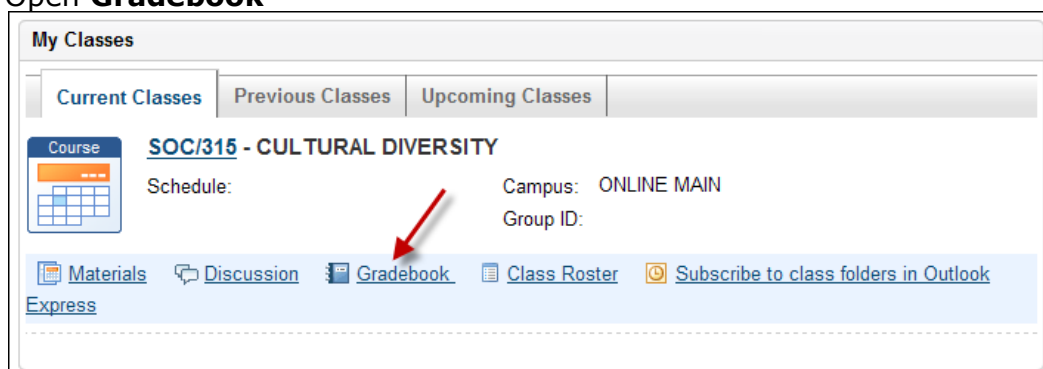


Help Guide

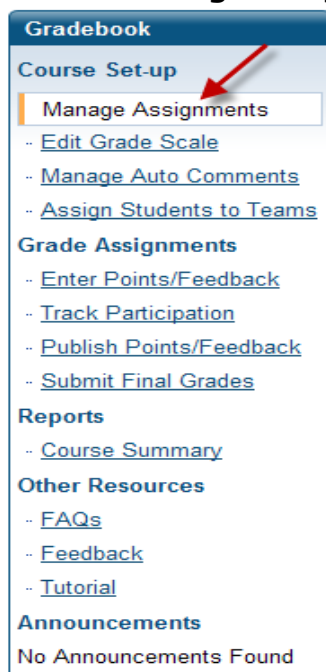
GRADEBOOK: Assignment Section

Section 1: Course Set-up

1. Open **Gradebook**



2. Click on **Manage Assignments**



3. Select one of the **Course Setup Options**

- a. **Option 1:** *Previous Course Setup* cannot be used the first time you set up the class.
- b. **Option 2:** *Use Standard Template* is the recommended method to use the first time you teach any new course.
- c. **Option 3:** *Custom Assignments* can be used if you want to start from scratch; there are no default assignments.

Manage Assignments

?

Help

TST-CRSR1: Test course, Group Id: TST-GRPR6 (Total Possible Points: 0.0)

Status: Unpublished

Course Setup Options

There are no assignments added to this course. To add assignments, please choose an option from below. After choosing one of the below options, you can edit, add or remove assignments at any time. The below course setup options will not be available once you have added assignments to your course.

Option 1: Use Previous Course Setup

Choose this option to import assignments from a previously taught course.

Select

Option 2: Use Standard Template

Choose this option to add a standard set of assignments (i.e. discussion question, participation, individual, weekly summary and learning team) to all weeks of your course.

Select

Option 3: Custom Assignments

This option will allow you to start from scratch by manually adding each assignment needed for your course

Select

Edit Assignments will open in new window.

Notice that it defaults to Week 1. There are five assignment types that are automatically loaded (DQs, Individual Paper, Participation, Team Paper, and Weekly Summary).

4. Remove **Unwanted Default Assignments**

Remove any assignments on the default screen that will not be used. For example, if there is no Learning Team assignment or Weekly Summary due in Week 1, click on the **trash can** to the far right of the screen to remove the extraneous default assignments.

Edit Assignments

TST-CRSR1: Test course, Group Id: TST-GRPR6 (Total Possible Points: 0.0)

Status: Unpublished

Save Cancel

Week 1 Assignments

Assignment Title*	Assignment Type*	Possible Points*	Due Date*	Description	
Discussion Questions	Discussion Question	0.0	Refer Syllabus	Please refer to the syllabus for assignment description. Edit	
Individual Paper	Individual	0.0	Mon, Day 1	Please refer to the syllabus for assignment description. Edit	
Participation	Participation	0.0	Refer Syllabus	Please refer to the syllabus for assignment description. Edit	
Team Paper	Learning Team	0.0	Mon, Day 1	Please refer to the syllabus for assignment description. Edit	
Weekly Summary	Weekly Summary	0.0	Mon, Day 1	Please refer to the syllabus for assignment description. Edit	

Add Assignment Total: 0.0

5. Add **Additional Assignments**

The next step is to add any assignments that are not listed. For example, an additional Individual assignment may be required. Click on the **Add Assignments** button.

