

UNIT TOPIC: Assignments

Introduction

Use the Assignments tool to track and evaluate all assignments in the DC Connect. From assignments that require a file or text submission to assignments that are performed outside of the Learning Environment, track everything in one place.

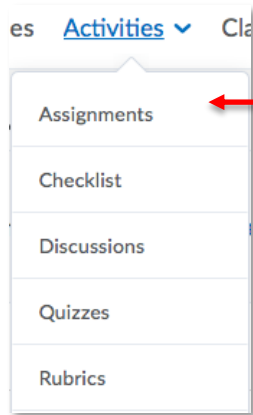
Assignments can be associated with grades and rubrics. You can restrict access to assignments by date and time, group membership, and special access permissions.

Content

This document covers the following topics:

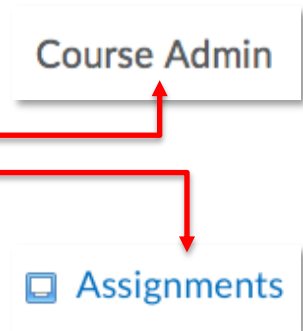
- How to Access the Assignments Tool
- Managing your Assignments
 - Creating an Assignment
 - Setting the Availability Dates for an Assignment
 - Setting Release Conditions for an Assignment
 - Adding Special Access Permissions
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 - Bulk Downloading Submitted Assignment Files
 - Bulk Uploading of Annotated Submission Files to Assignments

How to Access the Assignments Tool



Select the **Assignments** item from the available navigation options of the Navbar.

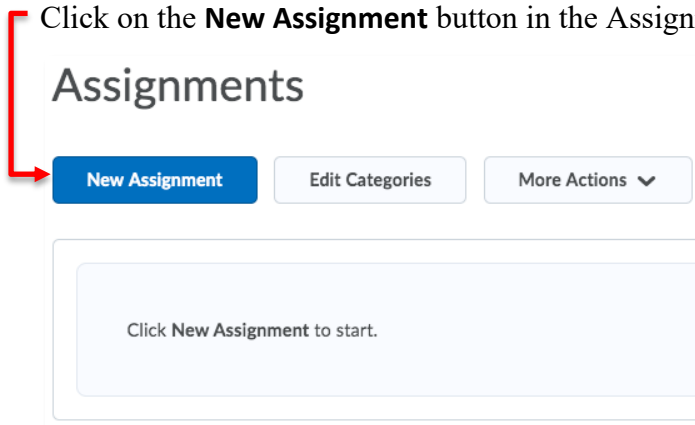
If you have difficulty finding the item, click on the **Course Admin** link and then the **Assignments** link found in the Course Administration options.



Managing your Assignments

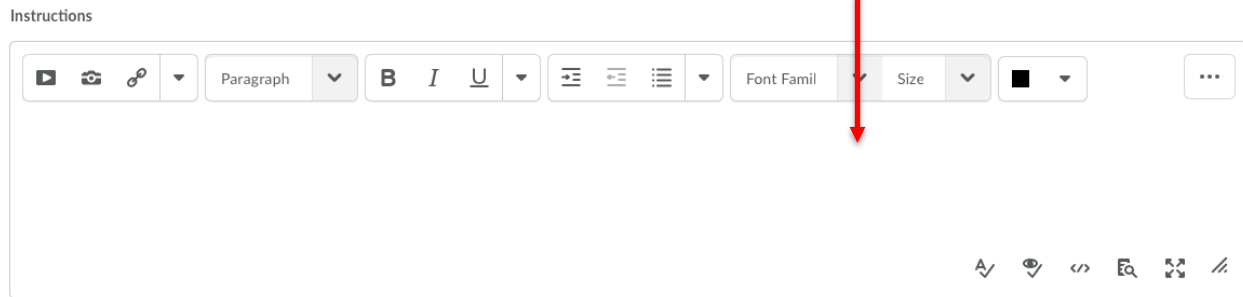
Creating an Assignment

Click on the **New Assignment** button in the Assignments tool to create a New Assignment.

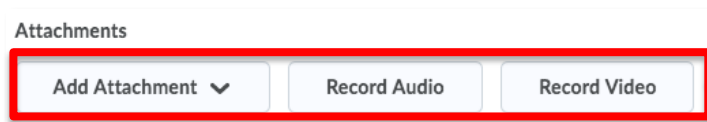


Enter a **Name**.

Add any instructions about submitting the assignment in the **Instructions** text box.



Further explanation of the HTML Editor shown above can be found in the **HTML Editor** handout available on the CAFE website.



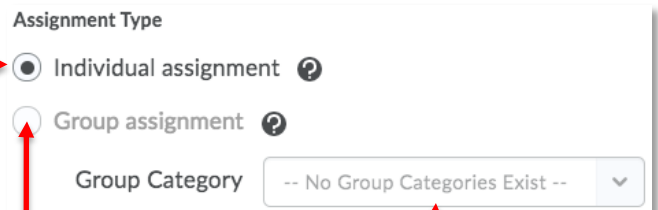
Click on **Add Attachment**, **Record Audio**, or **Record Video** to provide additional instruction files, graphic organizers, or extra information that you want to make available to users.

NOTE: The audio and video recording features use an Internet plugin that is not considered AODA compliant. Some of your students may not be able to view your feedback if these features are used.

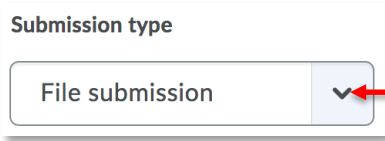
If students are to complete work individually, select the **Individual assignment** option.

If students are submitting work as part of a group, select the **Group assignment** option and the appropriate **Group Category** from the pull-down menu.

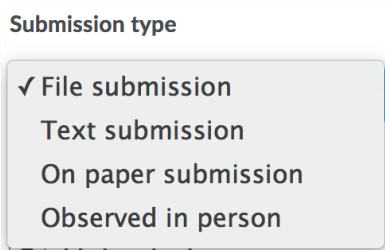
Any group member can submit and view files in their group Assignments.



NOTE: The **Group assignment** option will not be available unless you have created groups using the **Groups** tool. Further explanation of the Groups tool can be found in the **Groups** handout available on the CAFE website.



