

Unit Topic: Assignments – Creating and Managing your Assignments

Introduction

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

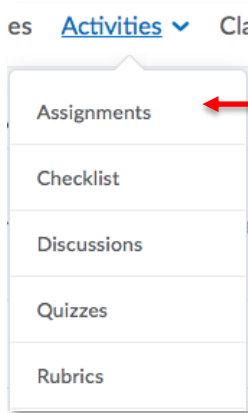
Assignments can be associated with grades and rubrics. You can restrict access to assignments by date and time, group membership, and special access permissions.

Content

This document covers the following topics:

- How to Access the Assignments Tool
- Managing your Assignments
 - Creating an Assignment
 - Availability Dates & Conditions
 - Release Conditions
 - Special Access
 - Submission & Completion
 - Evaluation & Feedback
 - Rubrics
 - Learning Objectives
 - Annotation Tools
 - Anonymous Marking
 - Turnitin Integration
 - Re-Enabling Turnitin.com for Assignments Copied from Previous Semesters
 - Editing an Assignment
 - Reordering the Assignments
 - Deleting an Assignment
 - Restoring a Deleted Assignment

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.

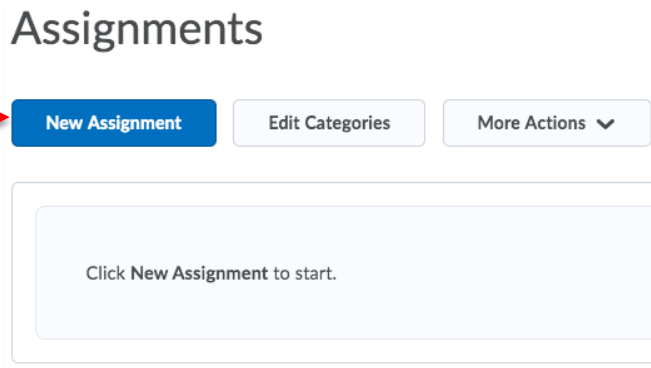
Course Admin

Assignments

Managing your Assignments

Creating an Assignment

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



Enter the desired **Name**.

Name *

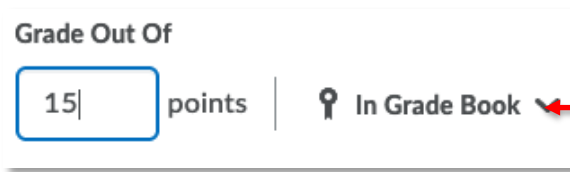
Untitled

Click in the **Grade Out Of** field and input the maximum points achievable for the assignment.



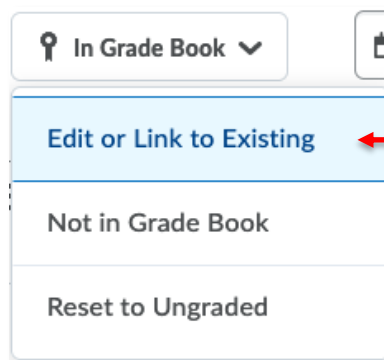
A form field with the label "Grade Out Of" and a rounded rectangular input area containing the text "Ungraded". A red arrow points from the text "Click in the Grade Out Of field" to the input area.

This step *automatically* initiates the process of creating a new Grade Item in the Grades of your course. Be sure to:



A form field with the label "Grade Out Of". It contains a text input with "15" followed by "points". To the right is a pull-down menu labeled "In Grade Book" with a downward arrow. A red arrow points from the text "Click the In Grade Book pull-down menu..." to the pull-down menu.

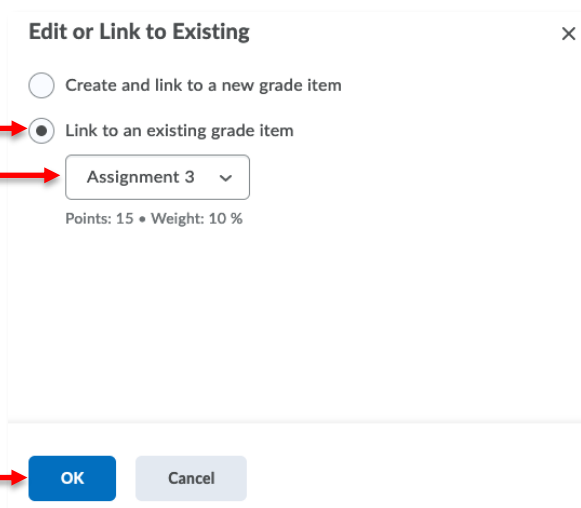
Click the **In Grade Book** pull-down menu...



