

Using the Assignments Tool

Assignments Tool

The Assignments tool is the default mode when creating submission folders. All of the same great features are available but the view is a more condensed, cleaner format.

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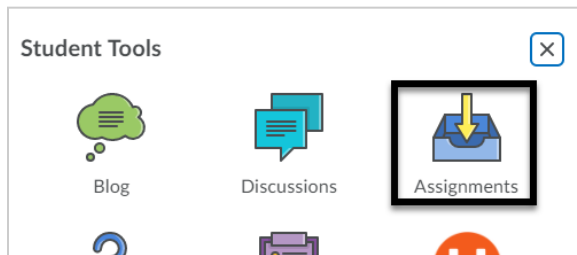
[Note Tool](#)

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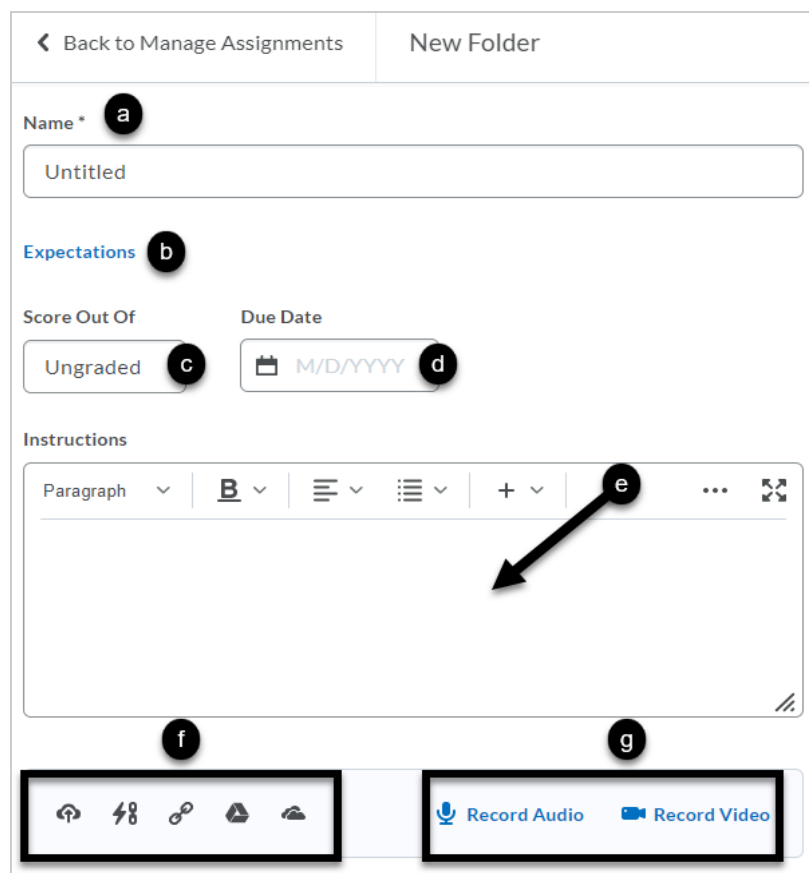
Creating an Assignment folder

1. From the navbar in your course click on **Student Tools**.
2. Then select **Assignments**.



3. Click on **New folder**.
4. Fill in information in the primary panel

- a. **Name**
- b. **Expectations** -
This will appear if expectations have been added to the course.
- c. **Score Out Of**
- d. **Due Date**
- e. **Instructions**
- f. Add attachments
- g. Record an audio or video recording

A screenshot of the 'New Folder' form. The form has a header with a back arrow and the text 'Back to Manage Assignments' and 'New Folder'. The main form area contains several fields: 'Name *' with a text input field containing 'Untitled'; 'Expectations' with a text input field; 'Score Out Of' with a dropdown menu set to 'Ungraded'; 'Due Date' with a calendar icon and a text input field containing 'M/D/YYYY'; 'Instructions' with a rich text editor containing a 'Paragraph' dropdown and various formatting icons; and a bottom section with two boxes: 'f' containing attachment icons and 'g' containing 'Record Audio' and 'Record Video' buttons. A black arrow points from label 'e' to the 'Instructions' text area.

Further customize your assignment needs with the advanced panel.

1. Availability Dates & Conditions

- a. **Start and End Date**
- b. **Release Conditions** - Users are not able to access or view the assignment unless they meet the release conditions.
- c. **Special Access** - Special Access allows assignments to be available to only a select group of users or individualized due dates for certain users.

The screenshot shows a user interface panel titled "Availability Dates & Conditions" with a dropdown arrow on the right. The panel is divided into three sections, each highlighted with a black border and a callout letter in a black circle:

- Section a:** Contains "Start Date" and "End Date" fields. Each field has a calendar icon and a placeholder "M/D/YYYY".
- Section b:** Titled "Release Conditions", it contains the text "Users are not able to access or view the assignment unless they meet the release conditions." and a blue link "Add Release Condition" with a downward arrow.
- Section c:** Titled "Special Access", it contains the text "Special Access allows assignments to be available to only a select group of users or individualized due dates for certain users." and a blue link "Manage Special Access".