Click on the **Submission type** pull-down menu to identify the nature of the assignment.



Four submission types are available to professors when creating assignments to allow evaluation of many different tasks.

File submission: students upload and submit a file to the assignment.

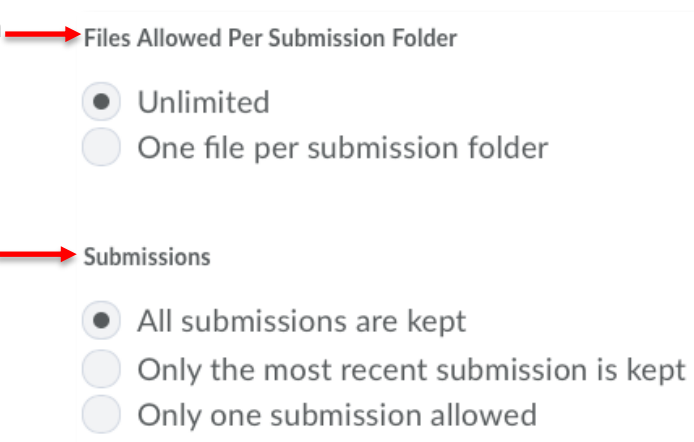
Text submission: students post text, image, or a link to their work in a text box within the assignment.

On paper submission: students submit a physical copy of their assignment directly to their professor. No file upload is required to complete the assignment.

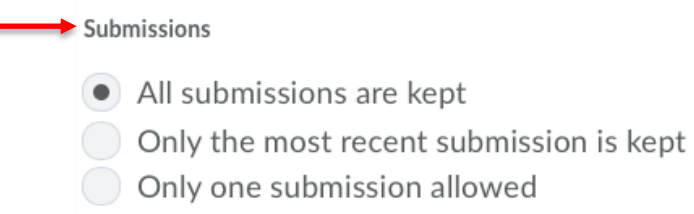
Observed in person: allows professors to observe students as they perform tasks, such as in-class presentations, and evaluate them using Assignments. No file upload is required to complete the assignment.

When the **File submission** option is selected, professors will see options for managing the submitted files.

Use the **Files Allowed Per Submission Folder...**



...and **Submissions** options to set how submitted documents will be managed.

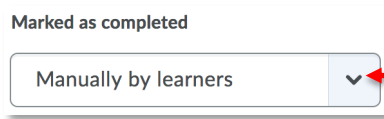


You will see the same **Submissions** options if you use the **Text submission** Submission type.

On paper submissions and Observed in person assignments include alternative completion options as no submissions are made by students in DC Connect.

Marked as completed

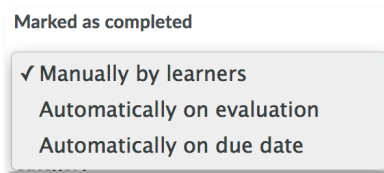
Manually by learners



Click on the **Marked as completed** pull-down menu to select the desired option.

Marked as completed

- ✓ Manually by learners
- Automatically on evaluation
- Automatically on due date

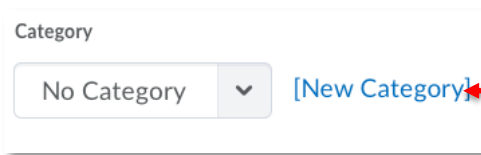


These submission types can be marked as completed **Manually by learners, Automatically on evaluation, or Automatically on due date.**

Category

No Category

[New Category]



Although it is not necessary, you may assign an Assignment to a **Category**. Click the **New Category** link to create a new category. These Categories are for organizational purposes and have no other affect.

Input what the Assignment will be scored out of. It is recommended that the and any associated grade item use the same **Maximum Points** score.

Evaluation and Feedback

Maximum Points

Grade Item

None

[New Grade Item]

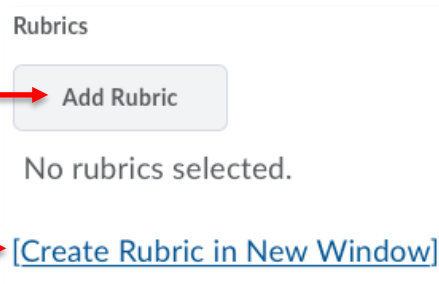
Associate the folder with a **Grade Item** if you want the assignment to be tied to an item in your grades.

Click the **New Grade Item** link to create a new grade item for the assignment.

Click the **Add Rubric** button to associate the assignment with a rubric you have created using the Rubrics tool of DC Connect.

Click the **Create Rubric in New Window** link to create a new rubric for this assignment.

Further explanation of the **Rubrics** tool can be found in the **Rubrics** handout available on the CAFE website.



Click one of the **Save** buttons to complete the process of creating the Assignment Submission Folder.



Setting the Availability Dates for an Assignment

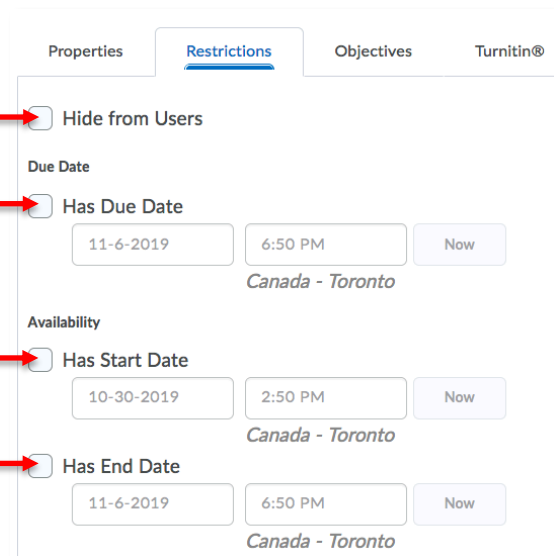
To control when students can submit files to a submission folder, you must set **Start**, **Due**, and **End** dates. These settings can be found on the **Restrictions** tab of an Assignment.

It is possible to hide the folder until you wish to display it for students.

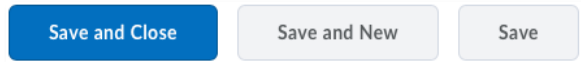
Set the **Has Due Date** if you want to communicate to students when the assignment is due.

