

Basic Assignments in WebCT

by Dick Evans

Assignments are not new with WebCT. Before using this online approach, you probably typed them in Word and handed out printed copies. The basic approach to providing the assignments in WebCT is to provide the same document electronically.

The student can view the assignment on their screen and print if desired. They submit their completed work electronically using WebCT.


You may review their work online or print it out. If you do it electronically, you can use the Track Changes capability in Microsoft Office to make notations on the students work and upload the annotated documents back to them for their review.








Grades are entered within the assignment section and are posted automatically to the grade book.

1. Open WebCT

Add Page or Tool

Select a page or tool to add to your course.

Use a wizard when available 

Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page 	Syllabus 	Discussions 	Quizzes/Surveys	My Progress
Single Page	Content Module 	Mail 	Self Test	My Grades
URL	Glossary	Chat 	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar 	Student Homepages	
	Content Utilities	Student Tips		
	Search			
	Compile			
	Resume Course			
	CD-ROM			

2. Control Panel > Add Page or Tool > Evaluation & Activity Tools > Assignments

Add Assignments

1. Enter a title for this item:
2. Decide where to show the link to this item.
 - On the *Course Menu*, visible on all pages. Link will appear as text.
 - On an *Organizer Page*:
 - Link shows item title
 - Link shows icon (select below)
 - Use default icon
 - Use custom icon
 - Choose icon:
3. Add this item to your course.

3. Enter a title and decide where the link will be displayed. I like to have it show on the Homepage and on the left side Course Menu. Click **Add** to complete adding the Assignments tool.



4. The Assignments icon appears on the Homepage. Click it access the Assignments.

Homepage > **Assignments**

Assignments
To view and grade assignments completed by your students, click **Submissions** below.

45 Available 0 Late 0 Due soon

Display: August 27, 2007 8:26am

Actions
⌂ indicates a selection is required from the main frame.

Options

5. Under Actions, click **Add**

Add Assignment

Assignment title:

6. Give the assignment a title. I suggest including a chapter number as well as a descriptive word or words. In this case, 1.1 indicates the first assignment for chapter 1. Using the numeric notation makes it easier to locate the textbook work relating to the assignment.

7. Click **Add**

1.1 Word
Availability: **Unavailable**

Result:

New assignments are always added at the bottom of the list of assignments. You may use move them backward or forward using the tools on the right side of the assignment screen.

8. **Click the assignment title** (alternatively click the radio button next to the title, and then under Actions, click Edit)

Homepage > Assignments > **1.1 Word**

Assignment: 1.1 Word

Assignment Information

Maximum grade: None
Due date: None
Instructions: None
Assignment files: None

Actions
⌕ indicates a selection is required from the main frame and that multiple selections are allowed.

Options

Import assignment file:

9. Under Actions, click **Edit assignment settings**

Assignment Settings: 1.1 Word

Basic Settings

*Title:

*Instructions:

*Maximum grade:

You may change the title at this point and it changes the title in the list of assignments and in the grade book.

10. The assignment instructions should be typed into the Instructions text box. Details HTML code may be entered in this box, but since we are using our original assignment done in Word, just type instructions telling them where to find the document, such as the following:

Click the link below to view/download the assignment. This assignment is due before the due date and time listed. Late assignments will be penalized and must be handed in by 9/15/2007

Availability

Available starting: Immediately
 Specify a date
September 5 2007 08am 00

Due date: Unlimited
 Specify a date
September 12 2007 08am 00

Cutoff date: Do not allow late submissions.
 Allow late submissions.
 Unlimited
 Specify a date
September 15 2007 08am 00

11. Set up to three dates. The starting date and time, the due date and time, and if you are allowing late submissions, the late date and time. Notice I indicated the late date in the instructions. The student does not get to see the late date set in WebCT. It appears on your assignment screen, but not on theirs. If you want them to know what it is, you have to specify it in the instructions or make it a standard like 2 days after the due date at 8:00am.

Submissions

Multiple submissions: Allow multiple submissions. (Grading cannot occur until after the due date.)
 Do not allow multiple submissions.

12. One the student submits work, they cannot resubmit it unless you have chosen the Allow... radio button. I leave mine at Do not allow... If they need to send me another version, I have them attach it to an email. I like the ability to correct assignments before the due date and the Allow... option removes this ability.

