About the Assignments Tool

What is the Assignments Tool?

The Assignments tool is an e-solution that streamlines the submission process. It enables assignment submissions directly to the Learning Environment eliminating the need to mail, fax, or email assignments.

Why would you use the Assignments tool?

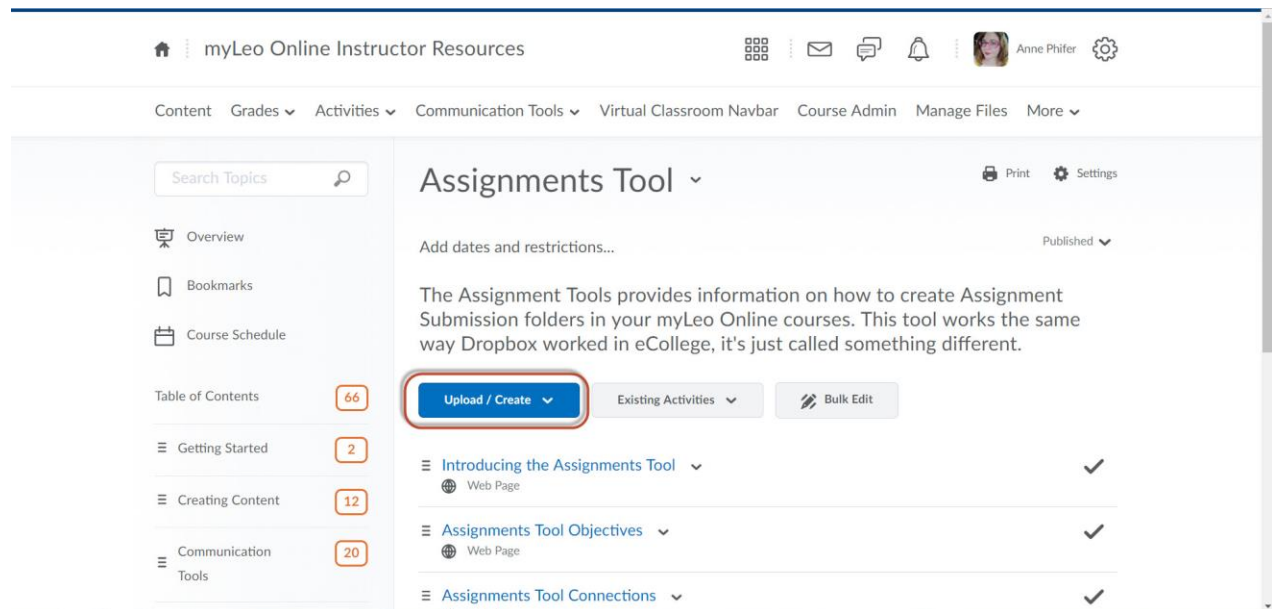**Use the Assignments Tool in your course to:**

1. Set up folders for assignment submission
2. Restrict access by date, time, group membership and/or special access permissions
3. See individual or group users' submission time & date
4. Download assignments to your computer
5. View submissions with the document viewer on the 'Leave Feedback' page
6. Associate Assignment folders to rubrics and competencies
7. Evaluate non-submissions and system-external submissions
8. Return submissions with grades and feedback