Set the **Has Start Date** option if you do not want users to access the assignment before a specific date.

Set the **Has End Date** option to close the assignment on a specific date, preventing students from accessing the folder.



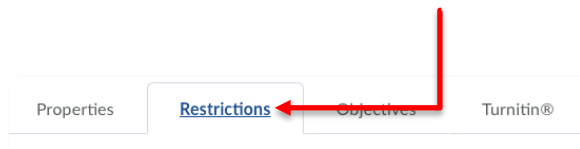
Click one of the save options when your availability dates are set.



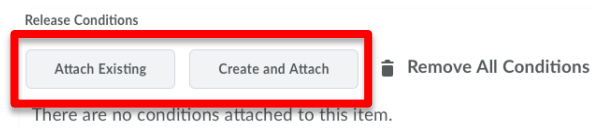
NOTE: Setting either the **Has Due Date** or **Has End Date** option automatically displays that date information in the Calendar tool.

Setting Release Conditions for an Assignment

Release conditions allow you to associate an Assignment with other items in the learning environment. For example, you can require that users meet some criteria, such as accessing a set of lecture notes in the Content tool, before they can submit a file to the Assignments. You can set **Release Conditions** on the **Restrictions** tab of an Assignment.



Under the **Release Conditions** title, click either **Attach Existing** or **Create and Attach**.

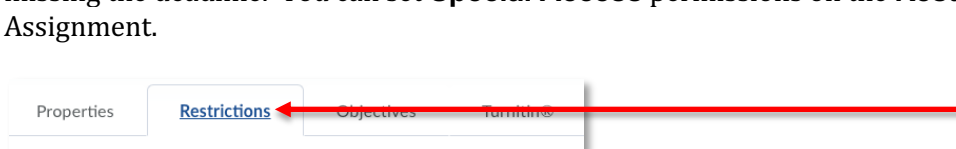


After setting the desired criteria for the release conditions, choose whether access to the assignment is dependent on meeting all or any of your release conditions. Be sure to click one of the save options when your release conditions are set.

For further explanation of **Release Conditions**, please contact CAFE staff in SW101 of the Gordon Willey building.

Adding Special Access Permissions

Special access permissions allow you to set different availability dates and times for specific students. For example, you could extend the deadline for students who have a legitimate excuse for missing the deadline. You can set **Special Access** permissions on the **Restrictions** tab of an Assignment.



Select either **Allow users with special access to submit outside the normal availability dates for this folder**

or

Allow only users with special access to see this folder.

Click the **Add Users to Special Access** button.

Special Access

Allow users with special access to submit outside the normal availability dates for this folder

Allow only users with special access to see this folder

Add Users to Special Access

Set the appropriate **Due, Start, or End Date** for the special access users.

Special Access - Assignment 2

Properties

Due Date

Has Due Date

11-6-2019 7:53 PM Now

Canada - Toronto

Availability

Has Start Date

10-30-2019 3:53 PM Now

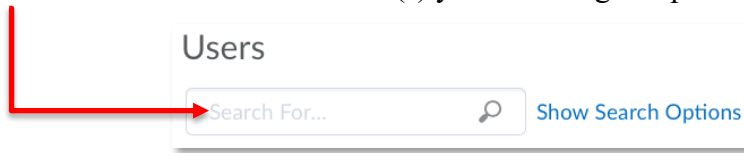
Canada - Toronto

Has End Date


11-6-2019 7:53 PM Now

Canada - Toronto

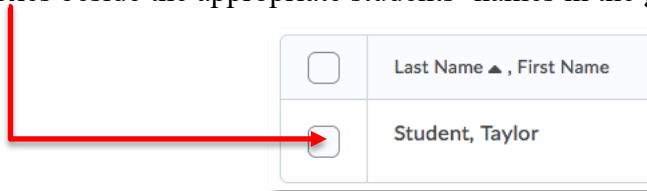
Use the **Search For** field to locate the user(s) you want to give special access to.



Users

Search For...  Show Search Options

Select the boxes beside the appropriate students' names in the grid.



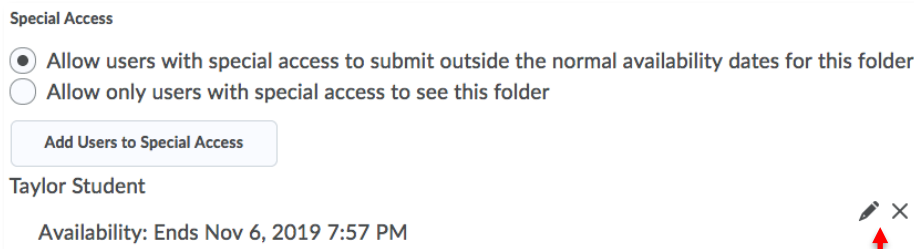
<input type="checkbox"/>	Last Name ▲ , First Name
<input type="checkbox"/>	Student, Taylor

Click the **Save** button.

Then click one of the save options to affix the special access permissions to the assignment.



Save and Close Save and New Save





Special Access

Allow users with special access to submit outside the normal availability dates for this folder

Allow only users with special access to see this folder

Add Users to Special Access

Taylor Student

Availability: Ends Nov 6, 2019 7:57 PM  

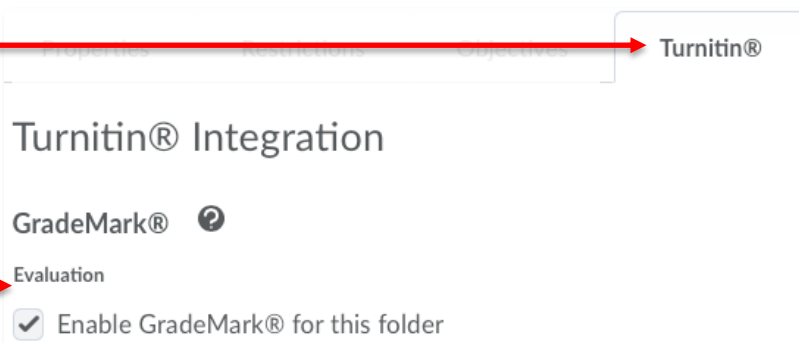
NOTE: Once you have added special access permissions for users, and they are listed in the **Special Access** section, you can edit or delete users' special access by clicking the pencil (**Edit**) or X (**Remove**) icons beside their names.

