



Scholar: Assignments Basics

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Assignments: Overview

What it does

For courses, the Assignments tool allows instructors to create, distribute, collect, and grade online assignments. Assignments are private; student submissions are not visible to other users of the site.

The Assignments tool offers multiple grading options, including letter grades, points, checkmarks, pass/fail, or ungraded.

Assignments can also be returned, with or without grades, for re-submission. Instructors can download all submissions to an assignment to their computer at once. When instructors release grades for an assignment, students can access instructor comments and their grades.

Key concepts

Student view: Clicking **student view** allows you as an instructor or site leader to view assignments as they would appear to your students or project participants. To learn more about using student view, see [Seeing how assignments look to participants](#).

Honor pledge: This option requires students to click a checkbox affirming that they have neither given nor received aid on an assignment before they can submit it.

Things to consider

- Instructors can return assignments and allow for re-submission. This feature can be used to evaluate drafts of final projects or papers, or to allow students to correct and re-submit an assignment.
- The Assignments tool can post grades to the Gradebook. If you choose this option, you won't be able to enter grades manually for students who did not complete the assignment online. For more on the relationship between the Assignments and Gradebook tools, see [In Assignments, which method should I use to link my assignment to the Gradebook?](#)

Adding, editing, or removing an assignment

Note: To complete the procedures in this document, you must be assigned a role having the necessary permissions. To determine your role, follow the directions in [Participant roles](#). For a basic understanding of roles and permissions, see [Permissions and roles: Overview](#).

Create/add a new assignment

To create/add a new assignment:

1. In the [menubar](#), click **Assignments** and then click **Add** at the top of the page.
2. On the Add Assignments page, fill in the following information (fields marked with a red star are required):
 - **Title:** Enter a brief title for your assignment (e.g., *Essay 1*).
 - **Open date:** At the open date and time, the assignment is available for students to begin working on it. To send an announcement alerting students to the start date, see step 4 below.
 - **Due date:** This is the assignment's deadline. To list the due date on the course site's schedule, see step 4 below.
 - **Accept until:** No assignments can be submitted after this date. You can set this date and time later than the due date to continue accepting assignments (e.g., to allow for revisions) after the due date.
 - **Student submissions:** You can choose to have students submit their assignments inline only (typed directly into a text box), as attachments only, or both. You can also allow non-electronic submissions.
 - **Grade scale:** You can choose from five grading options: **Ungraded**, **Letter grade**, **Points**, **Pass/Fail**, or **Checkmark**. If you choose points, enter the maximum possible points (must be a positive number or zero).
3. In the "Assignment Instructions" box, type a description of the assignment.
Note: This step is optional, but you will receive an alert message at the top of the page when you post the assignment if you leave it blank. Click **Post** a second time to proceed.
4. Under the text box for Assignment Instructions, you will see the following options:
 - **Add due date to Schedule:** To add the due date to the site's Schedule, check the box.
 - **Add an announcement about the open date to Announcements:** To announce the open date automatically when you post the assignment with an announcement on your site's home page, check the box.
 - **Add honor pledge:** To display the honor pledge when students are submitting an assignment, check the box. Students must check a checkbox agreeing to the pledge before their work can be submitted. The text of the honor pledge is as follows:

"I have neither given nor received aid on this assignment. Yes (You must respond to submit your assignment.)"
5. Under "Grading", you will see the following options:

- **Do not add assignment to Gradebook**
- **Add Assignment to Gradebook.**
- **Associate with existing Gradebook entry**

Note: Assignments added in the Assignments tool can only be graded, edited, or removed in the Assignments tool, even if they are added to the Gradebook or associated with a Gradebook entry.

6. Under "Access" use the radio buttons to choose **Display to site** or **Display to selected groups**. If you choose the latter, you'll see the groups and sections that are available; use the checkboxes to select the group(s) and/or section(s) to which you want the assignment released.
7. Under "Submission Notification Email Options", use the radio buttons to choose one of the following options:
 - **Do not send me notification emails for any student submissions**
 - **Send me a notification email for each student submission**
 - **Send me one email per day summarizing notifications for student submissions**

Note: Notification settings in this area apply to all users with a role of instructor, assistant, or adjunct instructor/teaching assistant.