Results

Student score release: Release the score once the assignment has been graded.
 Release the score once the availability period has ended and the assignment has been graded.
 Do not release the score.

Release column: Release the Assignment column so students can see their grade in the My Grades tool. You can also control the release of this column from the Manage Students page. (See Manage Course > Manage Students.)
 Yes No

13. I leave the first Results option selected. I want them to see their scores. Therefore, I also select Yes so the grade book column for the assignment shows on the student view of the grade book. It will show on the instructor view in either case.

When the page is completed, click **Update**

Assignment: 1.1 Word

Assignment Information

Maximum grade: 100

Due date: September 12, 2007

Instructions: Click the link below to view/download the assignment. This assignment is due before the due date and time listed. Late assignments will be penalized and must be handed in by 9/15/2007

Assignment files: None

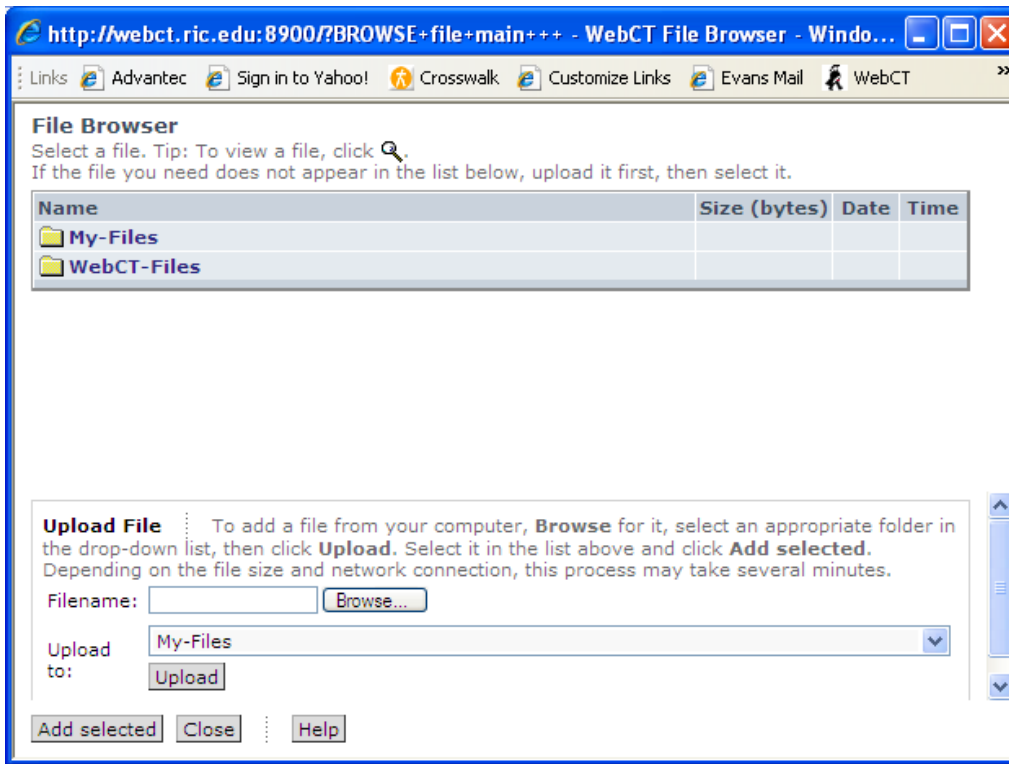
Actions

⌂ indicates a selection is required from the main frame and that multiple selections are allowed.

