

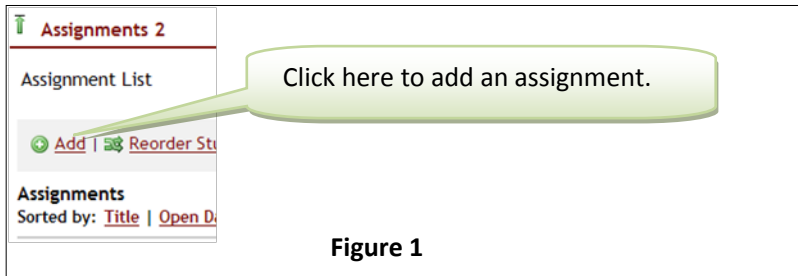
Oncourse: Assignments 2, Adding an Assignment

Instructors can accept assignments online. This document shows how to use the Assignments 2 tool to add an assignment, including attachments.

Adding an Assignment and Making it Available to Students

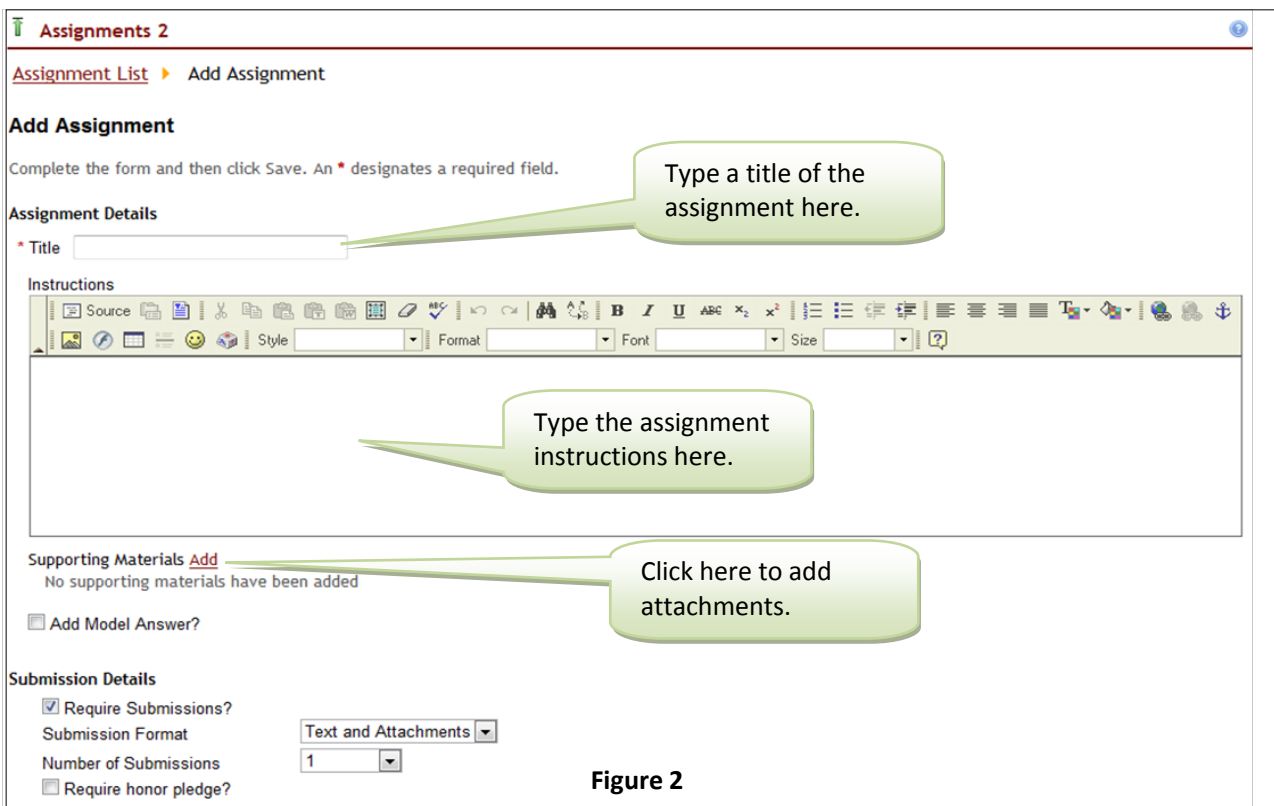
The Assignments 2 tool allows you to create, post, and collect assignments from students.

1. In the list of tools on the left, **Click Assignments 2.**
2. Under **Assignment List**, **Click Add.**



The screen will change to resemble **Figure 2.**

3. In the **Title** text box, **type a title for the assignment.**
4. In the **Instructions** text area, you may **type out the instructions.**
5. To attach supporting documents, **Click Add** next to **Supporting Materials.**
Note: For further instructions on adding attachments refer to the Adding Attachments section of this document.



6. To provide a model answer, **Check the Add Model Answer? checkbox.** A text box will then open for you to provide a model answer, as well as a drop-down menu that manages how the model answer may be supplied to students.
7. If you are requiring students submit the assignment through Oncourse under **Submission Details**, **Click Check Require Submission?**
More options become available; these options are discussed in items a through c (see **Figure 3**).

