# Using Assignments

## UVaCollab User Guide Series

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ASSIGNMENTS OVERVIEW

The *Assignments* tool allows instructors to create, distribute, collect, and grade assignments online. Assignments are private between the instructor and student; individual student submissions and grades are not visible to other students.

While creating each assignment, instructors will use the form to set delivery dates, provide instructions, and include attachments of readings or related files needed for the assignment, and then post the assignment to make it available to students on the open date.

Students will access the assignment by clicking on the assignment link, either directly in the *Assignments* tool or via a link to the assignment embedded in another tool, such as the *Syllabus* or *Activities/Lessons*.

Students will submit assignments by typing a response directly into the inline editor and/or uploading one or more attachments or by turning in a hard copy of the assignment to the instructor.

Assignments may be associated with the *Gradebook* in your site so that grades entered for an assignment automatically populate the associated item in the *Gradebook* for inclusion in the final course grade.

OBJECTIVES

This guide will familiarize you with the steps to:

- Create new assignments
  - Enable resubmissions
  - Enable the peer assessment feature *(New!)*
- Access a student view of assignments
- Revise and delete assignments
- View and grade student submissions

ADDING THE ASSIGNMENTS TOOL TO YOUR SITE

If you did not add the *Assignments* tool to your site during site creation, you may add it to your existing sites as follows:

1. Click *Site Info* in the left menu of your site.
2. On the *Site Info* page, click the *Edit Tools* link.
3. On the *Edit Tools* page, click in the box beside *Assignments*.
4. Click the *Continue* button at the bottom of the page.
5. Click the *Finish* button on the following page to confirm the addition of the *Assignments* tool.

ADDITIONAL RECOMMENDED RESOURCES

- *Using the UVaCollab Editor*
- *Gradebook User Guide*
- *iRubric User Guide*
- *Getting Started with Lessons*
ADDING A NEW ASSIGNMENT

Use the Add Assignment form to create and distribute new assignments to students. On the Add Assignment form, instructors will set delivery dates, provide instructions for the assignment, and include attachments of readings or related files needed for the assignment, and then post the assignment to make it available to students on the open date as follows:

1. In your site’s left menu, click Assignments.
2. Click Add at the top of the page.

Figure 1: Adding a new assignment

3. In the blank assignment form that opens, enter the assignment details. All of the fields marked with a red asterisk are required.
   a. See Figure 2: Add new assignment form for a visual reference of the assignment form.
   b. See Appendix A for a detailed description of settings and recommended configurations.
4. Under the Attachments section, you may attach a file from your local computer or from Resources in your site, or specify the URL for a file on the web.
5. Click Post when you are ready to make the assignment accessible to students.
Figure 2: Add new assignment form
ALLOWING RESUBMISSIONS FOR AN ASSIGNMENT (OPTIONAL)

Resubmissions allow students to incorporate instructor feedback and resubmit work iteratively during an assignment’s open period. This type of iterative workflow is especially useful for assignments that are intended to develop a student’s skills and understanding, such as in a creative writing or computer programming activity. With each submission, a student’s work (attachment/text), instructor comments, and grades entered on previous submissions are retained.

If you select Allow Resubmission, you must specify:

1. The number of resubmissions allowed for the class.
2. The deadline for resubmitting.

Figure 3: Allow Resubmission

Note - You may also choose to allow resubmissions on an individual student basis when grading their submissions. Refer to the section below on Allowing Individual Student Resubmissions for steps on how this is done.

ADDING PEER ASSESSMENT TO AN ASSIGNMENT (OPTIONAL)

Peer assessment facilitates student peer review of assignment submission by other students in the course. Peer review allows students to review and critique each other’s work within parameters set by the instructor.

When creating or editing an assignment, instructors may select the Peer Assessment checkbox to enable this option and configure the peer assessment settings that appear:

- The evaluation period end date. Note: This date must be after the Accept Until date for the assignment.
- Whether or not reviews are anonymous.
- Whether or not students may see reviews of their submissions.
- The number of submissions each student must review.
- Instructions for reviewers.

REVISIING AND DELETING ASSIGNMENTS
REVISING AN ASSIGNMENT

Circumstances may arise that warrant revising elements of a posted assignment, such as modifying the *Due Date*, *Accept Until Date*, requirements for the assignment, etc. In these cases, anyone in the Instructor, Secondary Instructor, or Teaching Assistant roles may revise an existing assignment as follows:

1. In left menu, click the **Assignments** button.
2. Under the assignment you wish to modify, click **Edit**. The *Edit Assignment* form will appear.

   **Figure 4:** Edit an assignment

3. Make your revisions to the assignment.
4. After you have made your revisions, click the **Post** button at the bottom of the form.

When students with submissions view the revised assignment, they will be notified that changes have been made.