OriginalityCheck®: Enabling Turnitin.com

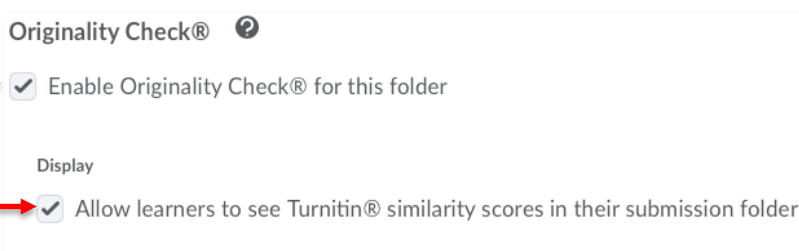
Turnitin.com allows faculty to compare electronically submitted student work with a database of previously submitted student papers, millions of pages from journals, books and newspapers, and billions of pages from the Internet. Turnitin.com is currently the most used plagiarism detection software for higher education and allows faculty an additional tool to ensure academic integrity.

To enable Turnitin, access the **Turnitin®** tab when creating or editing an Assignment.

Next, click the **Enable GradeMark® for this folder** option.

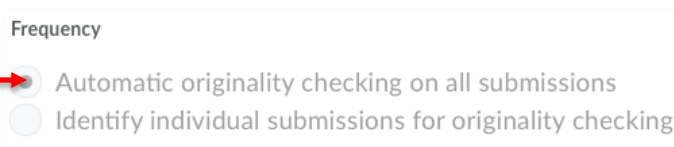


You will now be able to click the **Enable Originality Check® for this folder** option.



NOTE: It is recommended good practice to allow students to see the reports Turnitin.com generates. Click the **Allow learners to see Turnitin® similarity scores in their submission folder** Display option to do so.

Select the **Automatic originality checking on all submissions** button to have all assignment submissions checked.



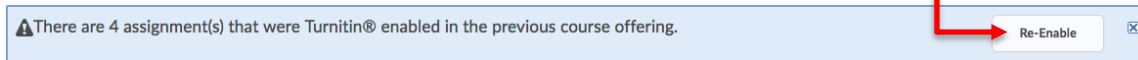
Click the **Save and Close** button.

NOTE: Enabling Turnitin constrains the size and types of files that can be submitted to the assignment. Please review the following Turnitin.com help page for details:
<https://help.turnitin.com/feedback-studio/d21/student/submitting-a-paper/file-types-and-size.htm>

For further explanation of Turnitin.com or its use, please contact CAFE staff in SW101 of the Gordon Willey building.

Re-Enabling Turnitin.com for Assignments Copied from Previous Semesters

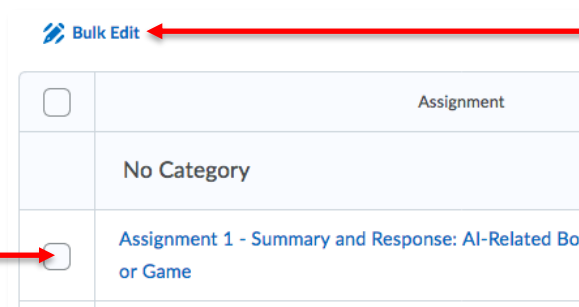
If you have copied assignments from a previous semester that used the Turnitin.com integration, you will see a prompt at the top of the Assignments page. Click the **Re-Enable** button to enable in the new course shell.



A confirmation window will appear, click the **Yes** button.

The Start, Due, and End dates for your assignments will be incorrect after copying the content and assignments from a previous semester's course. This date information is used by Turnitin.com and must be updated.

Use the checkboxes to select the assignments that need to be updated.



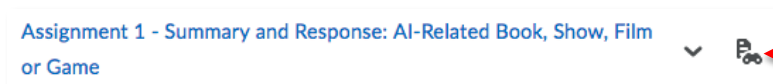
Then, click the **Bulk Edit** link.

Change the **Start**, **Due**, and **End** dates to the appropriate date for the current semester.

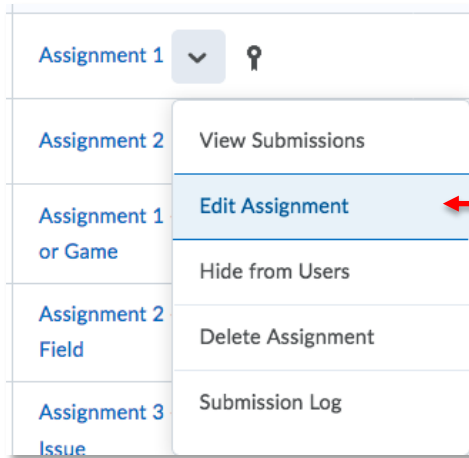
#	Assignment & Category	Availability	Due Date
1	Assignment 1 - Summary and Response: AI-Related Book, Show, Film or Game No Category	<input type="checkbox"/> Has Start Date 10-31-2019 10:19 AM Now Canada - Toronto <input checked="" type="checkbox"/> Has End Date 10-4-2017 11:59 PM Now Canada - Toronto	<input checked="" type="checkbox"/> Has Due Date 10-1-2017 11:59 PM Now Canada - Toronto

Ensure these dates are correct (as they are sent to Turnitin.com as the Start and End dates) then click the **Save** button.

Lastly, refresh the Assignments page (this might take one or two refreshes) to confirm the Turnitin icon appears beside the appropriate assignments.



Editing an Assignment

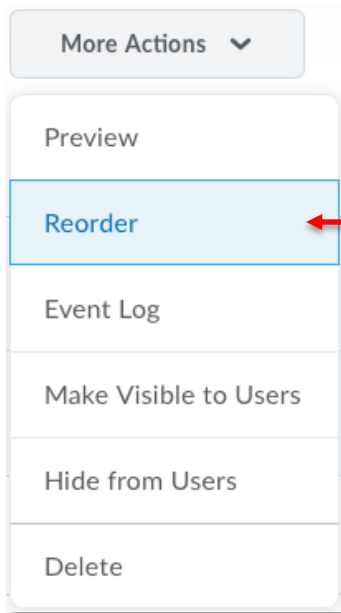


On the Assignments page, click the action menu of the assignment you want to edit and select the **Edit Assignment** option.

