Tutorial for Instructors
Assignments tool

- Create assignments
- Grade and release assignments
How do I use Assignments tool?

You can create, collect, grade and release assignments.

- **How to use**
  1. Prepare the assignment
  2. Add assignments to *Assignments tool* of NUCT
  3. (Students submit the assignments to *Assignments tool* of NUCT = collect the assignments automatically)
  4. Grade assignments in *Assignments tool* of NUCT
  5. Release graded assignments in *Assignments tool* of NUCT
Assignments tool

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Click Assignments.

Features of Assignments tool are located on the top. You can click Permissions to regulate each role’s permissions of Assignments tool.

Current assignments will be displayed.
Assignments tool: add assignments

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Click Add.
Assignments tool: add assignments

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Give your assignment a title.

Add assignment instructions.

Please submit your 10 page research paper.
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※ It is also able to prepare an assignment in a file (such as WORD), and let the students answer and submit it. If you prefer handwriting such as mathematical formulas, you can also attach a photo to the WORD file.

You can also add attachments.

Set open date, due date and final acceptance date. If you do not accept late submissions, you may leave the Due Date and Accept Until date the same.
Assignments tool: add assignments

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Choose the submission format.
• Inline: Students may submit a response by entering it into text editor of NUCT.
• Attachments: Students may attach a file to submit their response.

Choose the grade scale.

You can add the assignment to the Gradebook tool.
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Released Grade Notification Email Options:
- Do not send notification email to student when the grade is released
- Send notification email to student when the grade is released

Additional Assignment Options
- No additional assignment options
- Use peer assessment
- Group Submission - One submission per group

Choose whether or not to send an notification email to students when the grade is released.

Click **Preview** to check the contents of the assignment.

Click **Post** to add the assignment.
**Assignments tool: add assignments**

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You can check how students view the site by clicking **Student View**.

Assignments you have added will be displayed.

You can click **Edit** to modify the contents.
Assignments tool: grade assignments

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※ Assignments are submitted by students. Please choose **view site as “student”** and try to submit the assignment.

![Image of NUCT Assignment tool](image)

You can check the number of submissions.

Click the number of submissions to check the submission status.

Create, collect, grade and release assignments

- Create assignments
- Grade and release assignments

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Assignments tool: grade assignments

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A list of all the students along with the submission status will be displayed.

Select a student and check the submission.
Assignments tool: grade assignments

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The student’s inline submission text is shown and you can grade the assignment.
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**Enter grade.**

**Instructor Summary Comments**

Use the box below to enter additional summary comments about this submission.

**You may enter instructor comments into the rich text editor.**
Assignments tool: grade assignments

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You can also return an attachment.

Finally, save the grade.

Click and return to the full listing of all student submissions.
Assignments tool: grade assignments

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“Graded” will be shown after you have saved the grade.
Assignments tool: release assignments

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If you click **Release Grades**, the grades will release to all students at once.

You will see a check mark if the grades have been released.