DELETING AN ASSIGNMENT

It is possible to delete erroneous assignments, but avoid deleting assignments that have submissions, as doing so will remove student grades and access to their submissions for deleted assignments

1. In the left menu, click **Assignments**. You will see a list of assignments on the *Assignments List* screen.
2. Under the *Remove* column, check the box beside the assignment you want to delete.

   **Figure 5:** Delete an assignment

3. Click the **Update** button at the bottom of the screen. You will see a confirmation screen asking if you are sure you want to delete the assignment.
4. Click **Delete** to permanently delete the assignment, or **Cancel** to abort the operation.
SUBMITTING ASSIGNMENTS ON BEHALF OF A STUDENT

Occasionally, a student may not be able to submit an assignment and instead, will send the assignment to the instructor in email as an attachment. In these situations, instructors may want to upload the assignment on behalf of the student to have a complete archive of student work for the assignment.

Anyone in the roles of Instructor, Secondary Instructor, and Teaching Assistant may use this feature.

1. View Assignment List by Student.

2. Expand the view for a student by clicking the black arrow next to the student’s name. To hide the student’s information, click the arrow again.

3. Under the title of the assignment, click, Submit as Student.

4. The instructor is presented with the assignment submission screen. Click Browse to upload the attachment sent from the student.
5. After the file has been added, click **Submit**.
6. You will see a confirmation screen and receive an email confirming the submission. Click **Back to List** to return to the list of assignments.

7. To grade the assignment submitted on behalf of the student, click the Reset icon, ![Reset Icon](image).
8. Click **Grade** under the assignment title.
9. On the assignment grading screen, the instructor's name along with the date and time of submission will appear next to the student's name in the list.

**Figure 10: Assignment Grade Screen**
ACCESSING AND GRADING STUDENT SUBMISSIONS

When one or more students have submitted for an assignment, a Grade link will appear under the assignment title. There are three ways to access the submissions for review and grading. Each way will allow you to view, provide feedback, allow resubmissions, and grade the submissions.

Anyone in the Instructor, Secondary Instructor, or Teaching Assistant role has access to student submissions.

Options for accessing/grading online and offline include:

- Enter grades online via the Assignments tool:
  - Via the Grade link under each Assignment title to view individual student submissions and enter comments (optional) and grades;
  - Via the new iRubric grading option described in detail in the section on Grading with a Rubric (From Assignments) in the iRubric User Guide.
  - Via the View Assignments by Student to grade multiple assignments by student;
- Enter grades offline using the Download All submissions option to save to your desktop, and then use the grades.csv file included in the download to enter and then upload all grades for the assignment;

If the assignment is added to the Gradebook, then the assignment grades will be automatically updated in the Gradebook tool for inclusion in the final grade calculation.

GRADING AN ASSIGNMENT ON-LINE

1. In the left menu, click Assignments.
2. Under the name of the assignment you want to grade, click Grade.
3. To view an individual student submission and enter comments and/or a grade, click the Grade link under the student’s name.
   a. The student’s original in-line submission is preserved in the Original Submission By This Student box.
   b. You can type comments into student-submitted text by entering them in the Insert Feedback Comments In-Line box. Enclose your comments in double curly brackets, for example: {{Cite your sources, please.}} Your comments will appear as red text in-line with the student’s submission text.
   c. The student’s attachment (if applicable) will be available under Submitted Attachments.
   d. You can enter additional summary comments into the Instructor Summary Comments box (no special formatting required).
4. To add an attachment, such as your comments embedded in a copy of the student’s work, click Add Attachments and browse to your desktop or Resources to select a file.
5. If you are ready to assign a grade, enter a grade into the Grade field.
6. To allow the student to resubmit the assignment, check Allow Resubmission, and use the drop-down menu to set the number of resubmissions allowed and set a resubmission deadline date. For more information on the resubmission process, see Allowing Individual Student Resubmissions.
7. By clicking the **Save and Release to Student** button, you are making the grade and/or comments for the assignment available to the student.
   
   a. To wait until all submissions have been graded before releasing grades, click the **Save and Don't Release to Students** button to return to the submitted assignments list and continue grading without releasing the grade to that student.
   
   b. You can also click **Preview** to see how the returned assignment will look to the student. Or,
   
   c. Click **Cancel Changes** to return to the assignment list without making changes.

8. When you have finished grading, make saved grades available to your students by clicking **Release Grades** on the assignment’s **Submissions** screen.

   **Figure 11: Release grades**

**DOWNLOADING ASSIGNMENTS FOR OFFLINE REVIEW AND GRADING**

1. In the relevant course site, click **Assignments**. You will see a list of all assignments and their statuses.
2. On the **Assignments** page, under the title of the assignment, click **Grade**.
3. On the **Submissions** page, click **Download All**.

   **Figure 12: Download all submissions**

4. Choose whether to download all selected parts of the download package.
5. After making your selection, click the Download button.

6. When prompted, Save the bulk_download.zip file to your hard drive, making note of the saved location.

7. Find the bulk_download.zip file on your desktop and extract the files by double-clicking the file’s icon. When the files are extracted, you will see a folder for the assignment in the extraction location.