Update the **Properties** and **Restrictions** tabs as desired.

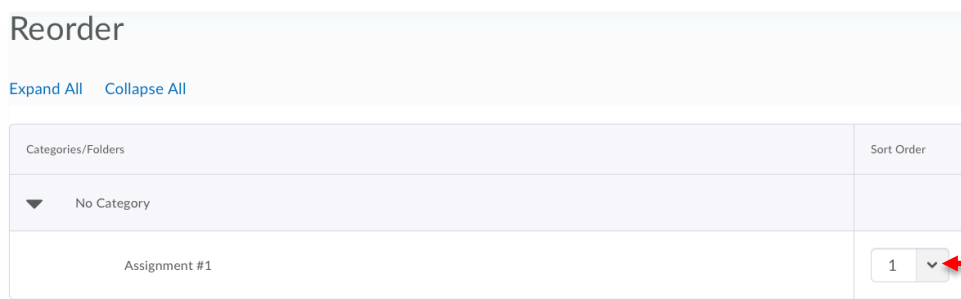
Click **Save**.

Reordering the Assignments



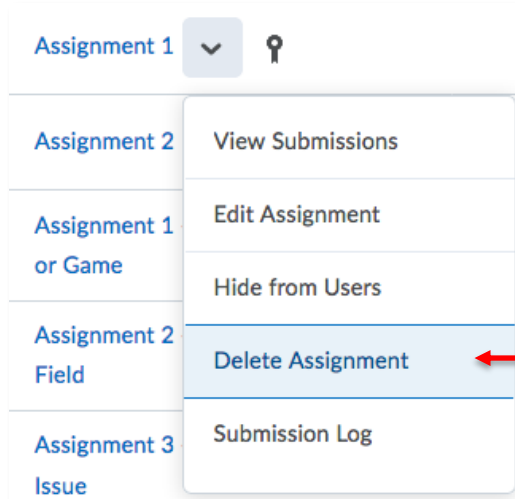
On the Assignment Submission Folders page, click the **More Actions** pull-down menu and select the **Reorder** option.

Select the new position for a folder or category using the **Sort Order** pull-down menu beside its name. The positions of other folders or categories adjust accordingly.



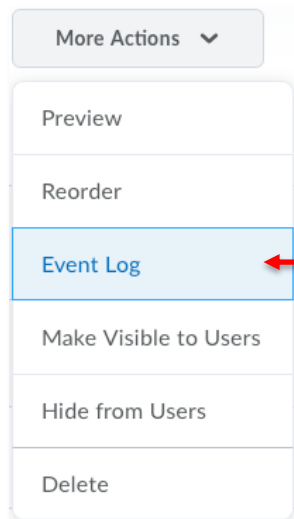
Click **Save**.

Deleting an Assignment



On the Assignments page, click the action menu of the assignment you want to delete and select the **Delete Assignment** option.

Restoring a Deleted Assignment

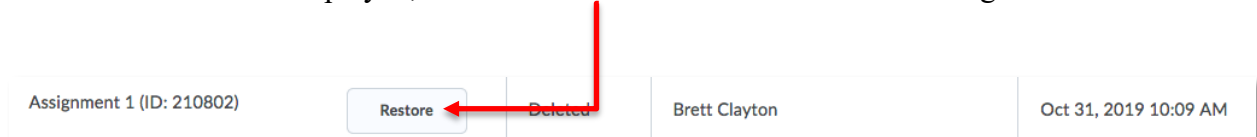


NOTE: This process is *not* 100% reliable. It is best to be cautious *before* deleting an assignment. There is no guarantee that this process, or CAFE staff, can restore a deleted assignment.

It is *possible* to restore or “undelete” an assignment that has been deleted. This is particularly helpful if you have accidentally deleted one that contains file submissions.

On the **Assignments** page, click on the **More Actions** pull-down menu and select the **Event Log** option.

From the list of items displayed, click the **Restore** button of the deleted assignment.

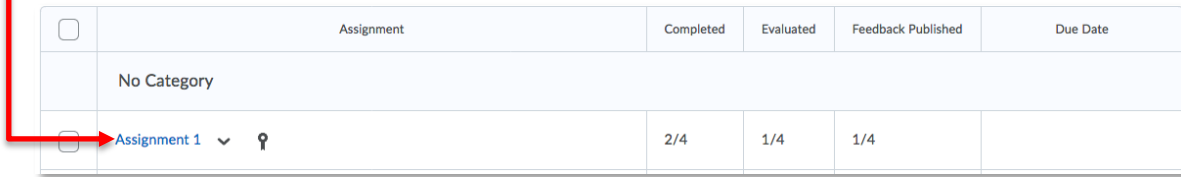


Return to the **Assignments** page to confirm that the assignment is once again available.

Managing Assignment Submissions

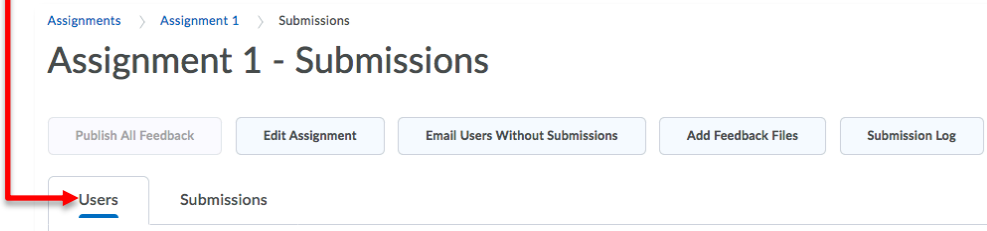
Viewing Assignment Submissions (File and Text Submissions)

To view submitted assignments, access the **Assignments** tool and click directly on the name of the assignment you want to view submissions for.



<input type="checkbox"/>	Assignment	Completed	Evaluated	Feedback Published	Due Date
	No Category				
<input type="checkbox"/>	Assignment 1 ▼ 🔑	2/4	1/4	1/4	

Select the **Users** tab or **Submissions** tab to view and search submissions by user or submission.