Create an Assignments submission folder to collect learner submissions, and associate it with the gradebook.
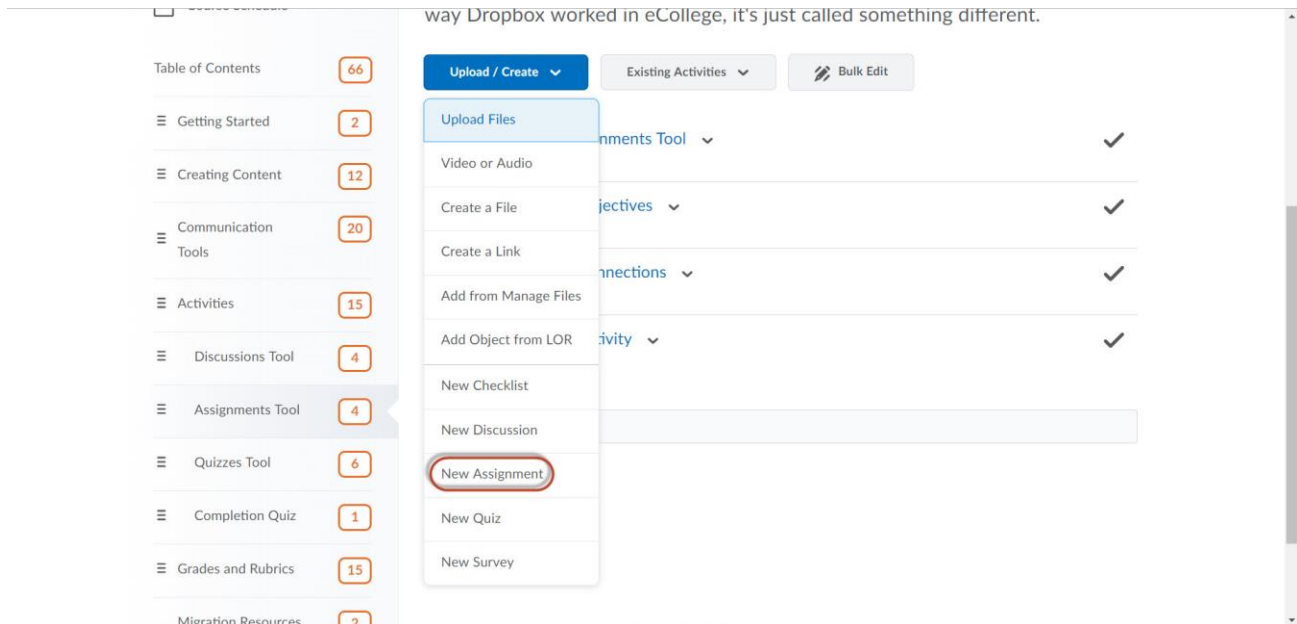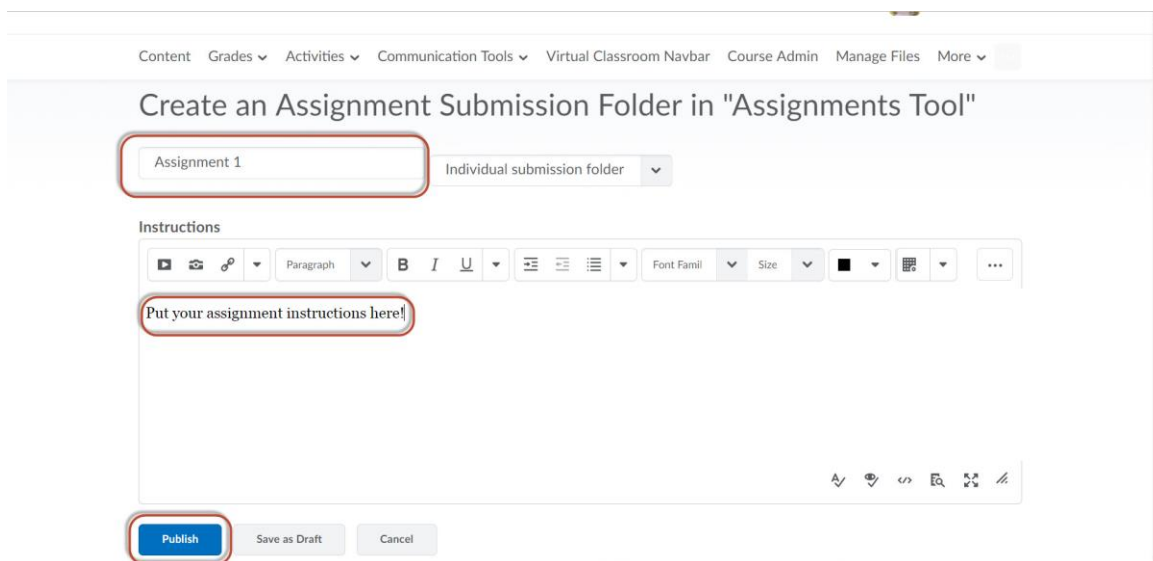
1. Navigate to Content on the Navbar.
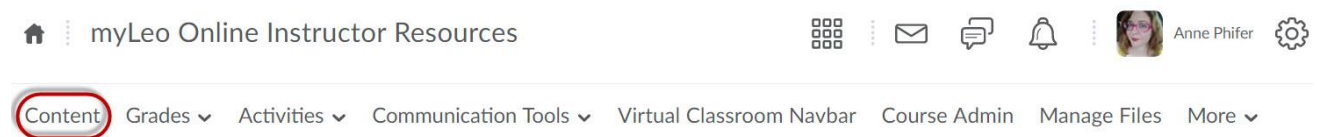
2. Navigate to the appropriate module and/or sub-module where you'd like your assignment to be found by students. Click the "Upload/Create" button.


