

Assignments

Last updated: 23 August 2022

What is the Assignments Tool?

Lecturers use the Assignments tool to create and edit assignments, see students' submission times, view submissions on the Submissions page, associate assignments to rubrics, return grades and provide feedback. It can also be used to capture grades for on-paper submissions and for observed in-person assignments.

Why use the Assignments Tool?

Use the Assignments tool to:

- Create Assignments for students to complete as individuals or groups.
- Restrict access by date, time, group membership and/or special access permissions.
- See individual or group submission time & date.
- Download assignments to your computer.
- View submissions with the document viewer on the Submissions page.
- Associate assignments to rubrics.
- Evaluate non-submissions and system-external submissions.
- Return submissions with grades and feedback.

Creating an Assignment

1. On the navbar, click **Activities** > **Assignments**, or select **Assignments** under the Assessment section on the **Course Admin** page.

2. On the Assignments page, click **New Assignment**.
3. Enter the following on the Assignment creation screen:
 - A **Name** for the assignment.
 - A **Grade Out Of** to evaluate the assignment with a numeric value.
 - [Optionally] Association with the appropriate Grade item.
 - A **Due Date** for the assignment.
 - Any **Instructions** for the assignment.
 - Additionally, you can choose to add attachments, links, Google Drive content, or create audio/video content to include in the assignment.
4. Manage further assignment options:
 - **Availability Dates & Conditions** – Enable availability, release conditions, and allow students with special access to submit assignments outside the normal availability dates.
 - **Submission & Completion** – Specify submission type and options, number of files allowed or whether it is a group or individual assignment, options are included here. You can also organise your assignments into Categories in this section.
 - **Evaluation & Feedback** – Add a rubric, enable annotation tools, use anonymous marking, and manage Turnitin integration.

← Back to Manage Assignments
New Assignment

Name *

Grade Out Of **Due Date**

Instructions

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Record Audio Record Video

Availability Dates & Conditions ▸

Always available

Submission & Completion ▸

File submission

Evaluation & Feedback ▸

No rubric added

Viewing and Assessing Submissions

The Assignments page provides a summary of **New, Completed** and **Evaluated Submissions**, as well as **Feedback Published** and **Due Dates** for each assignment. Click on an assignment to navigate to its **Submissions** page and view submitted files.

The Submissions page can be accessed by clicking on a user submission and allows you to view, download, grade, grade with rubric, and provide feedback.

Downloading/ Uploading Feedback Files

Assignment submissions can be downloaded in bulk, edited and then re-uploaded with comments and edits in place.

- Click on the assignment in question.
- Using the checkboxes, select the files you wish to download.
- Click the **Download** icon.

Each file will have a unique identifier that the system uses to recognize it upon upload. Once you are done editing, you can upload the file by following these steps:

- In the assignment, click **Upload Feedback Files**.
- Using the **Upload** icon or the drag-and-drop function, place the files in the dialogue box and upload.
- If the identifiers are not recognised, manually link each file to the appropriate submission.

Feedback can be retracted using the **Retract** button on the **Evaluate Submissions** page. This hides the grade and feedback from the student until you choose to republish them.

Restore Deleted Assignments

Deleted assignments can be restored using the **Event Log**.

- On the Assignments main menu, click **More Actions** and select **Event Log**.
- Locate the assignment in question and click **Restore**.

Note: If your assignment has availability dates associated with it, when you restore the assignment, you also restore its dates in the Calendar.

What Tools Interact with Assignments?

The Assignments tool interacts with several other tools in Amathuba, including:

- Groups
- Class Progress
- Grades
- Rubrics