

ETUDES-NG ASSIGNMENTS TOOL

HOW TO CREATE ASSIGNMENTS

The assignments tool allows instructors to create, distribute, collect, and grade online assignments. When assignments are submitted by students they are not visible to others students only to the instructor. The assignment tool gives instructors the flexibility to choose multiple grading options such as letter grades, points, check marks, pass/fail, or ungraded assignments. Instructors can allow students to submit assignment drafts as well as to resubmit assignments. Once the instructor releases grades for an assignment, students can view instructor feedback and the grade they received.

Create a New Assignment

This is the default Assignment tool. As you can see no assignments have been created in this course shell.

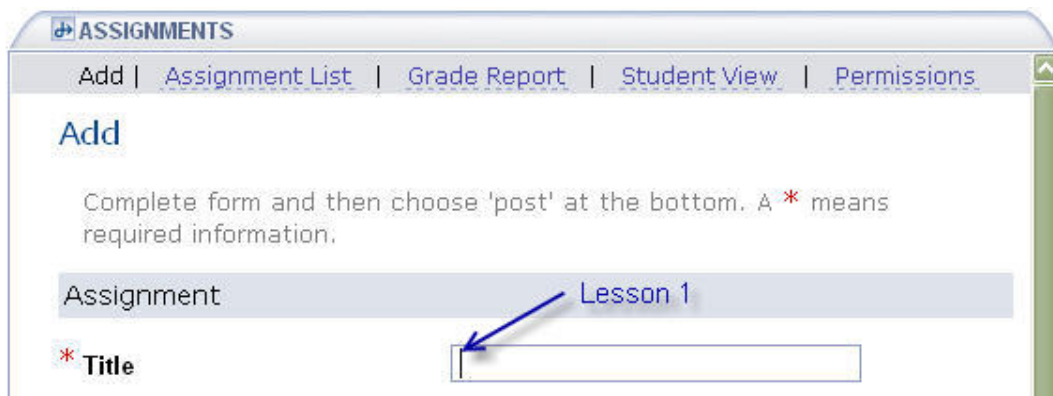


1. Access the Assignments Tool

On the navigation bar click on the link Assignments to get to the above screen, and then click the "Add" button.

2. Title your Assignment

Be specific and brief when giving titles to your assignments, exams, discussions, etc. Long titles will occupy too much space in the Grade book. For example, a short title for a written assignment could be "Lesson 1" or "Chapter 1"



3. Choose assignment Open date, Due date and Accept Until date, if you accept late submissions.

Assignment

* **Title**

* **Open Date** FEB 20 2006 at 12:00 AM

Students won't see this assignment until this open date.

* **Due Date** FEB 26 2006 at 11:45 PM

* **Accept Until** MAR 4 2006 at 11:45 PM

No assignments can be submitted after this close date.

“Open Date” The date you want the assignment to be available to students.

“Due Date” The assignment due date reflected on your syllabus.

“Accept Until” Use only if you accept late assignments.

4. Choose how you will allow student submissions

* **Student Submissions**

* **Grade Scale**

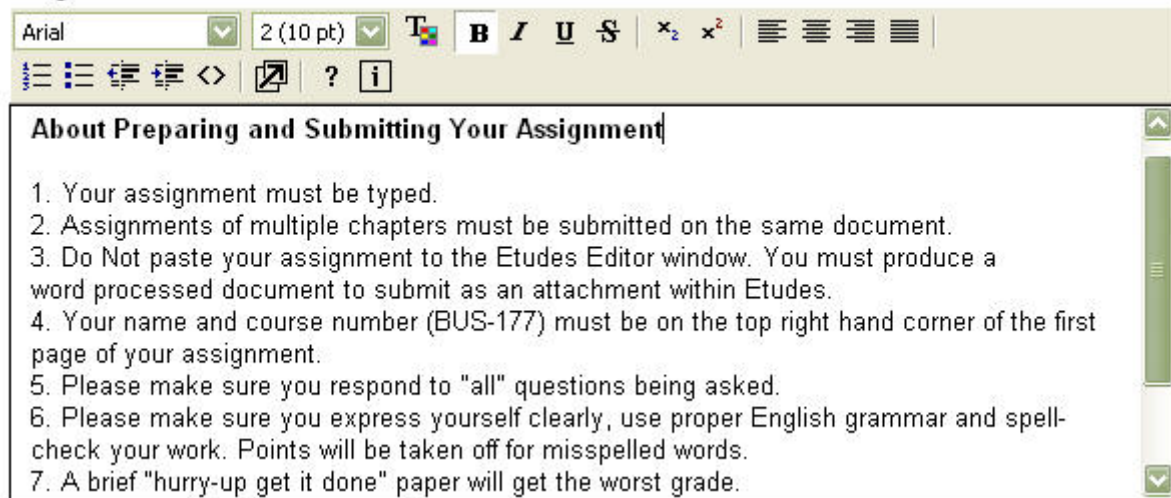
“Inline only” student types assignment right into editor window.
 “Attachment only” student must attach a file to submit assignment.
 “Inline and Attachments” student can do both of the above.

5. Choose Grade Scale

<p>* Grade Scale <input type="text" value="Ungraded"/></p> <p>Assignment Instructions</p> <p>Arial 1 (8 pt)</p>	<p>“Grade Scale” select the way you plan to grade student assignments.</p>
<p>* Grade Scale <input type="text" value="Points"/></p> <p><input type="text" value="25"/> For points, enter maximum possible</p>	

6. Let students know your expectations for preparing their assignments

Assignment Instructions



The screenshot shows the Etudes Editor interface. At the top is a toolbar with various formatting options like font face (Arial), size (2 (10 pt)), bold, italic, underline, strikethrough, subscript, and superscript. Below the toolbar is a text area containing the following instructions:

About Preparing and Submitting Your Assignment

1. Your assignment must be typed.
2. Assignments of multiple chapters must be submitted on the same document.
3. Do Not paste your assignment to the Etudes Editor window. You must produce a word processed document to submit as an attachment within Etudes.
4. Your name and course number (BUS-177) must be on the top right hand corner of the first page of your assignment.
5. Please make sure you respond to "all" questions being asked.
6. Please make sure you express yourself clearly, use proper English grammar and spell-check your work. Points will be taken off for misspelled words.
7. A brief "hurry-up get it done" paper will get the worst grade.

Add due date to schedule

Announce the open date

Add honor pledge

Attachments

No attachments yet

Add Attachments

Preview

Post

Save draft

Cancel

“Add due date to schedule” automatically adds assignment due date to the Etudes’ shell build-in schedule.

“Announce the open date: automatically send email to those students enrolled in the course.

“Add honor pledge” statement which student must choose Yes or No in order to proceed.

“I have neither given nor received aid on this assignment.

If you would like to add an attachment to the assignment. For example, a hand out to help the student complete an assignment.

“Post” when you have completed creating the assignment click “Post” to add the assignment to the assignment list.

“Preview” if you wish to see the assignment the way the student will see it.

“Save draft” if you wish to continue building this assignment at a later time.

“Cancel” should you decide not to proceed with the assignment ‘before’ you have posted it.

Great Job!