8. Under "Attachments", you can attach a file from your local computer or from Resources, or specify the URL for a file on the web. For instructions, see [Options for adding attachments](#).

Preview, save a draft, or post

Click **Preview** if you wish to review your assignment before you post it. To see how it will look to students, click the black triangle next to **Student View**.

While previewing the assignment, you can click **save draft** if you want to save your assignment before you post it. You can then go back to it and revise it, if you want, before you post it; see [Posting an assignment previously saved as a draft](#). Only instructors (or those with the proper permissions) can view drafts.

Click **Post** when you are ready to make the assignment accessible by students.

Edit an assignment

To revise a posted assignment before or after its open date or due date:

1. In the menubar, click **Assignments**.

2. Under the assignment you wish to modify, click **edit**.
3. Make your revisions in the assignment.
4. After you have made your revisions, you can post or preview your assignment. If you choose to preview it, you will then have the option to post it or to save it as a draft.

Note: If the assignment is currently open to students, you will only have the options of previewing and posting the assignment.

When students view the revised assignment, they will be notified that changes have been made.

Delete an assignment

Note: You can completely delete an assignment before any students have submitted work. However, if you delete an assignment after the first submission, all students will continue to see the assignment with a notice saying "(Assignment has been deleted)", even though the assignment will not be visible in the Assignment List that you see as an instructor.

To delete an assignment:

1. In the menubar, click **Assignments**. You will see a list of assignments.
2. Check the box under **Remove?** next to the assignment you want to delete.
3. Click **update**.
4. You will see a confirmation screen asking if you are sure you want to delete the assignment. Click **Delete** to permanently delete it or **cancel** if you've changed your mind.

Returning an assignment to a student

Note: To complete the procedures in this document, you must be assigned a role having the necessary permissions. To determine your role, follow the directions in [Participant roles](#). For a basic understanding of roles and permissions, see [Permissions and roles: Overview](#).

When you click **Assignments** in the [menubar](#), you will see a list of assignments. The "In / New" column displays the number of submissions that have come in from students (the "In" value) and the number of new submissions (the "New" value) for each assignment. These values let you know if you need to take action regarding an assignment.

Detailed instructions for grading assignments, including information on returning an assignment, are in the document [Grading an assignment or reviewing student status](#). Note that once you have begun grading a student's assignment, you can return the assignment to the student with or without a grade. You can make comments both within the text submitted by the student and

within the `Instructor Comments` text box. To allow the student to resubmit the assignment, check **Allow Resubmission**. When you are ready to return the assignment, click **Return to student** at the bottom of the screen. In the "Submissions" list for the assignment, under "Status", you will see the value "Returned" for the student in question.

Interested in More Information?

Scholar: <http://learn.vt.edu/>

Sakai: <http://www.sakaiproject.org/>

[Read the Case Studies](#) demonstrating the power of Sakai in higher education.

Help! I need Support!

Recommendations


For best results in using Scholar, use the following web browsers:

- Windows: Internet Explorer 7.1 and newer, Mozilla Firefox 3.0 and newer
- Macintosh: Mozilla Firefox 3.0 and newer

Browsers that are *not supported and will not work well or at all*:

- Safari, Camino, Opera, or Google Chrome

Help & Assistance

- Refer to the help menu within Scholar (by clicking `Help` or  onscreen).
- Consult the Online Course Systems web site for manuals, quick-start guides, FAQs, video tutorials, and more at <http://www.edtech.vt.edu/ocs/scholar/>.
- Try searching the VT Answers KnowledgeBase (<http://answers.vt.edu/>). Enter "scholar + keyword" in the search box.
- Contact 4Help (<http://4help.vt.edu/>, 231-HELP)
- For one-on-one LIVE help, the InnovationSpace (1140 Torgersen Hall) is staffed to help you make the most of Scholar. Visit the InnovationSpace website at <http://www.is.vt.edu/> for the hours of operation or make an appointment.