



4. Now you can see all your settings. If you are just revising an assignment, then you can leave collapsed if you prefer.



5. Type the name of the assignment in the **Assignment name** box pictured above. Type in a brief description and/or instructions of the assignment in the **Description** box. To show the description on the homepage, check the box next to **Display description on course page**.



- In the Availability section, check the box to **Enable** and set the **Allow submission from** and the **Due date** and times.

Note: If you set a cutoff date, students will not be able submit after this date. After that time the instructor can grant an extension in the assignment grading screen. If you do not set a cutoff date, students will still be able to submit after the due date, but the submission will be marked late.

Availability

Military Time is used

Allow submissions from 11 August 2017 00:00 Enable

Due date 18 August 2017 00:00 Enable

Cut-off date 11 August 2017 11:30 Enable

Always show description

Submission types

Submission types File submissions Online text Online PoodLL

- Online PoodLL:* Audio, short video, or free form whiteboard drawings. See Faculty How-to guides>Assignments>Setting Up PoodLL audio, video & Whiteboard Assignments types for instructions on these assignment submission types.
- File submissions:* Select if you want students to upload a file (or files) for their submission, or to permit supplemental attachments to an online text assignment. Uploaded files can be downloaded, edited, and graded. Must be saved and uploaded to return to the students. If File submissions is selected: select the **Maximum number of uploaded files** you will permit. Select **Maximum submission size**. Most files can be limited to 5MB or less. For videos not created using PoodLL, students should post videos to YouTube and submit the links with the assignment.

Submission types File submissions Online text Online PoodLL

Maximum number of uploaded files 1

Maximum submission size Activity upload limit (20MB)

- Submission comments: If selected, students can leave comments on their own submission. This allows students to tell you which is the master file in the case of multiple file submissions, for example.
- Online text:* Select to allow students to type rich text directly into a text box in the submission area of the assignment. Student submissions can be easily graded (no Instructor edits/comments) and downloaded. Enable **Word limit** if you want to limit the word count of the online text submission.

Note: If you do not select any of these options, students will not be able to submit anything. They will see the Assignment name, description, dates, etc. It will also create a column in the gradebook.

Feedback types

11. *Feedback comments*: Selecting will create a column where you can enter feedback during viewing/grading the submissions.

 88.0 / 100.00	Monday, September 24, 2012, 3:03 PM	 Mobile Media and Advertising	Comments (0)	Monday, September 24, 2012, 3:18 PM	Nice work, I really enjoyed your paper. Your point about the use
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12. *Offline grading worksheet*: If selected, the instructor will be able to download a grading worksheet to fill out offline and then upload back to the assignment later.
13. *Feedback files*: Allows the instructor to upload files such as marked up student submissions or other documents when grading. Creates a feedback files column in the grading table.

Student View of assignment submission after both Feedback comments and Feedback files included

Feedback	
Grade	67.00 / 100.00
Graded on	Thursday, 14 June 2012, 1:29 PM
Graded by	Terri Teacher
Feedback comments	Great work Sam. Please refer to the attached Feedback File for detailed feedback on your work.
Feedback files	marking guide.docx Export to portfolio

14. *Feedback PoodLL*: Selecting will allow you to use the PoodLL voice, video recorder, or whiteboard to provide feedback to the student. For more information on this feature see Using PoodLL Audio, Video & Whiteboard Feedback in the faculty guides.

Submission settings

▼ Submission settings

Require students click submit button ?

Require that students accept the submission statement ?

Attempts reopened ?

Maximum attempts ?

15. *Require students to click submit button*: If **Yes**, students can upload draft versions until they click a Submit button to declare their submission as final. If **No**, students can make changes until assignment due date or until the instructor uses locks the submission in the assignment grading table.


16. *Require students accept submission statement*: If enabled, students click to accept the following before submitting:


* This assignment is my own work, except where I have acknowledged the use of the works of other people.


17. *Attempts reopened*: Default is "Never", however; an instructor can set this to "Manually" and reopen it themselves for the student to resubmit. If set to "automatically until pass" the student must then keep resubmitting until they get a passing grade. The Maximum attempts setting can limit the number of resubmissions even if a passing grade is not achieved.


Group Submission settings

▼ Group submission settings

Students submit in groups  Yes ▾

Require group to make submission  Yes ▾


Require all group members submit  No ▾


Grouping for student groups  None ▾


18. Students submit in groups: A **"Yes"** setting allows students to submit to the assignment as a group, like a group report. When grading, the instructor can assign a common grade and feedback to the entire group, or elect to give individual grades.
19. Require all group members submit: Only enabled if "Require students click submit button" was selected in Submission Settings. **Yes** requires all group members to click submit button for assignment to be recorded as submitted.
20. If you have more than one set/grouping of groups in your course, you will need to set the appropriate **Grouping for student groups** so the system knows what groups to use for this assignment. If you only have one set of groups, you do not need to set a grouping.

Notifications

▼ Notifications

Notify graders about submissions  No ▾

Notify graders about late submissions  No ▾

Default setting for "Notify students"  No ▾

21. Notify graders about submissions: If **"Yes"**, instructors will receive a message whenever a student submits to this assignment.
22. Notify graders about late submission: If **"Yes"** Instructors will receive a message whenever a student submits a late assignment.

Grade

Grade ⓘ Type

Scale

Maximum grade

Grading method ⓘ

Grade category ⓘ

Grade to pass ⓘ

Blind grading ⓘ

23. In the Grade section, set the point value in the **Maximum grade** box.
24. Grading method: If you want to create and grade by a rubric, change the grading method from **Simple direct grading** to **Rubric**. When you finish editing the settings and save, you will be redirected to the **Advanced** grading screen to create a rubric. [For directions on creating your rubric, see this guide.](#)
25. Grade category: If you have created categories in your gradebook, use the dropdown menu to select the appropriate category.
26. Grade to pass: If this setting is used, grades above the entered number will be green in the gradebook, while grades below will be red. Only instructors will see these colors.
27. Blind grading: If enabled, the grader will not see the names of students who have submitted their assignments. Instead, they will see randomly generated numbers. After grading, clicking on "reveal student identities" in Assignment settings will make their names visible.

Common Module Settings

Visible

ID number ⓘ

Group mode ⓘ

Grouping ⓘ

28. Visible: Show means students can see the assignment (whether or not they can submit depends on the dates set in the Availability section). Hide means the assignment is hidden from student view.
29. Group mode: If students are submitting in groups, you will need to change this from No Groups to Separate Groups.
30. Grouping: If you have more than one set/grouping of groups in your course, you will need to set the appropriate **Grouping**. If you only have one set of groups, you do not need to set a grouping.

Restrict Access

See the faculty help guide on Restrict Access for more information.

Activity Completion'

See the faculty help guide on Activity Completion for more information.