A pull-down menu with the label "In Grade Book" and a downward arrow. The menu is open, showing three options: "Edit or Link to Existing" (highlighted in blue), "Not in Grade Book", and "Reset to Ungraded". A red arrow points from the text "...and select the Edit or Link to Existing option." to the "Edit or Link to Existing" option.

...and select the **Edit or Link to Existing** option.

If you have an existing grade item to associate with this assignment, use the **Link to an existing grade item** option.



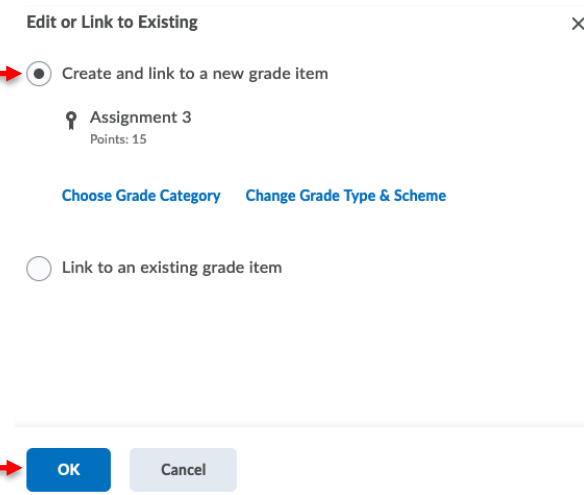
A dialog box titled "Edit or Link to Existing" with a close button (X) in the top right corner. It contains two radio button options: "Create and link to a new grade item" (unselected) and "Link to an existing grade item" (selected). Below the options is a pull-down menu showing "Assignment 3" with a downward arrow. Below the menu, it says "Points: 15 • Weight: 10 %". At the bottom are two buttons: "OK" (blue) and "Cancel" (light blue). A red arrow points from the text "Then use the pull-down menu to select the appropriate grade item." to the "Assignment 3" pull-down menu. Another red arrow points from the text "Click the OK button." to the "OK" button.

Then use the pull-down menu to select the appropriate grade item.

Click the **OK** button.

If you do not have an existing grade item to associate with this assignment, use the **Create and link to a new grade item** option.

The assignment name is used as the name of the new grade item.



Dialog box titled "Edit or Link to Existing" with a close button (X) in the top right corner. It contains two radio button options: "Create and link to a new grade item" (selected) and "Link to an existing grade item". Under the selected option, it shows "Assignment 3" with "Points: 15". There are two links: "Choose Grade Category" and "Change Grade Type & Scheme". At the bottom are "OK" and "Cancel" buttons.

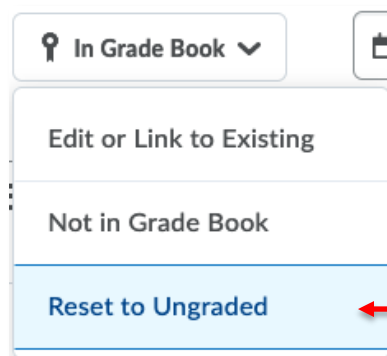
Click the **OK** button.

NOTE: You will subsequently need to visit the Grades and update/confirm the weight of this new grade item.



Section titled "Grade Out Of" showing a text input field with "15" and the unit "points". To the right is a pull-down menu labeled "In Grade Book" with a downward arrow.

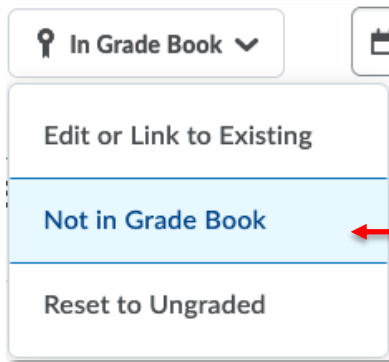
If you have entered a number by mistake, and do not wish to grade this assignment, click the **In Grade Book** pull-down menu...



Open pull-down menu for "In Grade Book". The menu options are: "Edit or Link to Existing", "Not in Grade Book", and "Reset to Ungraded" (highlighted in blue).

