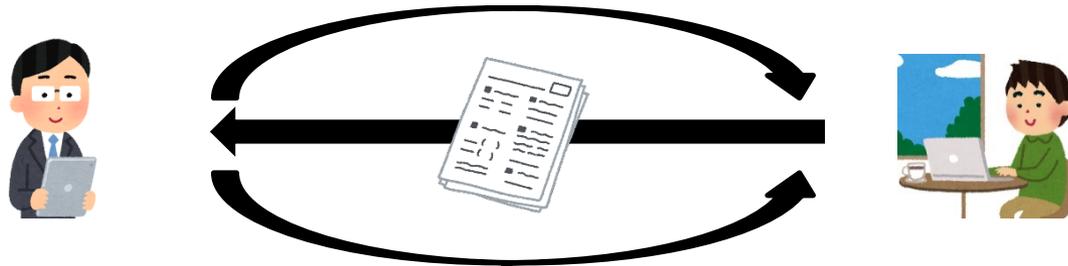


Tutorial for Instructors

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

- Create, collect, grade and release assignments
 - Create assignments
 - Grade and release assignments

NUCT THE TRAINING SITE OF ...

Announcements

Resources

Assignments

Gradebook

Messages

ASSIGNMENTS

Add Assignment List Student View Permissions Options Removed Assignments List

Assignment List

There are currently no assignments at this location

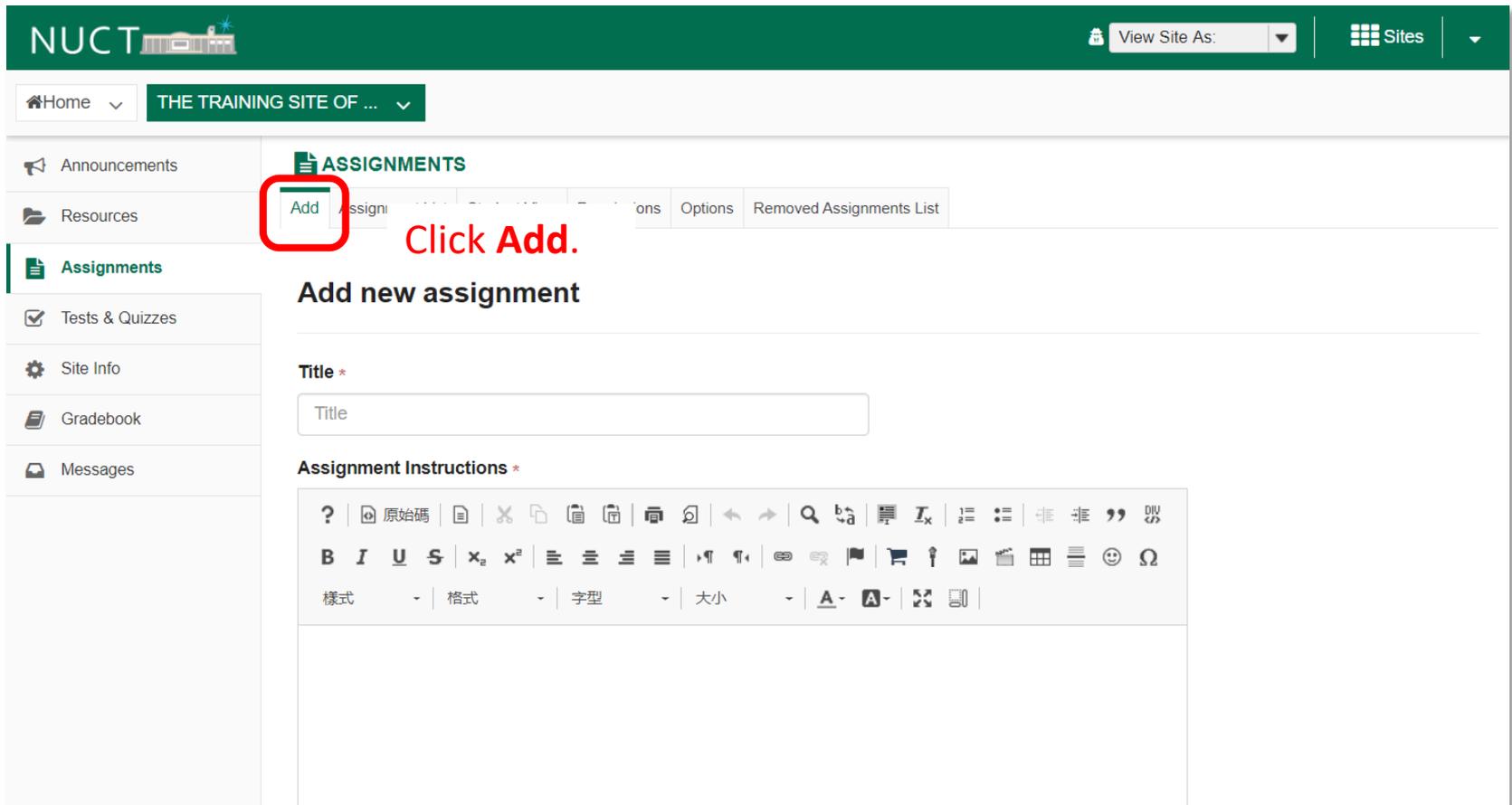
Click **Assignments**.