Edit Assignments

TST-CRSR1: Test course, Group Id: TST-GRPR6 (Total Possible Points: 0.0)

Status: Unpublished

Save Cancel

Week 1 Assignments

Assignment Title*	Assignment Type*	Possible Points*	Due Date*	Description	
Discussion Questions	Discussion Question	0.0	Refer Syllabus	Please refer to the syllabus for assignment description. Edit	
Individual Paper	Individual	0.0	Mon, Day 1	Please refer to the syllabus for assignment description. Edit	
Participation	Participation	0.0	Refer Syllabus	Please refer to the syllabus for assignment description. Edit	

Add Assignment Total: 0.0

A new line item will appear.

Enter Assignment Title	Select ▼	0.0	Mon, Day 1 ▼	Please refer to the syllabus for assignment description. Edit 
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Using the **dropdown** menu, select the *type of assignment* it will be.

Discussion Question
Participation
Learning Team
Individual
Weekly Summary

When selecting the type of assignment, please be aware of the following:

- Discussion Question, Participation, and Weekly Summary* assignment types provide students with a link to the **Main Forum**.
- Learning Team* and *Individual* assignment types provide a link to the **Assignments page** where students upload attachments.
- Learning Team* assignment type must be selected for **all** learning team submissions. This function enables students on each learning team to view submitted team assignments by other members.

6. Edit **Assignment Titles**

Assignment titles default to a generic name. To clarify the assignment for students, simply type over the default title to create a new name.

Week 1 Assignments	
Assignment Title*	
Discussion Questions	Discussion Questions
Individual Paper	Case Study
Participation	Participation
Enter Assignment Title	Personal Ethics Paper

7. Edit **Possible Points**

Possible points default to 0. Allot each assignment point values indicated in the course syllabus. The total possible points for the week appear at the bottom of the column.

Possible Points*	Possible Points*
0.0	2
0.0	5
0.0	3
0.0	10
Total: 0.0	Total: 20.0

As Possible Points are edited, a running total for all assignments in the course will appear at the top of the page.

8. Edit **Due Date**

Using the **dropdown** menu, select the appropriate due date for each assignment.

NOTE: Repeat steps 4-7 for the remaining weeks of the course.

Once all of the Possible Points are edited, review to ensure that the total possible points for the course are correct.

Edit Assignments

TST-CRSR1: Test course, Group Id: TST-GRPR6 (Total Possible Points: 100.0)

Status: Unpublished

Save Cancel

Week 1 Assignments

Assignment Title*	Assignment Type*	Possible Points*	Due Date*	Description
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9. **Save**

After all assignment information is entered, click **Save**.

Edit Assignments

TST-CRSR1: Test course, Group Id: TST-GRPR6 (Total Possible Points: 100.0)

Status: Unpublished

Save Cancel

Week 1 Assignments

Assignment Title*	Assignment Type*	Possible Points*	Due Date*	Description
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Notice that the **Save** button has been replaced with **Edit Assignments**. Use this opportunity to review all of the entries you have made. If changes need to be made (e.g., wrong points, typos, etc.), click on **Edit Assignments** to make corrections.

Manage Assignments

TST-CRSR1: Test course, Group Id: TST-GRPR6 (Total Possible Points: 100.0)

Status: Not Published

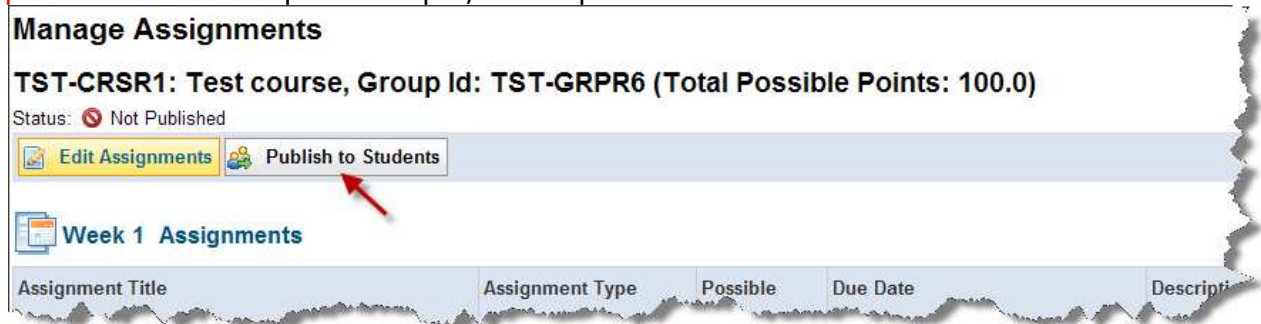
Edit Assignments Publish to Students

Week 1 Assignments

Assignment Title	Assignment Type	Possible Points	Due Date	Description
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10. Publish to Students

Almost done, but not quite yet! If everything is correct, click the **Publish to Students** button. **Students are not able to see the assignments until they are published.** This step is a simple, but important one.



Congratulations!!! A blue banner notification will indicate that the assignments for this course have been successfully published on the student's website. Also, the **Status** will change from *Not Published* to *Published*.



Students will now be able to post their submissions to the Assignments page instead of their Individual forums .