...and select the **Reset to Ungraded** option.

NOTE: You will subsequently need to visit the Grades and delete the extraneous Grade Item.



In Grade Book ▾

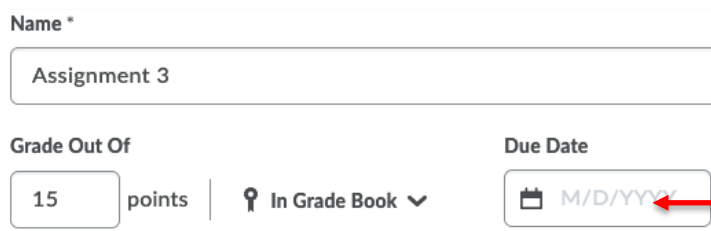
Edit or Link to Existing

Not in Grade Book

Reset to Ungraded

If at any point you need to remove the Association between the Assignment and its corresponding Grade Item, click the **In Grade Book** pull-down menu and select the **Not in Grade Book** option.

NOTE: This does not delete the Grade Item from the Grades, just the association between it and the Assignment.



Name *

Assignment 3

Grade Out Of

15 points

In Grade Book ▾

Due Date

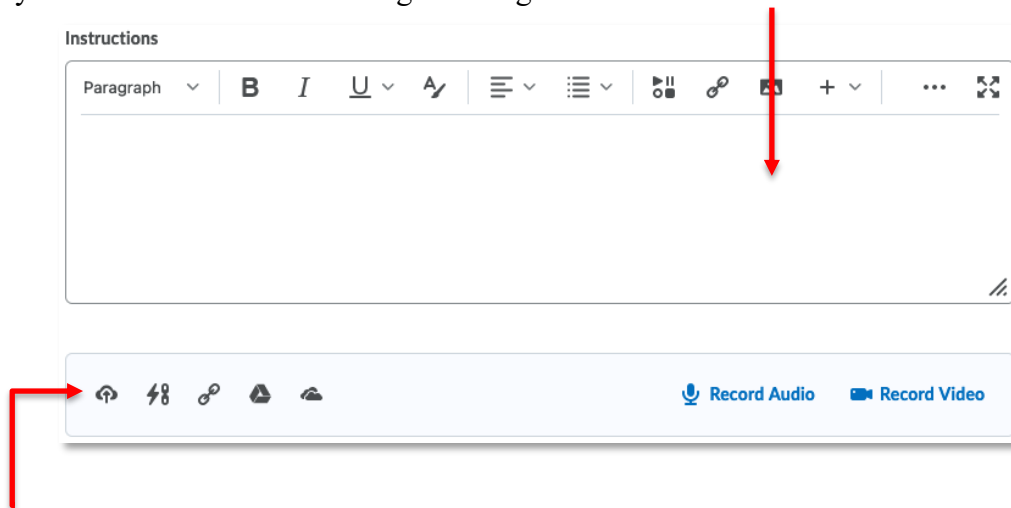
M/D/YYYY

Input a Due Date for when the assignment is due.

If you are not going to accept late submissions leave this field blank.

The End Date set below will act at the “due date”.

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



Use the icons below the Instructions field to attach supplementary documentation. This might be an assignment template, or additional, detailed instructions.



Click this icon to upload a file stored on your local computer.



Click this icon to Quicklink to a file already uploaded to the Manage Files of your course.



Use this link to add a URL to a web-based resource outside of your course.



Not Recommended: Use this link to connect to a file stored on your Google Drive.



Use this link to connect to a file stored on your Microsoft OneDrive.

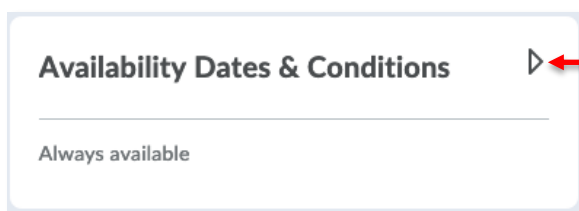
NOTE: When adding links to files stored in the cloud (Google or OneDrive), be sure to set the appropriate sharing permissions for those files.



You can also click on either **Record Audio**, or **Record Video** to provide additional 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.

Availability Dates & Conditions



Click the white triangle to expand the Availability Date & Conditions properties.