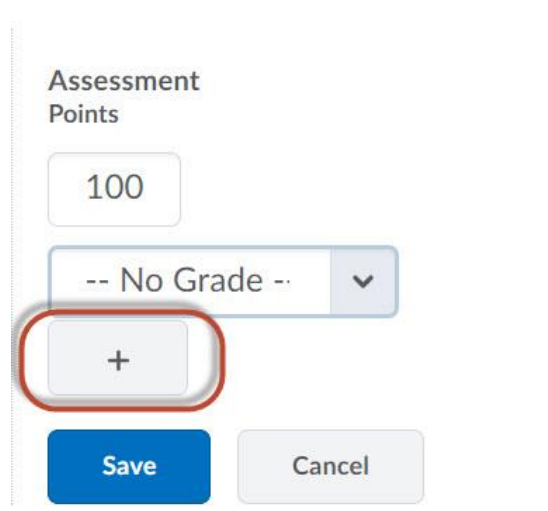# 3. Select "New Assignment" from the drop down menu.

way Dropbox worked in eCollege, it's just called something different.

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Upload / Create ⌄   Existing Activities ⌄   ✎ Bulk Edit

Upload Files

Video or Audio

Create a File

Create a Link

Add from Manage Files

Add Object from LOR

New Checklist

New Discussion

New Assignment

New Quiz

New Survey

nments Tool ⌄ ✓

jectives ⌄ ✓

nnections ⌄ ✓

tivity ⌄ ✓

4. Enter assignment details such as name, whether it is an individual or group assignment folder, and instructions. Then hit Publish.

Content   Grades ⌄   Activities ⌄   Communication Tools ⌄   Virtual Classroom Navbar   Course Admin   Manage Files   More ⌄

Create an Assignment Submission Folder in "Assignments Tool"

Assignment 1   Individual submission folder ⌄

Instructions

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Put your assignment instructions here!

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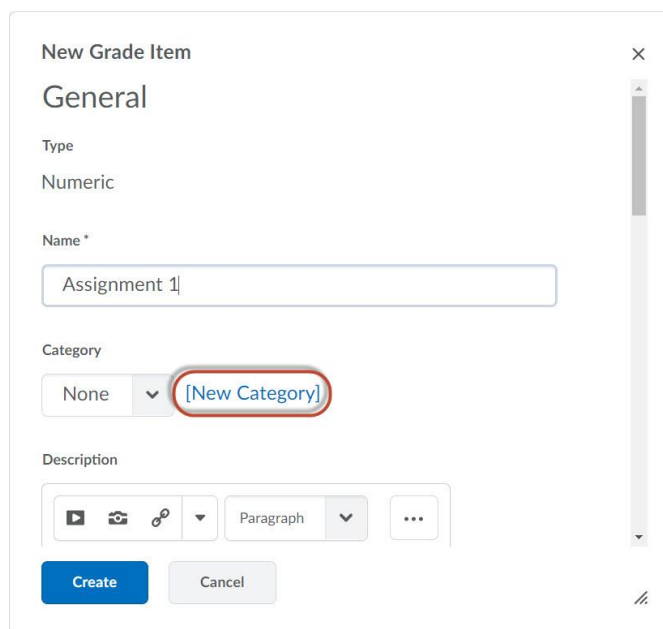**Publish**   Save as Draft   Cancel

5. Once your assignment is published, navigate to the assessment block and click on the words "Add a grade item..."
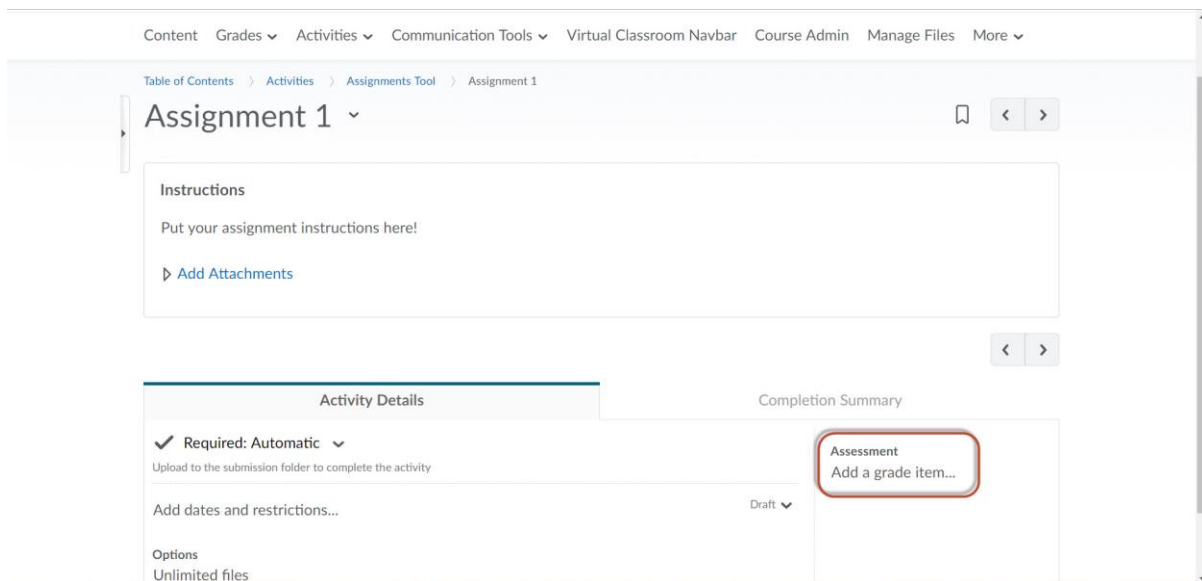
6. In the assessment block, enter points and then hit the large plus sign button to associate your submission folder with the gradebook.