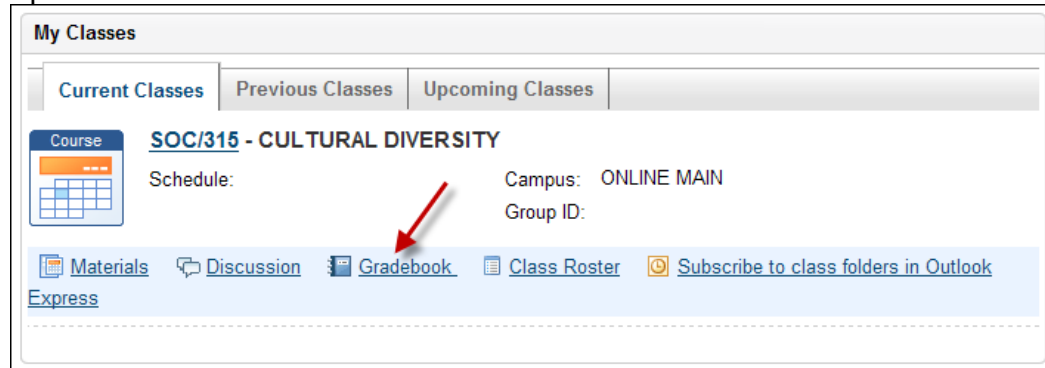


Reminder: The course syllabus should consistently indicate that assignments should be submitted to the "Assignments page" rather than the Individual Forum.

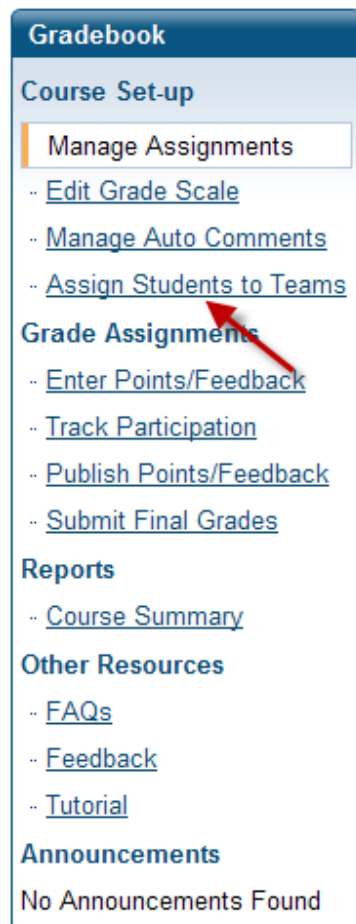
Section 2: Assign Students to Teams

Once learning teams are established, assign each student in class to a specific Learning Team in Gradebook. *This must be completed before a Learning Team assignment can be submitted to the Assignments page.*

1. Open **Gradebook**



2. Click on **Assign Students to Teams**



3. Click on a **Team** tab.
4. Select team members from the **UnAssigned Students** box.
5. Click on the **right arrow** to move students to the designated team.
6. Click **Save**.

Assign Learning Teams

☐ Show W/D students

1

Team A	Team B	Team C	Team D	Team E	Team F
--------	--------	--------	--------	--------	--------

- **First select a Team to see the Students for that Team**
Click on one of the Teams to see the Students currently assigned for that Team.
- **Assign or Remove Students**
The left box shows all the Students currently not assigned to any Team. The right box shows all the highlight Students, then click the left and right arrows to move students from one box to another.
- **Save Your Changes**
Once you are satisfied with the selection click on the Save button to commit your changes.
- **Publish Your Changes**
Publish Team Roster button is currently disabled since there are students not yet assigned to learning.

UnAssigned Students

2

Amy Brown

Adam Corbett

Bud Streeter

John Achison

John Bevel

Kelly Sanderson

Kim Graziano

Peggy Price

Scott Ellington

4

Assigned Students

3

Save

A confirmation message will appear after students are assigned to the team.



Success

Your changes to Learning Team A have been saved successfully.

6. **Repeat** this process for the remaining teams.

Assign Learning Teams

☐ Show W/D students

Team A Team B Team C Team D Team E Team F

- **First select a Team to see the Students for that Team**
Click on one of the Teams to see the Students currently assigned for that Team.
- **Assign or Remove Students**
The left box shows all the Students currently not assigned to any Team. The right box shows all the highlight Students, then click the left and right arrows to move students from one box to another.
- **Save Your Changes**
Once you are satisfied with the selection click on the Save button to commit your changes.
- **Publish Your Changes**
Publish Team Roster button is currently disabled since there are students not yet assigned to learning.

UnAssigned Students

Adam Corbett
Bud Streeter
John Bevel
Peggy Price
Scott Ellington

Assigned Students

Save

1: Points to the 'Team B' tab.

2: Points to the 'UnAssigned Students' list.

3: Points to the right arrow button between the two student lists.

4: Points to the 'Save' button.

7. Publish Team Roster

Assign Learning Teams

☐ Show W/D students

Publish Team Roster

After all students are assigned to a team, click **Publish Team Roster**. This feature is not available until all students have been assigned. A message will be sent to students' Individual Forum indicating which team they are on, as well as identifying other team members.