To control when students can submit files to a submission folder, you must set **Start** and **End Dates**.

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

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

The 'Availability Dates & Conditions' panel is expanded, showing two date selection fields. The first field is labeled 'Start Date' and has a calendar icon and the placeholder text 'M/D/YYYY'. The second field is labeled 'End Date' and also has a calendar icon and the placeholder text 'M/D/YYYY'. A red arrow points from the text above to the 'Start Date' field, and another red arrow points from the text above to the 'End Date' field.

Remember, if the End Date and the Due Date mentioned previously are the same, you *only* need the End Date.

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

Release Conditions

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 see and submit work to the Assignments.

Under the Release Conditions title, click the **Add Release Condition** pull-down menu...

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

Add Release Condition ▼

... and then either the **Create New** or **Add Existing** option.

Add Release Condition ▼

Create New

Add Existing

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.

A full description of Release Conditions is beyond the scope of this document. For further explanation of **Release Conditions**, please email dcconnect@durhamcollege.ca

Special Access

Special Access permissions allow you to set different availability dates for specific students. For example, you could extend the deadline for students who have a legitimate excuse for missing the deadline.

Click the **Manage Special Access** link to access these permissions.

Special Access

Special Access allows assignments to be available to only a select group of users or individualized due dates for certain users.

Manage Special Access

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.

Manage 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

Next, click the **Add Users to Special Access** button.

Add Users to Special Access

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

Special Access - Assignment #3

Properties

Due Date

☐ Has Due Date

3/22/2021

7:52 PM

Now

Canada - Toronto

Availability

☐ Has Start Date

3/15/2021

3:52 PM

Now

Canada - Toronto

☐ Has End Date

3/22/2021

7:52 PM

Now

Canada - Toronto

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

Users

View By: User

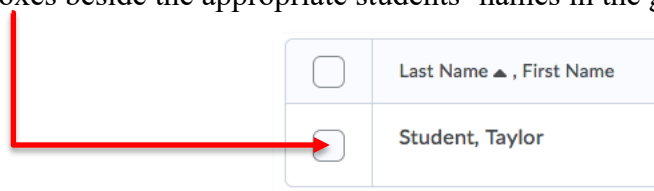
Apply

Search For...

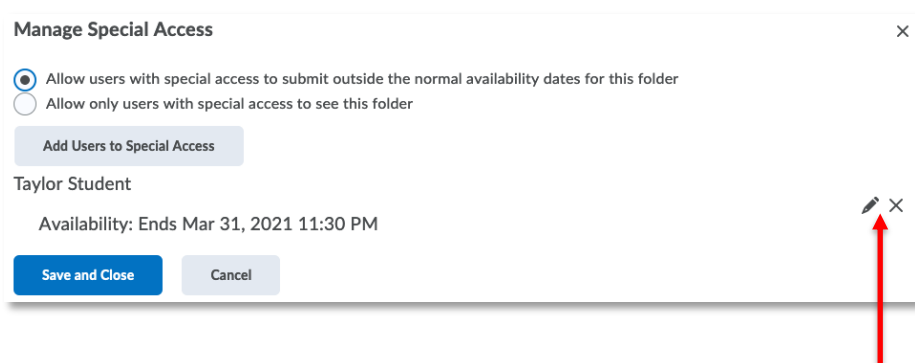


Show Search Options

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

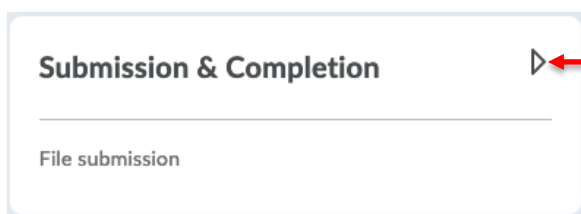


Click the **Save** button, the Save and Close button, then click one of the Assignment save options to affix the special access permissions to the assignment.



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

Submission & Completion

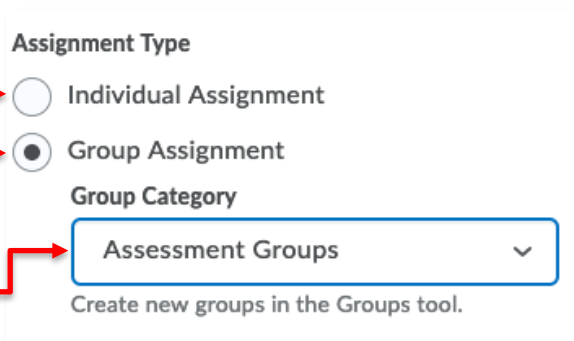


Click the white triangle to expand the Submission & Completion properties.