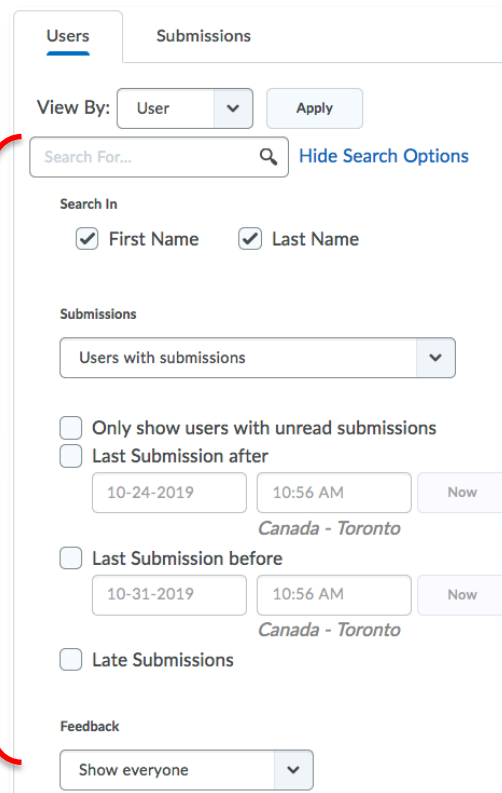
Assignments > Assignment 1 > Submissions

Assignment 1 - Submissions

[Publish All Feedback](#) [Edit Assignment](#) [Email Users Without Submissions](#) [Add Feedback Files](#) [Submission Log](#)

Users Submissions

Searching by **User** enables you to search by first name, last name, submissions, and feedback.



Users Submissions

View By: User ▼ [Apply](#)

Search For... 🔍 [Hide Search Options](#)

Search In

First Name Last Name

Submissions

Users with submissions ▼

Only show users with unread submissions

Last Submission after

10-24-2019 10:56 AM Now

Canada - Toronto

Last Submission before

10-31-2019 10:56 AM Now

Canada - Toronto

Late Submissions

Feedback

Show everyone ▼

Searching by **Submission** enables you to search by file name, score, submission date, read status, and flag status.

The screenshot shows the 'Submissions' search interface. At the top, there is a 'Search For...' field with a magnifying glass icon and a 'Hide Search Options' link. Below this is the 'Search In' section with two checked checkboxes: 'File Name' and 'Score'. The 'Submission Date' section has two options: 'Submissions after' and 'Submissions before'. Each option has a date input field (10-24-2019 and 10-31-2019 respectively), a time input field (2:14 PM), and a 'Now' button. The location is set to 'Canada - Toronto'. There is also a 'Late Submissions' checkbox. The 'Read Status' section has a dropdown menu set to 'Show all submissions'. The 'Flag Status' section also has a dropdown menu set to 'Show all submissions'. A red bracket on the left side of the interface encompasses the 'Search In', 'Submission Date', and 'Read Status' sections.

Enter search criteria in the **Search For** field to narrow the list of submissions.

Grading and Leaving Feedback on Submitted Assignments

To grade and leave feedback for a student or group, open the appropriate assignment and click the **Evaluate** link in the appropriate row.

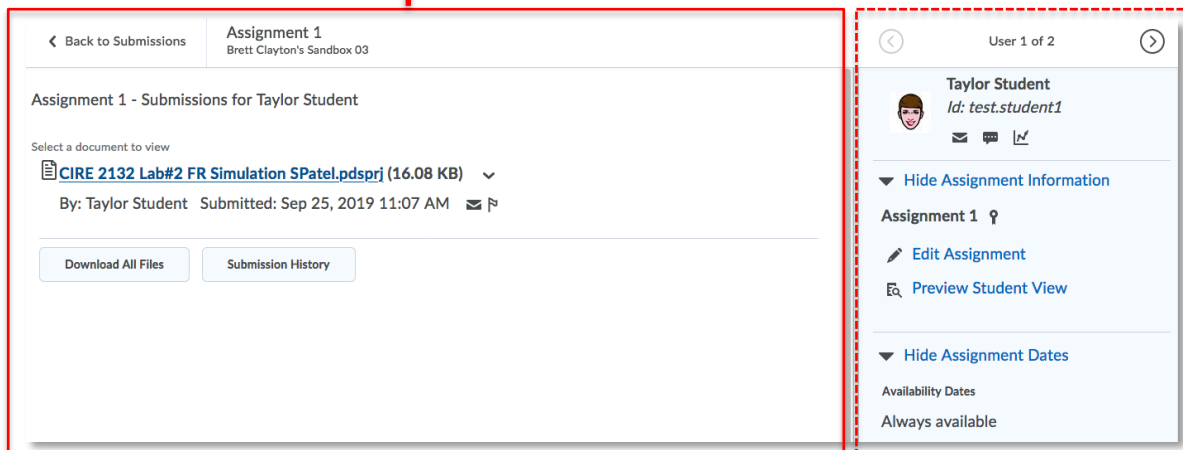
The screenshot shows a table with submission details. At the top, there is a toolbar with icons for 'Download', 'Email', 'Mark as Read', 'Mark as Unread', 'Delete', and 'Publish Feedback'. The table has columns for 'Last Name', 'First Name', 'Submission Date', and 'Delete'. The first row shows 'Student1, Test' with an 'Evaluate' link in the 'Delete' column. The second row shows a document titled 'Instructions_4creating_testbank.docx (79.75 KB)' with a submission date of 'Apr 2, 2018 4:10 PM' and a 'Delete' icon. A red arrow points to the 'Evaluate' link in the first row.

<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	Student1, Test		Evaluate
<input type="checkbox"/>	Instructions_4creating_testbank.docx (79.75 KB)	Apr 2, 2018 4:10 PM	

The **Evaluate Submission** page will open.

The page is divided into two main sections.

