

Assignments

The Assignments tool allows students to submit their work to you securely and allows you to provide feedback on that work without filling up your mailbox. Files are stored in Sakai and are accessible only by authorized users.

You can create assignments for your students to submit either online or in person. Assignments can be provided in a variety of formats, including Microsoft® Word and PDF. All assignments can also be linked to the Gradebook if you want them to be automatically added in to the grade calculations.

Assignments Toolbar

1. Select **Assignments** from the *Course Tools* menu on the left.
2. There are a variety of choices to choose from in the *Assignments* toolbar:
 - Click the **Add** link to add new assignments.
 - Click the **Assignment List** link to view the complete list of assignments added to your course.
 - Click the **Student View** link to see how the list of assignments will appear to students.
 - Click the **Reorder** link to change the order of the assignment documents or entries. Select either the **Up** or **Down** triangle next to an assignment item to move it up or down in the list of assignments and then click **Save**.



Tip

Sakai's Assignment Tool has some additional options that the Blackboard® Assignment tool does not. Sakai has tools such as blogs and wikis that are useful for team teaching and student or faculty collaboration.

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Site Information Display

Options

This is sample site information for display purposes only. You can create new information at any time and post it here for your students to view.

Recent Announcements

Options

Announcements (viewing announcements from the last 365 days)

Assignment: Open Date for Mid-term paper - Option 2 (Deirdre McGlynn - Feb 3, 2011 10:03 am)

Open date for assignment Mid-term paper - Option 2 is Jan 30, 2011 12:00 pm.

Assignment: Open Date for Mid-term paper - Copy (Deirdre McGlynn - Jan 31, 2011 3:31 pm)

Open date for assignment Mid-term paper - Copy is Jan 31, 2011 12:00 pm.

New Announcement (Brandon Henry - Jan 28, 2011 1:44 pm)

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Assignment List

View Assignment List

Viewing 1 - 6 of 6 items

Show 20 items

Assignment title	Status	Open	Due	In / New	Scale	Remove?
Mid-term paper - Copy Edit Duplicate Grade	Open	Jan 31, 2011 12:00 pm	Feb 14, 2011 5:00 pm	0/0	A-F	<input type="checkbox"/>
Mid-term paper - Option 2 Edit Duplicate Grade	Open	Jan 30, 2011 12:00 pm	Feb 14, 2011 5:00 pm	0/0	A-F	<input type="checkbox"/>
Mid-term paper Edit Duplicate Grade	Open	Jan 30, 2011 12:00 pm	Feb 14, 2011 5:00 pm	0/0	A-F	<input type="checkbox"/>
Term paper Edit Duplicate Grade	Due	Jan 25, 2011 12:00 pm	Feb 4, 2011 5:00 pm	0/0	0-100.0	<input type="checkbox"/>
short paper - EPP Edit Duplicate Grade	Closed	Jan 21, 2011 12:00 pm	Jan 28, 2011 5:00 pm	0/0	0-25.0	<input type="checkbox"/>
Sample assignment Edit Duplicate View Submissions	Open	Feb 10, 2011 12:00 pm	Feb 17, 2011 5:00 pm	0/0	No Grade	<input type="checkbox"/>

Update

Assignments

Add a New Assignment

1. Select **Assignments** from the *Course Tools* menu on the left.
2. Click the **Add** link.
3. Enter a **Title** for your assignment item.
4. Use the dropdown boxes or click the **Calendar** icon to set the following dates:
 - a. **Open Date** - when the assignment is available to students
 - b. **Due Date**
 - c. **Accept Until** date - last date submissions will be accepted.
5. To select the format for student submissions, select an option from the **Student Submissions** dropdown menu items.
 - a. Check **Allow Resubmissions** to allow resubmission until the *Accept Until* date.
6. Set the **Grade Scale** using the dropdown menu.
7. Enter your **Assignment Instructions** into the rich text editor. You are not required to have anything entered into the Assignment Instructions area, but if you leave it blank, when you post your assignment Sakai will send you an alert message that this area is blank.
8. Use the checkboxes to post your assignment to the Course Schedule and/or to the Announcements page, or include an honor pledge option, if desired.
9. Using the radio buttons, select how you want to send and receive notifications on assignment submissions.
10. Click the **Add Attachments** button if you want to provide a file or files to the student. The process is the same as that described in the *Syllabus* and *Lessons* guides.
11. If you do not want to attach additional information to your assignment, click **Post**, **Preview**, **Save Draft**, or **Cancel** to complete the form and return to the *Assignment List* view.