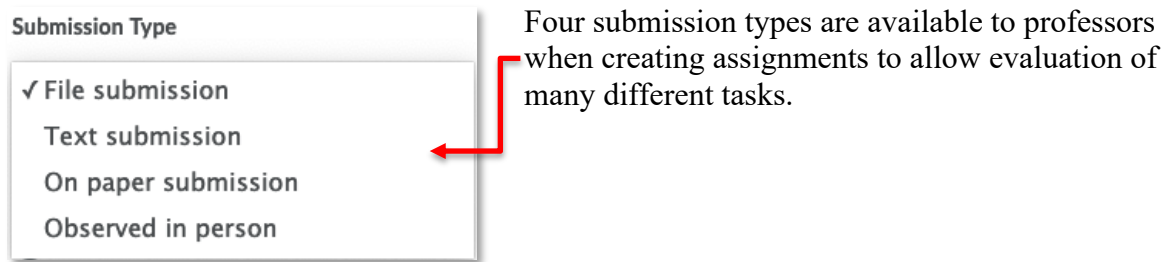
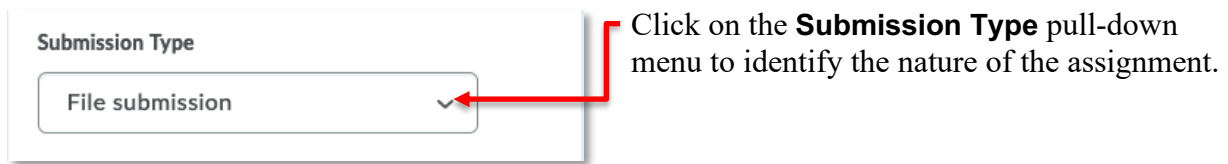
If students are to complete work individually, select the **Individual assignment** option.

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 CTL website.



File submission: students upload and submit a file (or files) to the assignment.

NOTE: It is *strongly recommended* that you require students to upload a file to the Assignment from their desktop, and *not* share it from their OneDrive. This prevents students from altering work post submission.

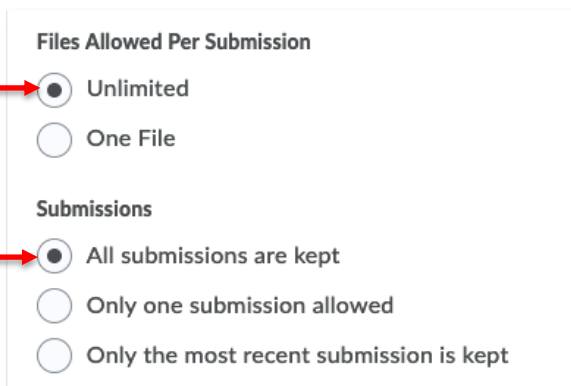
Text submission: students post text, images, or a link to their work in a text box within the assignment.

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



Files Allowed Per Submission

☒ Unlimited

☐ One File

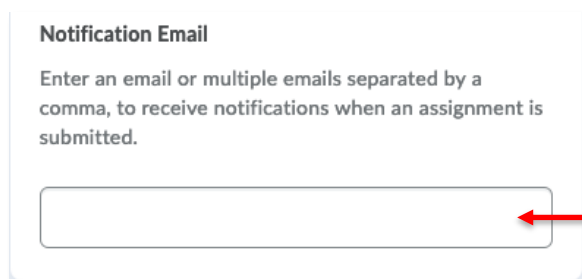
Submissions

☒ All submissions are kept

☐ Only one submission allowed

☐ Only the most recent submission is kept

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

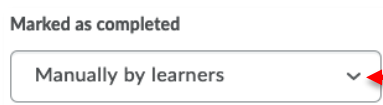


Notification Email

Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.

When the File submission or Text submission assignment types are used, it is possible to set a notification email address (or addresses) for the purpose of receiving a notification each time a student submission is made. However, this is not recommended.