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

- Create, collect, grade and release assignments
 - Create assignments
 - Grade and release assignments



The screenshot displays the NUCT (National University of Science and Technology) Assignments tool interface. The top navigation bar is green with the NUCT logo and a 'View Site As:' dropdown. Below this, a white navigation bar contains 'Home' and 'THE TRAINING SITE OF ...'. The main content area is divided into a left sidebar and a main workspace. The sidebar includes 'Announcements', 'Resources', 'Assignments', 'Tests & Quizzes', 'Site Info', 'Gradebook', and 'Messages'. The main workspace features a 'ASSIGNMENTS' header with a red box around the 'Add' button and the text 'Click Add.' overlaid. Below the header, the 'Add new assignment' form is visible, including a 'Title *' field and an 'Assignment Instructions *' field with a rich text editor toolbar.

Assignments tool: add assignments

- Create, collect, grade and release assignments
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Title *

Assignment 1

Assignment Instructions *

Give your assignment a title.

Please submit your 10 page research paper.

Add assignment instructions.

body p 詞數: 7, 字數 (含HTML) 50/1000000

Add honor pledge

Assignments tool: add assignments

- Create, collect, grade and release assignments
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Attachments

No attachments yet

Add Attachments

✂ 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 hand-writing such as mathematical formulas, you can also attach a photo to the WORD file.

You can also add attachments.

Availability

Open Date *

03/31/2020 08:55 pm



Students can not save or submit the assignment until the open date.

Due Date *

04/07/2020 08:55 pm



Accept Until *

04/08/2020 08:55 pm



Assignments cannot be submitted after the close date.

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.

Hide due date from students

Add an announcement about the open date to Announcements

Assignments tool: add assignments

- Create, collect, grade and release assignments
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Student Submissions

Submission Type *

Inline and Attachments

Allow

Resubmission

Submission Notification Email Options:

Do not send notification emails for any student submission

Send a notification email for each student submission

Send one email per day summarizing notifications for st

Grading

Grade Scale *

Points

For points, enter maximum possible *

100

Do not add assignment to Gradebook

Add Assignment to Gradebook

Associate with existing Gradebook item

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.

Assignments tool: add assignments

- Create, collect, grade and release assignments
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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

These additional options cannot be modified after the assignment has been published.

- 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

- Create, collect, grade and release assignments
 - Create assignments
 - Grade and release assignments

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

Assignments you have added will be displayed.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Mar 31, 2020 8:55 PM	Apr 7, 2020 8:55 PM	0/0	0-100.00	<input type="checkbox"/>

You can click **Edit** to modify the contents.

Assignments tool: grade assignments

- Create, collect, grade and release assignments
 - Create assignments
 - **Grade and release assignments**

✘ Assignments are submitted by students. Please choose **view site as "student"** and try to submit the assignment.

NUCT THE TRAINING SITE OF ...

View Site As: Sites

Home THE TRAINING SITE OF ...

Announcements Resources

ASSIGNMENTS

Add Assignment List Grade Report Student View Permissions Options Removed Assignments List

Assignment List

View Assignment List

You can check the number of submissions.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Mar 31, 2020 8:55 PM	Apr 7, 2020 8:55 PM	0/0	0-100.00	<input type="checkbox"/>

Click the number of submissions to check the submission status.

Assignments tool: grade assignments

- Create, collect, grade and release assignments
 - Create assignments
 - **Grade and release assignments**

Assignment 1 - Submissions

Find students

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

Found 1 participant(s). Assign this grade to participants without a grade:

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

▶ **Send Feedback to Multiple Students**

▶ **Select User(s) and Allow Resubmission**

<input type="checkbox"/> Student	Student ID	Submitted	Status	Grade	Release
<input type="checkbox"/> 山里 敬也先生の, テスト学生 (nb3923269-0628)	nb3923269-0628		No Submission		