Tip

If the menu item "Points" is the selected grade scale item, a maximum possible score needs to be entered in the box beneath the dropdown menu. Only items which are going to be graded by "Points" will be able to be sent to the *Gradebook*; no other grading system can be reflected in it.



Tip

When an assignment is saved as a draft, only users with the level of Instructor or higher may view the assignment. This allows you to post the assignment at a later date with no risk of the students viewing the assignment before it's released.

Assignment List View

The Assignment List view allows you to manage your assignments

1. Select **Assignments** from the *Course Tools* menu on the left.
 - Click the **Assignment title** name to review the item content and its properties. You will then be able to see a student view of the assignment.
 - Click the **Edit** link just under the item name to modify the item or change its availability from *Draft* to *Posted* (or vice versa).
 - Click the **Duplicate** link just under the item name to create an editable copy of an existing assignment.
 - Click the **Remove** checkbox next to any assignment you no longer wish to use.
2. Click **Update** to update or remove edited assignments.



Tip

You can return to the *Assignment List* view by clicking **Assignment List** in the toolbar or clicking the blue reset arrows at the top of the page.

Assignment title	Status	Open	Due	In / New	Scale	Remove?
Mid-term paper - Copy	Open	Jan 31, 2011 12:00 pm	Feb 14, 2011 5:00 pm	0/0	A-F	<input type="checkbox"/>
Mid-term paper - Option 2	Open	Jan 30, 2011 12:00 pm	Feb 14, 2011 5:00 pm	0/0	A-F	<input type="checkbox"/>
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Term paper	Due	Jan 25, 2011 12:00 pm	Feb 4, 2011 5:00 pm	0/0	0-100.0	<input type="checkbox"/>
short paper - EPP	Closed	Jan 21, 2011 12:00 pm	Jan 28, 2011 5:00 pm	0/0	0-25.0	<input type="checkbox"/>
Sample assignment	Open	Feb 10, 2011 12:00 pm	Feb 17, 2011 5:00 pm	0/0	No Grade	<input type="checkbox"/>



Tip

The *View* dropdown list at the top of the *Assignment List* screen allows you to toggle between a screen that allows you to view and manage all the assignments and a screen that lists the assignments and shows you the status of submitted assignments.

Grading An Assignment

1. Select **Assignments** from the *Course Tools* menu on the left.
2. Click the **Grade** link under the assignment title link. You will see a list of students who have submitted work for the assignment.
3. To view an individual student's work, click the **Grade** link under the student's name in the list.
4. Click the **filename** under *Submitted Assignments* to view the student's assignment.
5. Type your comments into the *Instructor Summary Comments* textbox.
6. Click the **Add Attachments** button to send the student an attachment.
7. Enter the **student grade** into the *Grade* textbox if applicable.
8. Click the **Previous, Return to List,** and **Next** buttons at the top and bottom of the submission review page to navigate through the submissions of all students.
9. Click **Save and Don't Release to Student, Save and Release to Student, Preview,** or **Cancel Changes** to finish grading.



Tip

Sending an attachment back to a student after grading might be useful if you wanted to leave feedback on the student's digital assignment using the comment tools found in most word processing programs.

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[Update](#)

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Sample assignment - Submissions

[Download All](#) | [Upload All](#) | [Release Grades](#)

Assign this grade to all participants without a grade:

[Apply](#)

Showing 1 - 1 of 1 items

Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	McGlynn, Deirdre (dmcglynn) Grade	Mar 1, 2011 9:40 am	Ungraded		Release

Assignment Details

Assignment title Sample assignment

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Sample assignment - Grading

Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Only grade assignments and navigate the system with one browser window.

[< Previous](#) [Return to List](#) [Next >](#)
(Changes will be saved)

Student McGlynn, Deirdre(dmcglynn)

Submitted Date Mar 1, 2011 9:40 am

Status Ungraded

Assignment Instructions

Assignment Submission

Submitted Attachments

[Short essay assignment-DMM.docx](#) (12 KB)

Instructor Summary Comments

Use the box below to enter summary comments about this submission's attachment or the grade.

Attachments to Return with Grade

No attachments yet

[Add Attachments](#)

Grade: (max 50.0)

Allow Resubmission

[Save and Don't Release to Student](#) [Save and Release to Student](#) [Preview](#) [< Previous](#) [Return to List](#) [Next >](#)
(Changes will be saved)

[Cancel Changes](#)