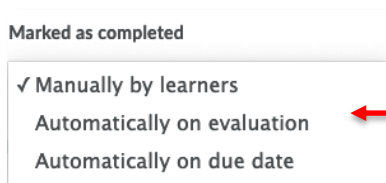
On paper submissions and Observed in person assignments include alternative completion options as no submissions are made by students in DC Connect.



Marked as completed

Manually by learners ▼

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



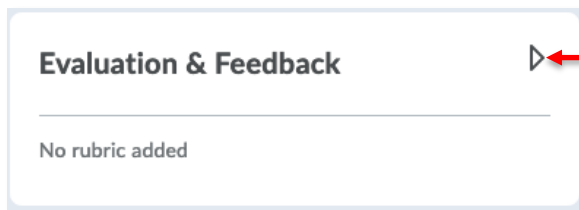
Marked as completed

✓ Manually by learners

Automatically on evaluation

Automatically on due date

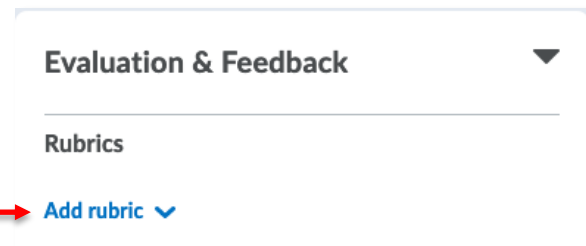
These submission types can be marked as completed **Manually by learners**, **Automatically on evaluation**, or **Automatically on due date**.



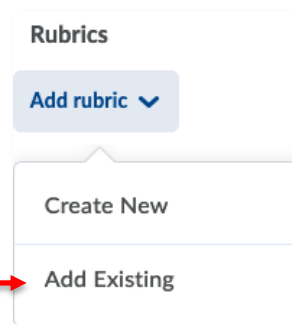
Click the white triangle to expand the Evaluation & Feedback properties.

Rubrics

If you are using a rubric to assess the assignment and have create it previously using the Rubrics tool, click the **Add rubric** link ...

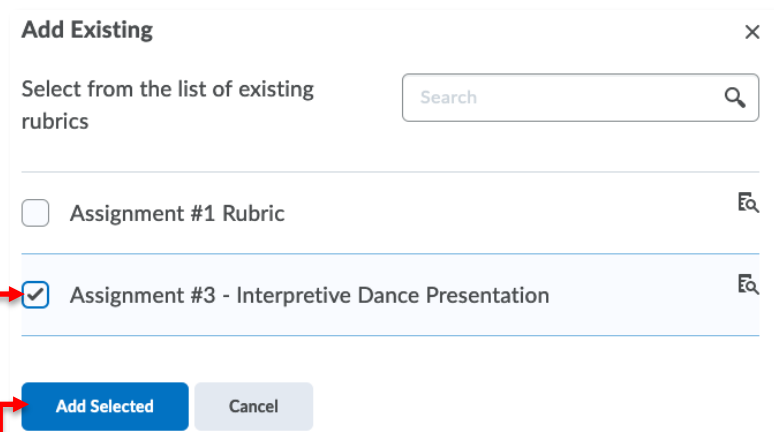


...and then the **Add Existing** option.

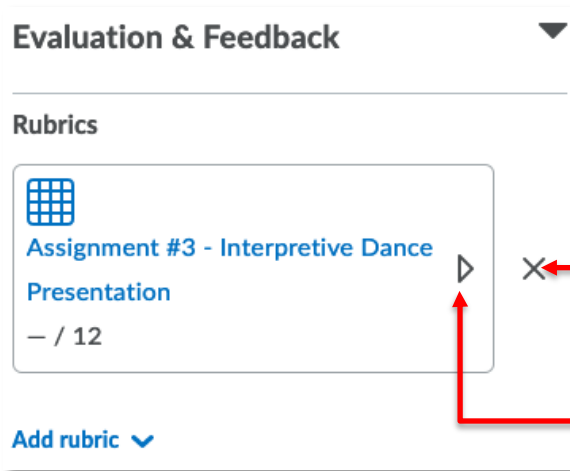


NOTE: Although it is possible to use the **Create New** option to make a new rubric in the moment, we do not recommend doing so. Rubrics should be created with care and consideration using the Rubric tool prior to the creation of the assignment they will subsequently associated with.

Use the checkbox to indicate the desired rubric...



...then click the **Add Selected** button.

