Course Tool: Assignments

The following three items will be covered:

1. Types of Assignments
2. Submitting an Assignment
3. Publishing an Assignment

This tool allows you to view, submit, and publish assignments.

**Types of Assignments**

Two types of assignments may be included in a course:

- **Text-with-Attachments** – With this Assignment type, you enter text in the Submission area, attach files or both.

- **Website** – With this Assignment type, you attach a ZIP file containing linked HTML files that create a Website. You will be prompted to specify a starting or index page for your Website.
SUBMITTING AN ASSIGNMENT

In the Assignments tool, click on the underlined title of the assignment you would like to work on.

*Note: Your instructor may choose to disable access to the Assignment tool from the Course Tools section and only allow access through a link within the course week, module, etc. In this case, you would click the link to access the assignment.

Your location: Assignments

Assignments

| Inbox | Submitted | Graded | Published |

The Inbox tab contains new assignments or submissions returned to you for editing.

Reading
Status: Individual Not Started (Due June 12, 2009 12:00 PM)
Reading Assignment

Note: Depending on the course or assignment, the instructor may return your submission for you to revise before re-submitting it. Any unread assignments, including returned submissions will appear as bold text in the Inbox.

From this screen, you will be able to enter or attach your response to the assignment. For this example the text-with-attachment assignment is used.
You will be prompted to confirm that you want to submit the assignment. Click the OK button to submit the assignment or the Cancel button to return to the Edit Submission screen.

If you choose to submit your assignment, a confirmation will appear with the time and date. Click the OK button to return to the Assignments tool.

**Confirmation**

- Meghan Hansen:
  
  You have submitted your assignment (Meghan Hansen).
  
  Submitted Time: June 8, 2009 4:54 PM

*Note: Depending on the course, you may be allowed to submit an assignment after the due date, but it will be marked late. Otherwise, assignments not received by the due date will be marked missed.*

The instructor can now grade the assignment and may provide feedback. If an assignment does not require a grade, the instructor marks it as complete.

Depending on the course and/or assignment, prior to grading, the instructor may allow you to take back your assignment before the due date to make revisions or the instructor may return the submitted assignment to your Inbox for you to revise and resubmit.

Submitted assignments will move from the Inbox tab to the Submitted tab. Once the assignment has been graded or marked complete by the instructor, it will move to the Graded tab and the grade, if applicable, will be displayed.

The instructor also has the option of publishing your submissions so that all course members can view them and these will appear on the Published tab.

*The instructor may also allow you to publish your own submissions, which will be covered in the next section.*
To view any feedback the instructor may have included when grading the submitted assignment, click on the underlined assignment title on the Graded tab. Feedback will be under Most Recent Comment.
**PUBLISHING AN ASSIGNMENT**

Depending on the course or assignment, the instructor may allow you to publish a graded submission for other course members to view. To do this, on the **Graded** tab click on the drop-down arrow next to the assignment you would like to publish and select **Publish Controls**.

Note: If the **Publish Controls** option does not appear, then only the instructor is able to publish submissions.

Click the **Publish** button to publish the submission or the **Cancel** button to return to the Graded tab without publishing.

The submission will now appear on the Publish tab and can be viewed by all course members.