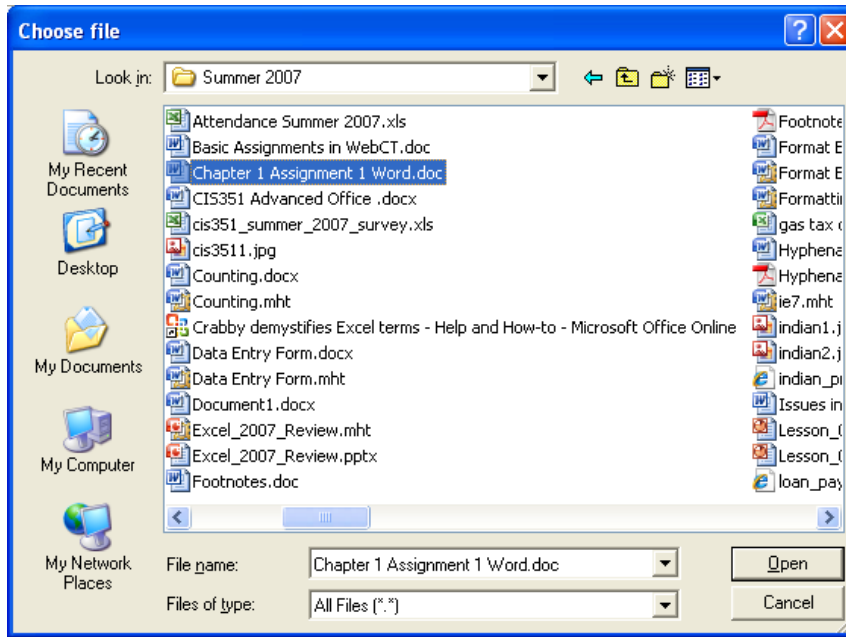
Options

Import assignment file:

14. The assignment is almost finished. The Word document and any other supporting documents need to be added. Under Actions, click Browse



15. Assuming the file is located on your hard drive or flash drive, under Upload File, click **Browse** and locate the file.



16. Click **Open**

Upload File : To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

Filename: F:\Summer 2007\

Upload to: My-Files

17. Select the folder in WebCT where you want to store the assignments, and then click **Upload**.

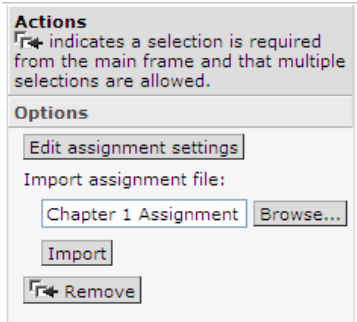
<input type="radio"/>	Chapter 1 Assignment 1 Word.doc	22016	August 27, 2007	9:00am
<input type="radio"/>	Combo_142836594X.jpg	15184	June 8, 2007	8:12am
<input type="radio"/>	DC_Complete_1423912055.jpg	9235	June 8, 2007	8:11am
<input type="radio"/>	samlogo.gif	1766	June 6, 2007	5:39am
<input type="radio"/>	seicon.gif	3738	June 6, 2007	5:39am
<input type="radio"/>	SOC_0-619-25546-3.jpg	3902	June 6, 2007	5:39am
	Assignments			
	Course Content			
	images			
	PPT_Impatica			
	PPT_Links			

Upload File : To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

Filename:

Upload to: My-Files

18. The document copies to the WebCT folder and selects (the green dot). Click **Add selected**.



19. This did not add the document to the assignment. It only added it into the WebCT file system.
Under Actions, click **Import**

Homepage > Assignments > **1.1 Word**

Assignment: 1.1 Word

Assignment Information

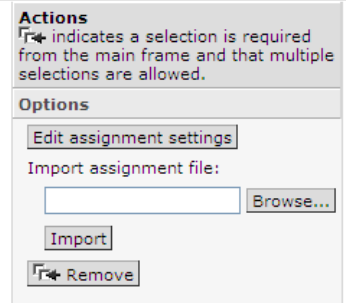
Maximum grade: 100

Due date: September 12, 2007

Instructions: Click the link below to view/download the assignment. This assignment is due before the due date and time listed. Late assignments will be penalized and must be handed in by 9/15/2007

Assignment files: To view an assignment file, click its filename.

<input type="checkbox"/>	Files	Modification date	Size
<input type="checkbox"/>	Chapter 1 Assignment 1 Word.doc	August 27, 2007 9:00am	21.5 KB



20. The file shows in the Assignment files area of the assignment page.

Repeat this process for multiple files. When all have been uploaded, in the breadcrumb area, click Assignments

1.1 Word

Availability: September 5, 2007 8:00am - September 12, 2007 8:00am

Cutoff date: September 15, 2007 8:00am

Maximum grade: 100

Result: [Submissions](#)

This assignment displays almost as the student see it. Their view does not display the Cutoff date.