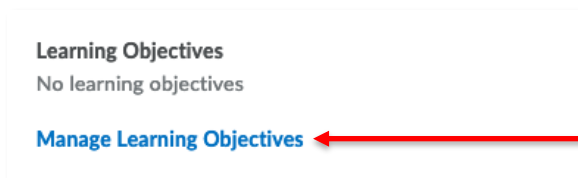


The rubric will now be associated with your assignment and will be available to students to review the expectation of achievement, and to the professor for the purpose of scoring when assessing submissions.

If the wrong rubric has been associated, click the “X” to remove it from the assignment.

Clicking the white triangle will expand the rubric and give you an idea of what you will see when assessing student work.

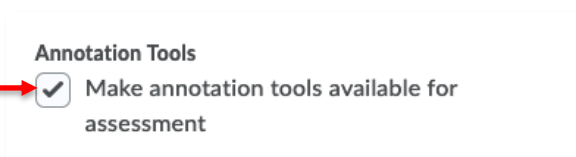
Learning Objectives



DC Connect is not currently leveraging the Learning Objectives feature of the LMS. This property can be skipped.

Annotation Tools

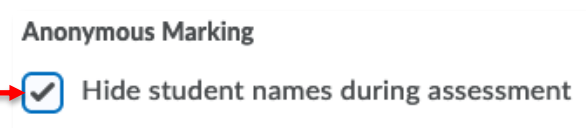
When assessing file submissions, the Assignments tool has an annotation feature that allows you to provide contextual, inline feedback. Be sure to keep this enabled by having the Annotation Tools property checked.



NOTE: The Annotation Tools feature converts any file submission to the PDF format for purposes of display in DC Connect (and subsequent download with annotations). The original student work is also still available for download in its native format, without annotations.

Anonymous Marking

When an assignment is set to the File submission or Text submission types you can also set it so that students names are hidden during assessment.



NOTE: This property must be enabled *prior* to student submissions.

Turnitin Integration

The DC Connect Assignments Turnitin Integration allows professors 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 foster academic integrity.

If you would like student submissions to generate Similarity Reports, click the **Manage Turnitin** link.

Turnitin Integration

Turnitin® adds additional functionality to evaluation.

[Manage Turnitin](#)

Click the **Enable Similarity Report for this folder** option.

Turnitin™ Integration

Similarity Report

Enable similarity checking to identify matching or similar text to sources in Turnitin's databases.

☒ Enable Similarity Report for this folder

Display

☒ Allow learners to see similarity scores in their submission folder

Submissions Checked

☒ Automatic similarity checking on all submissions

☐ Identify individual submissions for similarity checking

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

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

Click the **Save** button to finish enabling Turnitin for your assignment.

Do not enable Online Grading.

Although it is possible to build and use rubrics in the Turnitin environment, as well as score and provide feedback, we recommend all your assessment data remains in DC Connect.

Online Grading

Enable Turnitin's intuitive suite of feedback and grading tools.

☐ Enable Online Grading for this folder

Transfer

☐ Automatically sync grades as Draft in Brightspace ?

☒ Manually sync grades as Draft in Brightspace

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 or its use, please email dcconnect@durhamcollege.ca.

While creating or editing your Assignment, you may wish for it to be hidden from your students. Use the **Visibility** toggle to set the desired state. Just remember that this is independent from the Availability dates set previously. The Start date does not make a hidden Assignment visible.



At any point during the creation or editing of your Assignment, click the **Save** button to preserve your progress. We recommend doing so often.



If you are satisfied with the setup of the Assignment and have no further changes, click the **Save and Close** button.

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

If you have copied assignments from a previous semester that used the Turnitin integration, you will see a prompt at the top of the Assignments page.

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 and must be updated.

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

| | Assignment |
|--------------------------|--|
| <input type="checkbox"/> | No Category |
| <input type="checkbox"/> | Assignment 1 - Summary and Response: AI-Related Book or Game |

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 or Game No Category | <input type="checkbox"/> Has Start Date 10-31-2019 10:19 AM Now <i>Canada - Toronto</i> <input checked="" type="checkbox"/> Has End Date 10-4-2017 11:59 PM Now <i>Canada - Toronto</i> | <input checked="" type="checkbox"/> Has Due Date 10-1-2017 11:59 PM Now <i>Canada - Toronto</i> |

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

You can now click the **Re-Enable** button to enable Turnitin in the new course shell.

