

## Lesson 6: Managing, Editing, or Adding Assignments

In this lesson, you will learn how to:

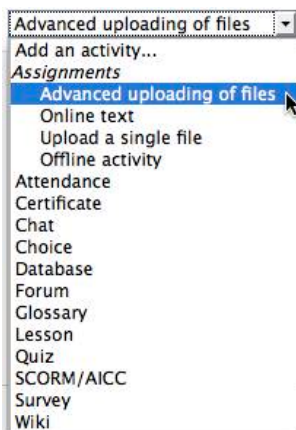
- Create a New Assignment
- Use a numbering format for sequencing multiple Assignments

### Exercise 6-1 Creating a New Assignment

Instructors often want to add a New Assignment to a course. Follow these steps to create a New Assignment in any Section of your course.

1. As an editing instructor for a course, click **Turn editing on**, and go to the Section in which you want to create the Assignment.
2. From the dropdown menu labeled **Add an activity**, select one of the four types of available **Assignment** options.
  - a) Advanced uploading of files
  - b) Online text
  - c) Upload a single file
  - d) Offline activity

*Note: For more information read the section titled Assignment Types.*



3. Next, type your **Assignment name**, enter a **Description**, and assign a **Grade** type and **Due date**.
4. Select or change any of the remaining options. For more information on an option **click on the “?” icon** for more information.
5. Click **Save and return to course**.

## Assignment Types

There are 4 types of Assignments available in Navigate.

**Upload a single file** - This could be a Word document, spreadsheet or anything in digital format. Multiple files may be zipped and then submitted. After students upload their files, the instructor will be able to open the submission and use the Navigate interface to assign a grade and offer comments as feedback. A student may submit a file as many times as they like up until the deadline. Only the latest file is retained and graded by the Instructor.

**Advanced uploading of files** - Options include: multiple file submission, allowing students to type a message alongside their submission & returning a file as feedback. A typical way to use this would be to edit the student's submitted file by adding comments and/or corrections, and then returning this file back to the student via the assignment. When a student clicks on the assignment, files sent to him or her appear as a list of Response files.

**Online text** - This assignment type asks students to submit text, using the normal Navigate editing tools. Instructors can grade them online, and even add comments or changes

**Offline Activity** - Instructors provide a description and due date for an assignment outside of Navigate. This is useful when the assignment is performed outside of Navigate. It could be something elsewhere on the web or face-to-face. Students can see a description of the assignment, but can't upload files or anything. Grading works normally, and students will get notifications of their grades.

## Iterative Assignments

It is possible to create iterative assignments - where the piece of work is graded by the instructor, re-edited by the student, re-graded and so on using either the single file or the online text and setting 'Allow resubmitting' to 'Yes' in the assignment settings.

## **Other Assignment Settings**

### **Allow resubmitting**

By default, students cannot resubmit assignments once the instructor has graded them. If you turn this option on, then students will be allowed to resubmit assignments after they have been graded (for you to re-grade). This may be useful if the instructor wants to encourage students to do better work in an iterative process.

### **Email alerts to instructors**

If enabled, then instructors are alerted with a short email whenever students add or update an assignment submission.

Only instructors who are able to grade the particular submission are notified. So, for example, if the course uses separate groups, then instructors restricted to particular groups won't receive any notices about students in other groups.

### **Comment Inline**

If this option is selected, then the original submission will be copied into the feedback comment field during grading, making it easier to comment inline (using a different color, perhaps) or to edit the original text. Of course even if the instructor makes inline comments and changes, the student's original submission is kept intact. If inline comments are not permitted, then the instructor will see the student's submission and a separate area for making comments.

### **Maximum Size**

This setting specifies the maximum size of the file, which the students can upload as their submission. If your students are uploading word processing documents or spreadsheets, typically you only need to allow for a few megabytes. If your students are submitting multimedia projects or other files with many images or audio clips, then the space allowed will need to be larger.

## Numbering of Assignments

An important point to remember is that you cannot duplicate a name in Navigate. To do so would render considerable errors on course replication. For example, when creating discussion questions for a topic **do NOT** do the following:

Assignment 1  
Assignment 2  
Assignment 3  
Assignment 4  
Assignment 5

Instead **DO** use the following example:

Assignment 1-1  
Assignment 1-2  
Assignment 1-3  
Assignment 1-4  
Assignment 1-5