

Best Practices for Using the Assignments Tool

Overview

- Post, manage, and grade assignments; automatically send grades to gradebook
- Generate reports from Turnitin.com plagiarism prevention tool.
 - **WARNING:** If you are planning to use the integration with Turnitin.com, please review the documentation on Turnitin.com in the next section.
- Create private notes for yourself to help you in grading consistency
- Deliver assignment-specific information and samples to students, TAs, or instructors

Adding New Assignments

In the Assignments tool, click **Add** to create a new assignment.

Setting	ATE Recommendations
Assignment dates	Set an “ Accept Until ” date for a few days after the “Due Date”. Late assignments will be marked as “Late” so that you can grade them accordingly. Once the Accept Until date has passed, no assignments can be submitted.
Student submissions	<ul style="list-style-type: none">• Use “Single File Upload only” if you want to use the integration with Turnitin.com. This option will not display if using anything other than “Attachments only.”• If you are not using Turnitin.com, use “Inline only” for small assignments where formatting is less important. Students will create these assignments using the Rich Text Editor.• When assignments are longer, or when formatting is especially important, use “Attachments only” or “Inline or attachments”.• If students are submitting longer papers using the inline option (either “Inline only” or “Inline or attachments”), suggest they first write in Word, then copy and paste the full text into the editor window.• If your course is part of a campus-based or hybrid course, use the non-electronic submission option to denote that students are not to hand in an assignment within iLearn.
Allow Resubmissions	 <p>The default (0 resubmissions) does NOT include the initial submission. In other words, setting an assignment for 2 resubmissions allows for a submission PLUS</p>

	two subsequent resubmissions. If you prefer, you can leave this at 0 and choose to “Allow resubmissions” while grading.
Grade scale	Choose “Points” if you plan to connect the assignment to your iLearn gradebook.
Turnitin.com	If you do not see this option, be sure you have selected “Attachments Only” under student submissions. Choose “Generate Originality Report” to receive a plagiarism report from Turnitin.com. You can also allow students to view their own reports.
Grading	You can choose to Add Assignment to Gradebook to avoid manually entering grades. A gradebook entry will be automatically created; grades will be sent to the gradebook as they are “released” in the assignments tool.
Submission notification	Use the email notification to be alerted when submissions are posted. If you have a small class and few concurrent assignments, set the tool to notify you on each submission. If you have a large class or multiple assignments due at the same time, choose the option to be sent one email daily with a summary of submissions.
Grade/Release notification	Choose this option to automatically alert students when you release saved grades on an assignment.
Additional Information (Supplemental Items)	Use Private Notes to leave yourself notes for grading. These notes will follow imported assignments from one semester to the next, helping you to ensure grading consistency. All purpose items can be sent to specified users (an individual, multiple selected users, or an entire role, such as students, TAs or Instructors) at a specified date and time.

Tips for Managing and Grading Assignments

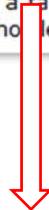
Tip #1: Use the global student view (**View As Student**) option to experience what your students will go through when they try to submit an assignment to you.

Tip #2: Use the “In/New” column of the *Assignment List* to quickly see if you have new submissions. “In” refers to all submissions for an assignment. “New” assignments are those you have not yet graded.

Tip #3: When grading inline submissions, you can place comments between double curly brackets ({{{comment}}}). The student will see these comments are red text. **WARNING:** If you delete part of a student submission, choose the “Cancel” option. Saving this work will permanently delete student work.

Below is the submission from a student. You can insert comments into this text by clicking in the box, then appear red to the student.

The following is a theory to be used for teaching problem-solving procedures in professional development settings ~~{{why is this the only setting wherein you could use this theory?}}~~. These procedures might be of varying size and complexity, and the professional development program might be a face-to-face or online environment. The method is not intended to teach concept knowledge or rote behaviors.



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Tip #4: Use Download all option to grade offline (for advanced users only).

Tip #5: After you have graded all assignments submitted before the Accept Until date, select a default grade to be applied to all students who did not submit the assignment.

Found 4 participant(s). Assign this grade to participants without a grade:

Please select default grade:

Grade: (max 100.0)

Tip #6: You must Release grades to students for them to have access to their grades and comments. To release grades as you grade each assignment, choose the "Release Feedback / Grade to Student".

To avoid student questions, you may want to grade and choose "Save and Don't Release to Student" for all student assignments. Then choose to Release Grades when grading is complete.