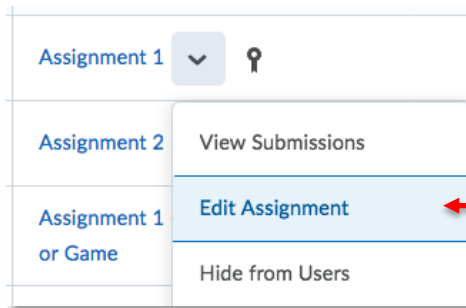
⚠ There are 4 assignment(s) that were Turnitin® enabled in the previous course offering. Re-Enable ✕

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

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

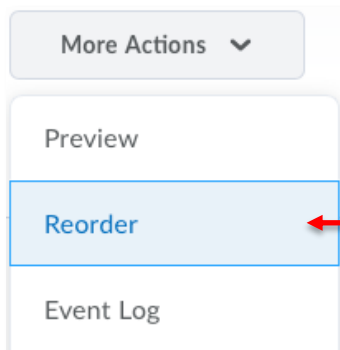
Assignment 1 - Summary and Response: AI-Related Book, Show, Film or Game ▼

Editing an Assignment



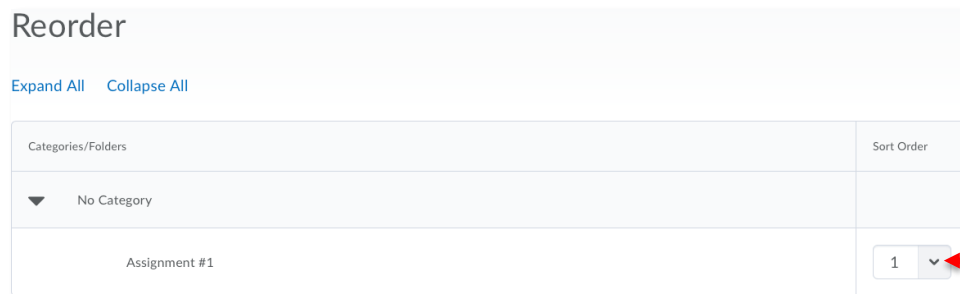
On the Assignments page, click the action menu of the assignment you want to edit and select the **Edit Assignment** option.

Reordering the Assignments



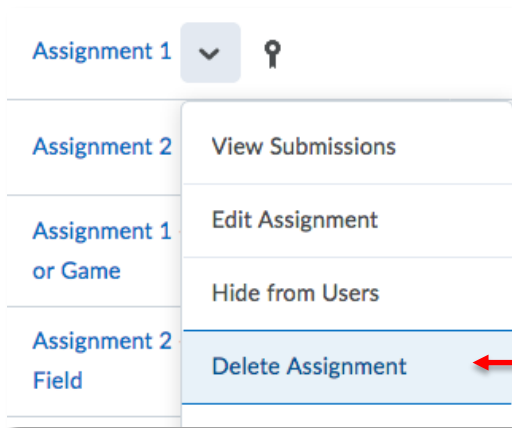
On the Assignment Submission Folders page, click the **More Actions** pull-down menu and select the **Reorder** option.

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.



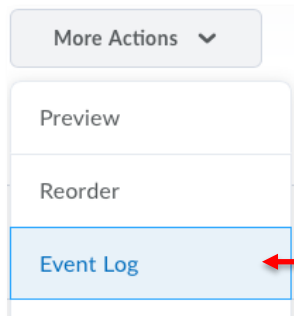
Click **Save**.

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

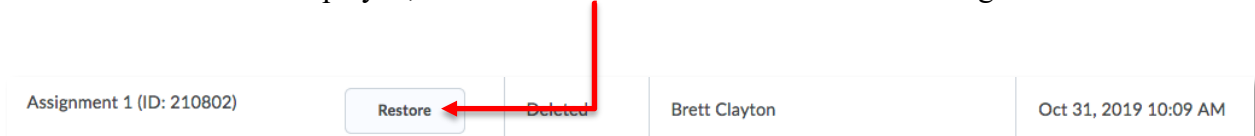


NOTE: This process is *not* 100% reliable. It is best to be cautious *before* deleting an assignment. There is no guarantee that this process, or CTL staff, can restore a deleted assignment.

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 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.