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

- Create, collect, grade and release assignments
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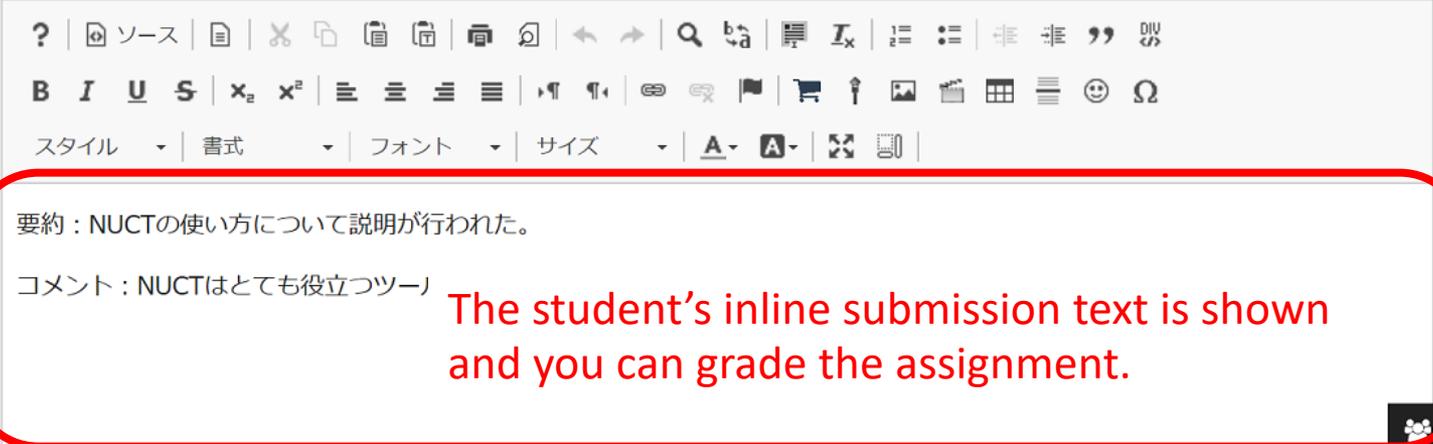
Student テスト学生 山里 敬也先生の (nb3923269-0628)

Submitted Date

Status No Submission

▶ Assignment Instructions

Assignment Submission



The screenshot shows a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar, there is a text area containing the following text:

要約 : NUCTの使い方について説明が行われた。

コメント : NUCTはとても役立つツール

The student's inline submission text is shown and you can grade the assignment.

Assignments tool: grade assignments

- Create, collect, grade and release assignments
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The screenshot displays the grading interface. At the top, a red-bordered box highlights the 'Grade:' field with the value '80' and '(max 100.00)'. To its right, the text 'Enter grade.' is written in red. Below this is the 'Instructor Summary Comments' section, which includes a prompt: 'Use the box below to enter additional summary comments about this submission.' Underneath is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. A large red-bordered box highlights the empty text area of the editor. At the bottom right of the editor, the text 'You may enter instructor comments into the rich text editor.' is written in red. The bottom of the interface shows a status bar with 'body p' and a page number '100'.

Assignments tool: grade assignments

- Create, collect, grade and release assignments
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The screenshot shows the 'Grade Assignments' interface. At the top left, there is a green button labeled 'Add Attachments' which is circled in red. To its right, red text says 'You can also return an attachment.' Below this is a checkbox labeled 'Allow Resubmission'. Further down, there are four green buttons: 'Save and Don't Release to Student', 'Save and Release to Student', 'Preview', and 'Cancel Changes'. The 'Save and Release to Student' button is circled in red, with red text 'Finally, save the grade.' next to it. Below the buttons is a section titled 'Navigate Submissions'. It contains three buttons: '< Previous', '< Previous Ungraded', and 'Return to List'. The 'Return to List' button is circled in red, with red text 'Click and return to the full listing of all student submissions.' to its right. Below the 'Return to List' button is a checkbox and the text 'Navigate between students with submissions only'. On the far right of the 'Navigate Submissions' section is a button labeled 'Next >' with the text 'will be saved)' below it. The text '(Changes will be saved)' is located below the '< Previous' button.

Add Attachments You can also return an attachment.

Allow Resubmission

Save and Don't Release to Student **Save and Release to Student** Preview Cancel Changes

Navigate Submissions

< Previous < Previous Ungraded

(Changes will be saved)

Return to List Click and return to the full listing of all student submissions.

Navigate between students with submissions only

Next > will be saved)

Assignments tool: grade assignments

- Create, collect, grade and release assignments
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Assignment 1 - Submissions

Find students

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

Found 1 participant(s). Assign this grade to participants without a grade:

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

▶ [Send Feedback to Multiple Students](#)

▶ [Select User\(s\) and Allow Resubmission](#)

<input type="checkbox"/>	Student	Student ID	Submitted	Status	Grade	Release
<input type="checkbox"/>	山里 敬也先生の, テスト学生 (nb3923269-0628)	nb3923269-0628		Graded	0.00	

“Graded” will be shown after you have saved the grade.

Assignments tool: release assignments

- Create, collect, grade and release assignments
 - Create assignments
 - Grade and release assignments

Assignment 1 - Submissions

Find students

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

Found 1 participant(s). Assign this grade to participants without a

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

viewing 1 - 1 of 1 items

Show 200 items...

▶ [Send Feedback to Multiple Students](#)

▶ [Select User\(s\) and Allow Resubmission](#)

<input type="checkbox"/>	Student	Student ID	Submitted	Status	Grade	Release
<input type="checkbox"/>	山里 敬也先生の, テスト学生 (nb3923269-0628)	nb3923269-0628		Returned	80.00	<input checked="" type="checkbox"/>