- a. From **Submission Format** drop-down list **select one of the below options**.
 - **Text Only:** Students are provided only a text field in which they can type or paste text for this assignment.
 - **Attachments Only:** Students are able to attach a file containing their assignment.
 - **Text and Attachments:** Students are able to both type or paste text into a text field and add an attachment.
 - **Non-electronic:** Assumes that assignments will be submitted in person or by some means other than the Assignments 2 tool.
 - b. From the **Number of Submissions** drop-down list, **Select the number of times (1 to 20)** students can resubmit this assignment or **Unlimited**.

Note: The default value is 1.
 - c. To include an honor pledge, **Check Require Honor Pledge? checkbox**.
8. Under **Availability Details**, **Select a date and time** from the **Open Date** widget. The **Open Date** establishes the date that the assignment will first be viewable by students.

The screenshot shows the 'Assignment Configuration' interface. It is divided into three main sections: 'Submission Details', 'Availability Details', and 'Grading Details'.
 - **Submission Details:** Includes checkboxes for 'Require Submissions?' (checked), 'Require honor pledge?' (unchecked), and a 'Submission Format' dropdown set to 'Text and Attachments'. The 'Number of Submissions' is set to '1'.
 - **Availability Details:** Features date and time pickers for 'Open Date' (5/20/10, 1:50 PM), 'Set Due Date?' (5/26/10, 5:00 PM), and 'Set Accept Until Date?' (5/30/10, 5:00 PM). There are also checkboxes for 'Post Open Date to Announcements on Open Date' and 'Post Due Date to Calendar Now', both of which are checked.
 - **Grading Details:** Contains a section with a yellow background and a star icon. It asks the user to select an existing Gradebook item or create a new one. Two radio buttons are present: 'This assignment is not graded' (unchecked) and 'This assignment is graded and is associated with a Gradebook item' (checked). A dropdown menu labeled 'Select a Gradebook Item' is visible, along with a link to 'Create a new Gradebook Item'.
 Two callout boxes are present: one pointing to the 'Open Date' and time fields with the text 'Here you may alert students to times critical to this particular assignment.', and another pointing to the 'Set Accept Until Date?' field with the text 'Once a due date is set, you may choose to allow late submissions with Set Accept Until Date?'.

Figure 3

9. To set due date, **Check Set Due Date?** and set the due date.
 10. To set assignment accept date, **Check Set Accept Until Date?** and set the date. The **Accept Until Date** allows you to accept late submissions after the due date.
 11. From **Grading Details**, **select one** of the following (see **Figure 3**):
 - **This assignment is not graded** – for assignments that are not graded.
 - **This assignment is graded and is associated with a Gradebook item** – to associate an assignment with an Gradebook item.

When choosing the second option you have two additional options.

 - **Select a Gradebook Item** from the drop-down: to associate the assignment with an existing item in the Gradebook.
 - **Create a new Gradebook Item:** creates a new item in the Gradebook and associates the assignment with that new item.
- Note: There are other options that allow you to add a due date to the **Calendar**, add an announcement about the open date to **Announcements** and set email notifications regarding student submissions.*
12. Once the instructions are typed and/or the file is attached, you may choose to do one of the following:
 - To make the assignment available, at the bottom of the page, **Click Save**.
 - To save your work, then return later to revise and finish, **Click Save as Draft**.
 - To view the assignment without posting it, **Click Preview as Student**.
 - To return to the Assignments screen without saving your work, **Click Cancel**.



Figure 4

Adding Attachments

You may attach any file for an assignment when you create or edit the assignment. You can add any number of attachments, and they can be any combination of local files, web sites, and items stored in Resources.

Adding Attachments from a Computer:

1. To attach a file, **Click Add**.

You see the **Add a File Attachment** pop-up form as shown in **Figure 5**, with the following options:

- **Upload local file** – A file that is on the user’s local computer.
- **URL (link to web site)** – A file or page in an external Web site.
- **Select a resource** – Can be any item that is stored in Resources, either in this site or another site.

Add a File Attachment
Choose a file to upload as an attachment or select one from your resources

Upload local file

or a URL (link to website)

Select a resource

Location:

Title	Actions
FA09 BL UITS PRAC 18752	
Material for Assignment 1	
Material For Assignment 2	
Show other sites	

Figure 5

Uploading a local file

1. To search for and upload a file, under **Upload local file**, **Click Browse**.
2. **Navigate to the location of the file** you wish to use.
3. To select the file, **Double-click the file name**.
4. To finish attaching the file, **Click Continue**.

Attaching a URL:

1. To attach a URL, **type the URL** under the **URL (link to website)**.
*Note: You don't need to include the **http://** when typing the URL.*
2. **Click Add**.
3. To finish attaching the URL, **Click Continue**.

Adding an Item from Resources:

1. **Open the folder** that contains the file you want to attach.
2. Under **Select a resource**, **Click Attach a copy** next to the file you want to add.
3. To finish attaching the file, **Click Continue**.

*Note: Once a file has been added to **Resources**, it becomes readily available for attachment to other objects in Oncourse, such as announcements, private messages, and assignments. You can attach a file from one of your other sites, including **My Workspace** area, provided the file's **Availability and Access** properties are set to **This file is publicly viewable**. To browse for files in other sites, click the **Show other sites** link.*