

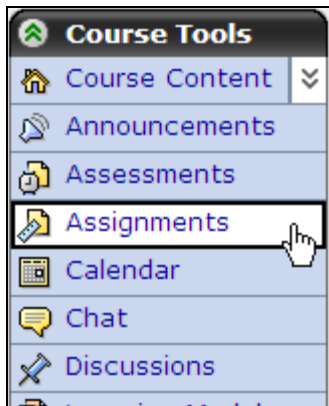
WebCT 6.0 Campus Edition – Assignment Tutorial



Managing the Assignment Module in WebCT 6.0 involves Creating, Editing and Deleting assignments.

The HELP MENU in WebCT provides help with whatever section you are in. For example, if you are in the Calendar section and select help, Calendar help will be provided.

CREATING AN ASSIGNMENT



STEP 1

From the **Build** tab and click **Assignments** on the Course Tools menu.



NOTE: If there is no Assignments option on the Course Tools menu, see the [Assignments PowerPoint](#) on the WebCT help site.

Your location: [Assignments](#) > **Create Assignment**

Create Assignment

****Title:**

Description:

Item Visibility: Show Item
 Hide Item
(This item cannot be made visible until it is assigned to individual or group of students)

Instructions: HTML Creator On Off

Use HTML

Attachments:

STEP 2a

Add a title, description and instructions to the assignment. Choose to show or hide the option and add attachments when necessary.

Student submission format

- Text with attachments
(Students provide a written submission and/or a collection of files.)
- Web site
(Students submit a ZIP file containing a web site composed of files with relative links.)

STEP 2b

Select how the students will submit their information.

Assignment recipients

- Decide later (Save assignment as a draft and send it later)
- All Students individually
 - Create additional sets of instructions for groups of Students
- Groups of Students

STEP 2c

Select which students get the assignment. The assignment can be sent to all students or a group of students.

Dates

* Due Date (Submissions are accepted after this date but are marked 'late')

May 7 , 2007 12 :00 PM

Create a corresponding event in the Calendar tool

* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')

May 14 , 2007 12 :00 PM

STEP 2d

Select the dates that the assignment will be active for students. A Calendar event may also be created at this point.

Grading

- Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)
 - Grade Book column title:
- Numeric grade: Out of
- Alphanumeric grade

STEP 2e

Designate gradebook attributes.

More Options (Expand this area to see more options.)

Grade Release

- Turn gradebook column visibility to ON for this assignment.

Taking Back Submissions

- Students can take back and correct work after submission

Publishing Submissions

- Only the Section Instructor can publish submissions
- Both the Section Instructor and Students can publish submissions

Section Instructor notification:

- Notify Section Instructor when a Student submits this assignment
Section Instructor's email address:
- Do not send e-mail notification when Student has submitted an assignment

* Required field

FINISH

Under the More Options section, gradebook visibility, publishing considerations and notifications are handled. Click Save to create the assignment.

EDITING AN ASSIGNMENT

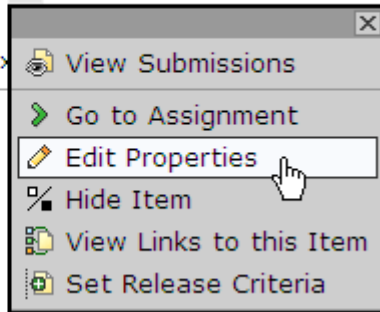
Your location: **Assignments**



[Essay on Red Raider](#)

Due Date: May 7, 2007

Red Raider is one of Tex



STEP 1

From the Action Link  by the assignment to be edited, click Edit Properties.

< Your location: [Assignments](#) > **Edit Assignment Properties**

Edit Assignment

*Title:

Description:

Item Visibility: Show Item
 Hide Item

Instructions: HTML Creator On Off

Use HTML

STEP 2

Edit the assignment as appropriate and click Save.

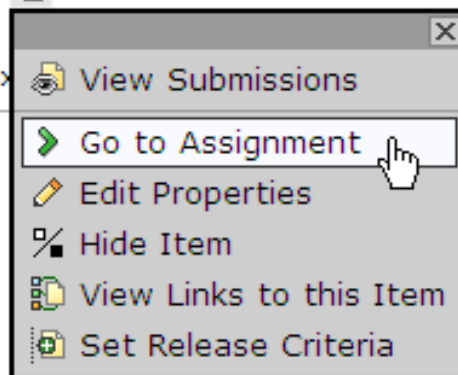
Your location: **Assignments**




[Essay on Red Raider](#)

Due Date: May 7, 2007

Red Raider is one of Tex



FINISH

Use the ActionLink  to Go to Assignment. Verify changes.

Your location: **Assignments**

Assignment Submission: Essay on Red Raider

Instructions

Write a 1.5 page essay on why and how Raider Red became a mascot of Texas Tech University.

Attachments:

Most Recent Comment:

None

[View Previous Comments](#)



Submission:

Attachments:

[Add Attachments](#)

[Submit](#)

[Cancel](#)

[Save as Draft](#)

FINISH (cont.)

Verify changes.

DELETING AN ASSIGNMENT

Your location: **Assignments**

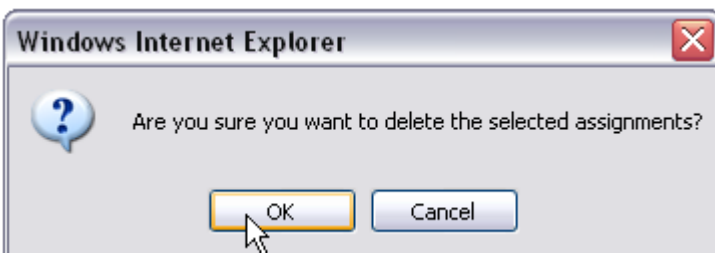
[Create Assignment](#)

Order	Title	Status
1	<input checked="" type="checkbox"/> Essay on Red Raider	All

Create Link on: [Delete](#)

STEP 1

From the Action Link by the event to be deleted, click Delete or select the check box by the item(s) that is to be deleted and click Delete.



FINISH

Confirm the delete by clicking OK.