The left side of the screen is the **Submissions Panel**

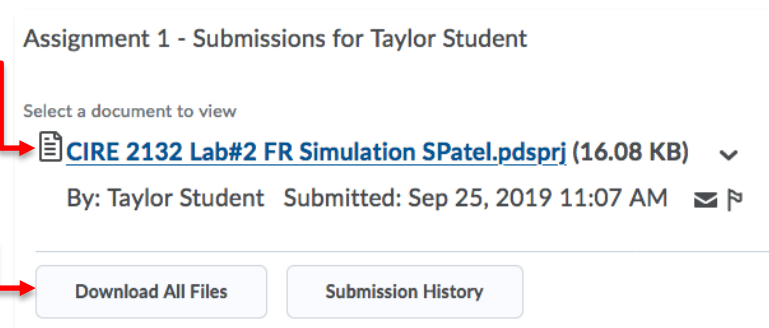


The right side of the screen is the **Evaluation Panel.**

If you have set the Assignment type to File submission, you can click on the file name to preview the submitted file.

OR

Download submissions to work with offline.



NOTE: The following file formats are compatible with document viewer:

- Web (HTM, HTML, MHT, MHTML)
- Text (RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD)
- Image (JPG, JPEG, PNG, GIF, BMP, TIF, TIFF)
- Media (SWF, MPG, MPEG, RM, MP3, MP4, M4V, M4A, AVI, WAV, RAM, ASF, MOV, RA)

If you have set the Assignment type to Text submission, the submitted text will display in the Submissions Panel.

Taylor Student
 Id: test.student1

✉ 🗨️ 📈

▼ Hide Assignment Information

Assignment 1 🔑

✎ Edit Assignment

🔍 Preview Student View

▼ Hide Assignment Dates

Availability Dates

Always available

From the **Evaluation Panel** you can mark and provide comments on folder submissions.

NOTE: You may also email, view profile, and view the progress of a student being evaluated using the icons under the student's name.

Be sure to scroll when your cursor is over the evaluation panel to see all available options.

If you assigned a grade item to the assignment, enter the achieved mark in the **Score** field.

Evaluation and Feedback

Rubrics

No Rubric Selected.

[Associate Rubric]

[Create Rubric]

Score

/ 10

Grade Item: Assignment 1 📊

Student View Preview

- / 10 ▼

Feedback

🎥 📷 📎 ▼ ⋮

🔍 🗨️ 📎 📄 📷 📹

Add a File Record Audio Record Video

Provide comments and suggestions in the **Feedback** field.

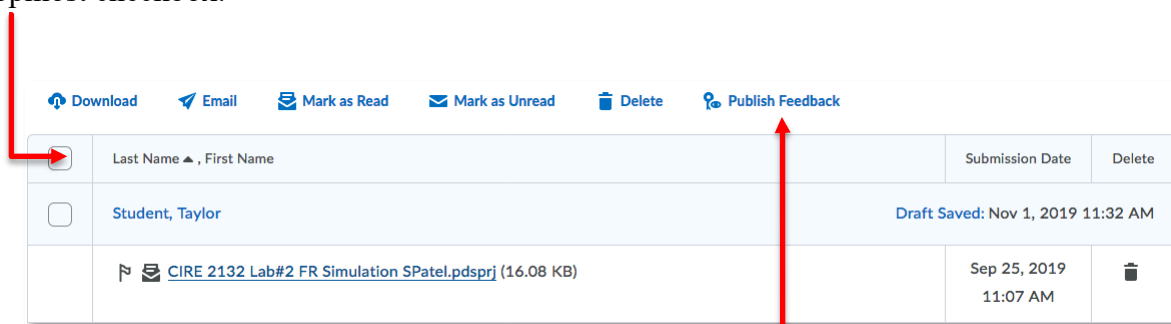
You can **Add a File** or **Record Audio** or **Video** as feedback. Feedback given as an annotated file also appears in your list of added files.

Click the **Publish** button if you want the student/group being evaluated to instantly receive their grade and feedback.



Click the **Save Draft** button if you want the evaluation and feedback to be withheld and published at a later date.

If you have used the **Save Draft** option when grading student submissions, you must publish the feedback and grades for them to be viewable by students. To publish student feedback and grades, open the appropriate submission folder and click the **Users** tab. Then click the checkboxes of the students you wish to receive the feedback. To select the whole class, click the topmost checkbox.



Click the **Publish Feedback** link.

NOTE: Make sure the **per page** option is set appropriately so all your students are selected when doing a bulk publish.

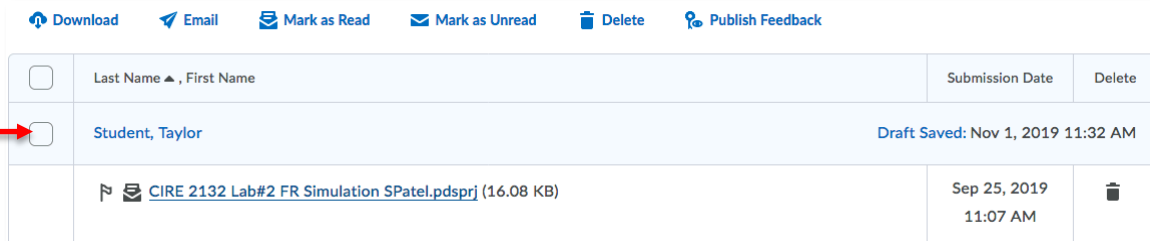
The feedback and grades will now be released to your students.

NOTE: You may Email selected students using the **Email** icon at the top of the student list. Further explanation of the **Email** tool can be found in the **Email** handout available on the CAFE website.

Bulk Downloading Submitted Assignment Files

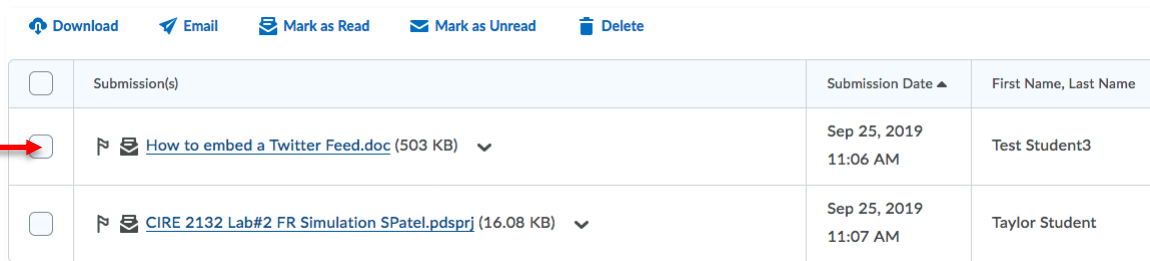
You can bulk download the files submitted to an Assignment Submission Folder from either the **Users** tab, or the **Files** tab.