7. In the New Grade Item screen, give your assignment a name and then navigate to the Category section. If you already have Categories in your gradebook, select one from the drop down menu. If you don't, or if you need to create a new Category, select the words [New Category].

New Grade Item   ✕
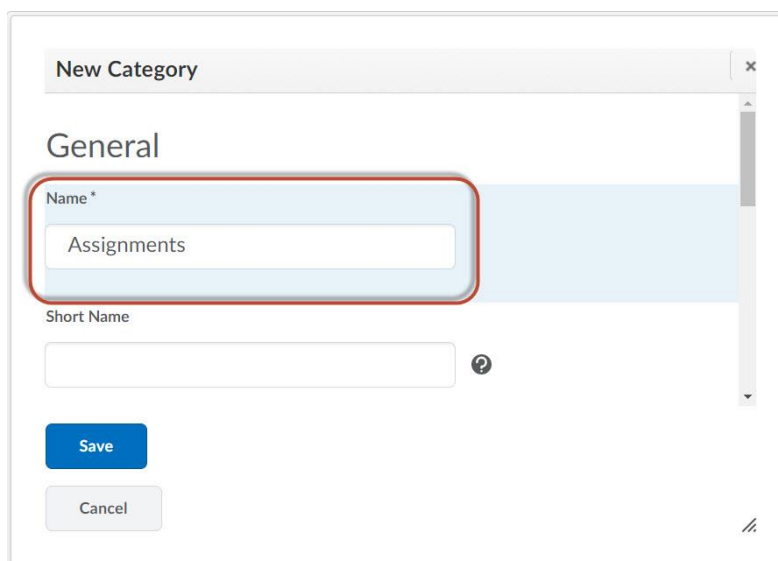
General

Type

Numeric

Name *

Assignment 1

Category

None ⌄   [New Category]

Description

▶ 📷 🔗 ⌄   Paragraph ⌄   ⋯

[Create] [Cancel]

8. If you need to create a new Category, give your category a name. In this screen you can also scroll down to select how many points each item in this category should have. When you are finished, press "Save".
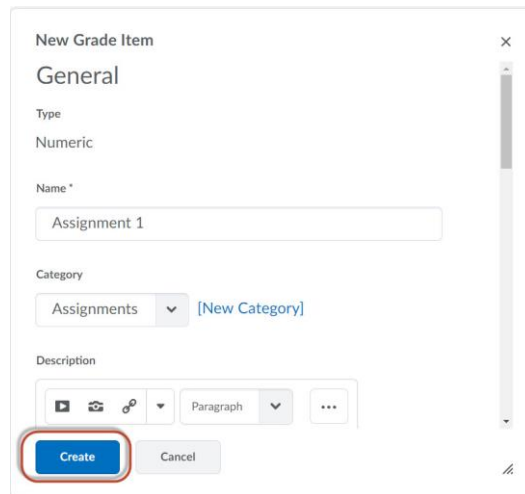
New Category   ✕

General

Name *

Assignments

Short Name

❓

[Save]

[Cancel]

9. Input your points and then hit "Create".

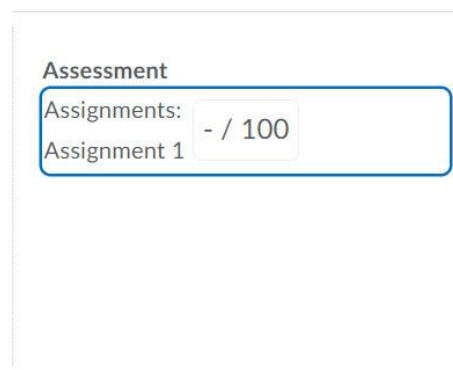**10. Now you will see that your assessment block is filled in completely with points and a grade item. Hit "Save".**

11. Now you should see an assignment Category (if applicable) and a Grade Item name listed in your assessment block. This means your submission folder is associated with the gradebook!