2. Submission & Completion

- a. **Assignment Type** - Individual or Group
- b. **Submission Type** - Options are:
Text, on paper, or in person
- c. **Files Allowed Per Submission** -
Unlimited or One file
- d. **Submissions** - All submission are kept, only one allowed, or on the most recent is kept
- e. **Notification Email** - Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.

Submission & Completion

Assignment Type
☒ Individual Assignment
☐ Group Assignment

Submission Type
File submission

Files Allowed Per Submission
☒ Unlimited
☐ One File

Submissions
☒ All submissions are kept
☐ Only one submission allowed
☐ Only the most recent submission is kept

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

3. Evaluation & Feedback

- a. Add a **Rubrics**
- b. **Annotation tools** - Make annotation tools available for assessment

Evaluation & Feedback

Rubrics

Add rubric ▼

Annotation Tools

☒ Make annotation tools available for assessment

Once you have filled out the information, you will have a few more options in the footer section.

A Save and Close

B Save

C Cancel

D Visibility

Save and Close - You can save and close, it will then be posted **(A)**.

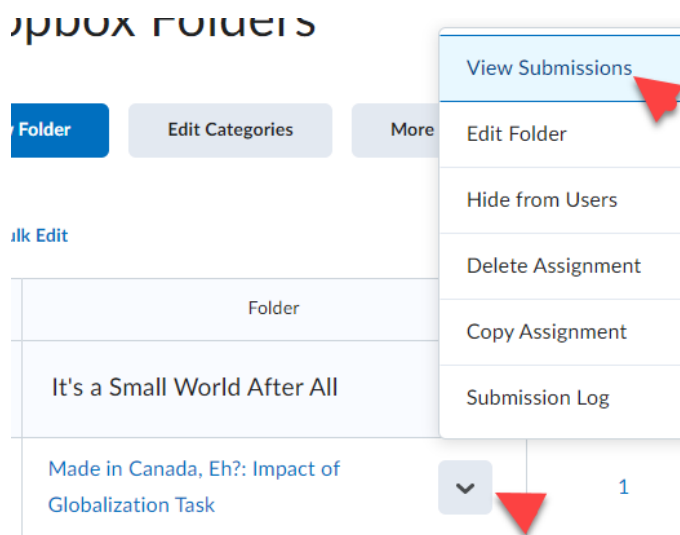
Save - Save the assignment as a draft and come back to it later **(B)**.

Cancel - You can cancel and not save it **(C)**.

Visibility - Make it visible right away for the students or if you have saved it as a draft and want to work on it later on then toggle it off make it not visible for students **(D)**.

Providing Feedback on an Assignment

1. On the navbar, click **Student Tools > Assignments**.
2. On the **Assignments** page, from the drop-down arrow menu of the assignment you want to evaluate, click **View Submissions**.



3. On the **Submissions** page, do one of the following:
 - To evaluate an individual user, click on their name, or the **Evaluate** link for their submission.
To add evaluations using an attached rubric, on the **Evaluate Submission** page, in the **Evaluation** panel, click the rubric you want to use, or click **Assess All Rubrics** if more than one rubric is attached. Select the rubric you want to use from the **Scoring Rubric** dropdown list. The Score for the submission is populated automatically from the Scoring Rubric.
 - Add or edit the **Score** for the submission, and any additional **Feedback**, including text, audio, or video files.

Assignment Annotations

Within the Assignments there is an inline annotation tool for grading assignments. Using the Annotation Tool in the VLE allows you to annotate document submissions inside of your course without having to download anything.

- Click the Student Tools icon, then Assignments from the course navbar.
- On any assignment, click the dropdown caret next to its title.
- Choose View Submissions.
- Click on the title (link) of a student's submission.
- The banner above the submission is the annotation banner. The tools to the right are annotation tools.



- Click the appropriate tool icon.
- With the tool you'd like selected, click the document in the location you'd like to annotate.
- To save your annotations, you *must* click Save Draft. Annotations not saved before leaving the page or reloading it will not be kept and will be deleted. Be sure to save your annotations often!
- When you are ready for the student to see your feedback, click Publish.

About the Annotation Tools

The annotations features is made up of four components:

- Pen Tool
- Note Tool
- Textbox Tool
- Line Tool

Pen Tool



- Click the icon to use the tool and set color, transparency, and width.
- Click the down arrow to select a pen or highlighter.
- Write anywhere in the submission.
- Click Save Draft or Publish when done.

Note Tool



- Click the note icon to use the tool and set options.
- Click anywhere in the submission to add a note.
- Type into the note.
- Click Save Draft or Publish when done.

Textbox Tool



- Click the textbox icon to use the tool and set options.
- Click anywhere in the submission to add a textbox.
- Type into the box. It will expand as you type.
- Click Save Draft or Publish when done.

Line Tool



- Click the icon to use the tool and set color, transparency, and width.
- Click the down arrow to select line, arrow, or rectangle.
- Click anywhere in the submission to add a line.
- Click Save Draft or Publish when done.