On the **Users** tab, use the checkboxes to select the users or groups you want to download assignments for...



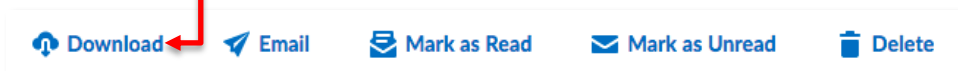
<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	Student, Taylor	Draft Saved: Nov 1, 2019 11:32 AM	
<input type="checkbox"/>	CIRE 2132 Lab#2 FR Simulation SPatel.pdsprj (16.08 KB)	Sep 25, 2019 11:07 AM	

...or on the **Submissions** tab, select the files you want to download.



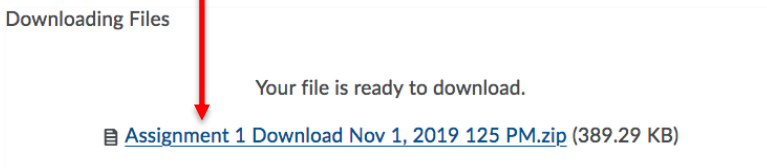
<input type="checkbox"/>	Submission(s)	Submission Date ▲	First Name, Last Name
<input type="checkbox"/>	How to embed a Twitter Feed.doc (503 KB) ▾	Sep 25, 2019 11:06 AM	Test Student3
<input type="checkbox"/>	CIRE 2132 Lab#2 FR Simulation SPatel.pdsprj (16.08 KB) ▾	Sep 25, 2019 11:07 AM	Taylor Student

Click the **Download** link at the top of the list,,,



...

and then the name of the .ZIP file that is created.



If prompted, use your browser's save dialog to **Save** the file to the appropriate location. Extract/decompress the files.

If you are unfamiliar with .ZIP files, the following links may be of help:

<https://support.microsoft.com/en-ca/help/14200/windows-compress-uncompress-zip-files>

<https://support.apple.com/en-ca/guide/mac-help/mchlp2528/mac>

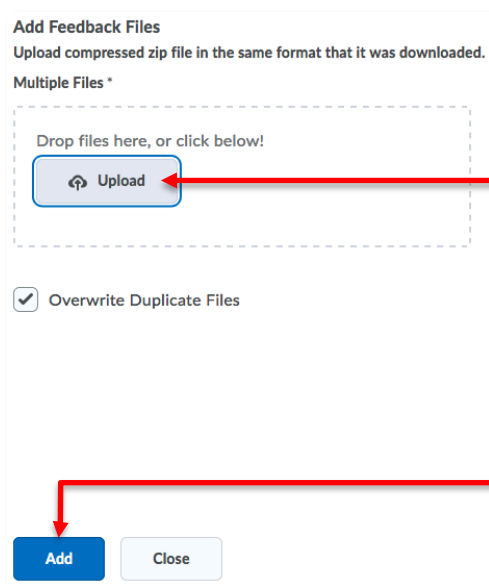
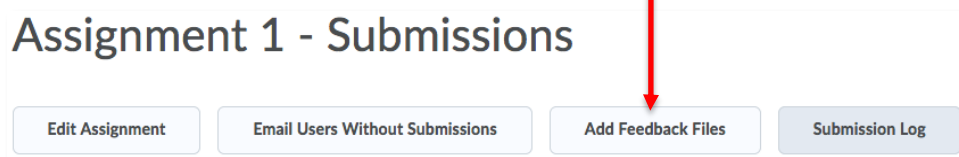
Next, open the student files in their default application(s), and edit or comment as appropriate. Be sure to save the changes to the file(s).

NOTE: If you intend to bulk upload the annotated files back to the assignment as feedback, it is important that you DO NOT change the file names from what they are when you extract/decompress them.

Bulk Uploading of Annotated Submission Files to Assignment Submission Folders

After you have added your comments and/or edited the student submissions, select the files and compress them as a .ZIP file. See the links above for how to compress the files.

Once your .ZIP file is ready, return to the appropriate Assignments folder and click the **Add Feedback Files** button.

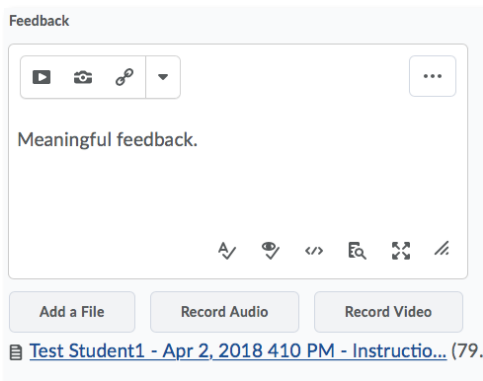
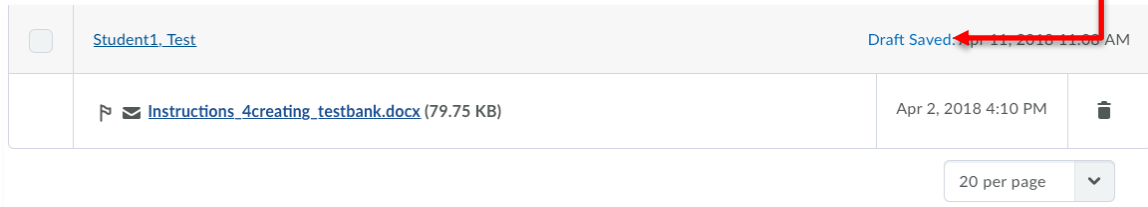


In the pop-up window, click **Upload**.

Next, navigate to and select the .ZIP file on your computer.

Click **Add** to complete the attachment.

DC Connect will begin to process the file, decompressing it and associating the individual annotated files with the appropriate students. A small confirmation dialog box will appear in the bottom right corner indicating how many files were successfully uploaded. You will then be returned to the Assignments folder. Student submissions will now appear with the **Draft Saved** link instead of **Evaluate**.



Click on the **Draft Saved** link of an individual student to access the student submission evaluation screen.

Scroll down to the bottom of the evaluation panel to see the appropriate feedback file has been associated with the student.