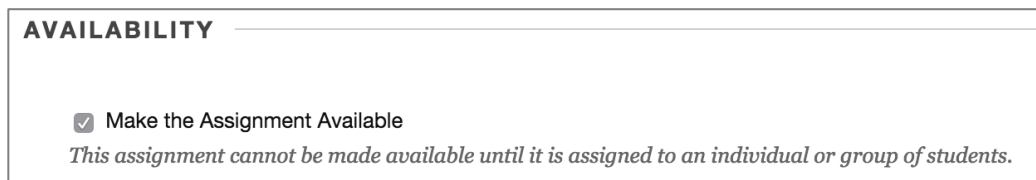


Course Content – Assignments – Object Settings and Gradebook Actions

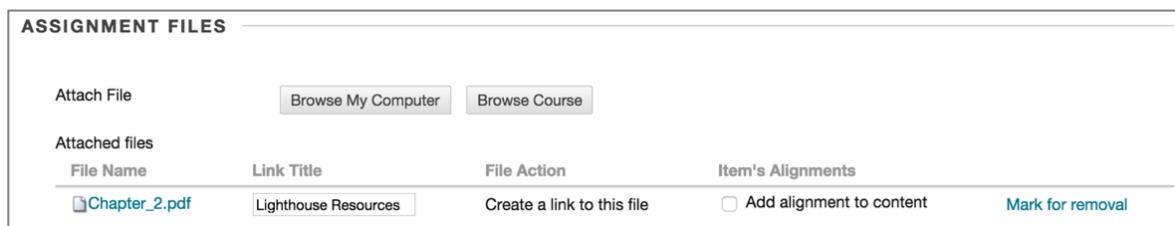
1. **Editing an Assignment** – Select the **Options Menu** to the right of the assignment title. This will allow you to edit the assignment settings including the following: Assignment Information, Assignment Files, Due Date, Grading, & Availability.



2. **Assignment Availability** – The **Make the Assignment Available** option must be checked for students to have access to the assignment. If a future date is chosen, the **Make the Assignment Available** option still must be checked.



3. **Due Dates** – The Due Date feature for assignments is only a suggestion, but instructors will see a **Late Flag** on assignments in the **Needs Grading** area as well as in the **Grade Details** page of the student's assignment in the Grade Center. Using the **Due Date** feature will auto-populate the item to the Calendar if the item is currently available. It will not populate items until they are available for students if a future availability date is chosen.
4. **Assignment Files** – To attach files to an assignment this may be done in the content editor area OR single or multiple files can be added to the **Assignment Files** area below the content editor. Instructors can **Browse My Computer** or **Browse Course** (Content Collection) to add files.



5. **Rubrics** – If no **Add Rubric** button is available in the **Grading** section of the assignment, instructors can go to the **Course Management** area, select **Customization > Tool Availability**. Navigate to **Rubrics** to be sure the item is checked.

The screenshot shows the 'GRADING' section of a learning management system. It includes a 'Points Possible' field set to 100, an 'Associated Rubrics' section with an 'Add Rubric' button, and a table with columns for Name, Type, Date Last Edited, and Show Rubric to Students.

Name	Type	Date Last Edited	Show Rubric to Students
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6. **Submitting Attempts** – When students submit an attempt, instructors can use the inline grader to grade some documents with the option to markup the document within the browser. Those file types are: PowerPoints, Word Documents, Excel files and .PDF files.
- Note that instructors will not be able to see the formulas for the individual cells in Excel files unless the file is downloaded and opened in Excel.
 - Students should always use the **Attach File** option for submitting these files for instructors to grade with inline grader.
 - If a student uses the **Write Submission** option for submitting the assignment, instructors will not be able to utilize full features of the inline grader.
 - If a student submits a file other than the 4 types listed above, instructors will be given the option to download the file for viewing.

The screenshot shows the 'ASSIGNMENT SUBMISSION' section. It features two main options: 'Text Submission' with a 'Write Submission' button, and 'Attach File' with a 'Browse My Computer' button. The 'Attach File' option and its associated button are highlighted with a blue border.

7. Ignoring, Clearing, & Exempting Attempts

- a. **Ignore Attempt** – [Under View Grade Details for a specific grade cell] Allows the instructor to allow an additional submission and retain the original submission. Before the attempt is ignored view the attempt and provide a note in the feedback area documenting why the attempt is being ignored.
- b. **Clear Attempt** – Deletes the actual attempt and its details. See Ignore Attempt option.
- c. **Exempt Grade** – Grade is ignored in calculations. Document with a quick comment.

User **Nikki Stubbs_PreviewUser (nstubbs_previewuser)** < > Column **Sample Assignment 1 (Assignment)** < >

Current Grade:

Needs Grading **C** **Exempt**

Grade based on Highest Score
Due: Oct 23, 2015
Calculated Grade

View Attempts

Attempts Manual Override Column Details Grade History

Delete Last Attempt > Go

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Oct 22, 2015 2:11:51 PM	Oct 22, 2015 2:11:51 PM (Needs Grading)	!			<div><div>A Ignore Attempt</div><div>B Clear Attempt</div><div>Edit Grade</div></div>