8. Double-click on the assignment folder to see sub-folders for each student.

9. Double-click on a student’s folder to view the submission contents.

If an attachment has been added as part of the student’s submission, there will be a sub-folder in the student’s folder named Submission Attachment(s). Click that folder to access and open the attached file.
Figure 16: Student submission folder contents

Other files in the student’s folder depend on the download options chosen.

### UPLOADING GRADES AND COMMENTS

After downloading and reviewing students’ submission, grading information (grades and/or feedback) can be uploaded in Assignments.

1. To enter grades for upload, open the grades.csv file found in downloaded folder.

   ![ grades.csv file](image)

   **Figure 17: Open grades.csv**

2. After entering grades into the spreadsheet, Save any changes made to the file. Be sure to save it as a .csv file.

3. If you want to include an attachment as feedback to the student, add the file to the student’s Feedback Attachments folder.

   ![ Feedback Attachments](image)

   **Figure 18: Attach feedback**

4. Zip or archive the assignment folder in order to upload it in the correct folder structure.

5. On the Grade screen, click the Upload All link.

   **ZIP FOLDER FOR UPLOAD**

   In Windows, right click the folder, and select Send to... and then Compressed (zipped) folder. On a Mac, right click the folder and select Create Archive of (folder name).
6. Click the Browse button to locate the zipped/archived folder.

![Figure 19: Upload All options]

7. Check the box(s) beside the information to be uploaded. If you want to post grades, click the box beside Grade file.
8. Select the release option based on whether or not you want to release the information to students right away. You can release later if you wish.
9. Click Upload to upload the selected data.

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**GRADING AND REVIEWING STUDENT STATUS FOR ASSIGNMENTS**

You can view a list of your students and access their status for all assignments. This view will allow you to see a list of the assignments, the submission date for that student, status (Ungraded, Grade, Returned), and grade given, if any. You will also be able to grade a student’s submission from this view.

1. In the left site menu, click the Assignments button.
2. From the View drop-down list, select Assignment List by Student.

![Figure 20: Assignment List by Student]

3. To expand the view for a student, click the black arrow next to the student’s name. To hide the student’s information, click the arrow again.
ALLOWING INDIVIDUAL STUDENT RESUBMISSIONS

Resubmissions can be allowed at the assignment level or on an individual student basis. This section focuses on the latter option for individual students. Refer to Allowing Resubmission for an Assignment (Optional) for steps to enable this option for all students at the assignment level.

During grading of student submissions, follow these steps to allow resubmission for an individual student in cases when the assignment is not already configured to allow resubmissions:

1. On the Assignments page, under the title of the assignment, click Grade.
2. Under a student’s name, click Grade.
3. Review student’s work. Feedback can be provided several different ways:
   a) You can type comments into student-submitted text by entering them in the Insert Feedback Comments In-Line box. Enclose your comments in double curly brackets, for example: {{Cite your sources, please.}} Your comments will appear as red text in-line with the student’s submission text.
   b) You can enter additional summary comments into the Instructor Summary Comments box (no special formatting required).
   c) If you would like to add an attachment, such as your comments embedded in a copy of the student’s work, click Add Attachments and browse to your desktop or Resources to select a file.
4. Click Allow Resubmissions.
5. Enter a number to allow one or more resubmissions based on feedback.
6. Enter a date and time that the resubmission(s) will be accepted until.
7. Click Save and Release to Student. The student will then have access to your comments and have an opportunity to resubmit their work.
8. On the Assignment Submission screen, the student’s status will display as Returned with no grade.

**GRADING ASSIGNMENTS WITH IRUBRIC**

*iRubric* makes it easy to grade student work and provide feedback to students through your own rubrics. The grading feature is available in Assignments. Students have access to the rubric before grading as an opportunity to understand the criteria they need to meet and after grading when they can view their scores as well as your specific feedback regarding their work.

For the steps on how to incorporate *iRubric* into an assignment, refer to **Grading with a Rubric (From Assignments)** in the *iRubric User Guide*.

Additional *iRubric* information, [iRubric at UVa](https://irubric.virginia.edu)
GRADING ASSIGNMENTS WITH PEER ASSESSMENT

When Peer Assessment is enabled in an assignment, instructors will not have access to students’ assignment submissions for grading until after the Peer Assessment Evaluation Period has ended. Grading options include:

- Use grade calculated from Peer Assessment or,
- Override Peer Assessment grade.

Part of the Peer Assessment process for students includes entering a grade for the work they have reviewed. The grades are then averaged together to determine a final grade. To complete the grading process for peer assessments, instructors should follow the steps below:

1. From the Assignments tool, click Grade under the assignment title.

   **Figure 24: Grade Assignment**

2. Click Grade under a student’s name. Notice that a grade has already been assigned under the Grade column.

   **Figure 25: Grade Student Assignment**

3. On the student’s grade screen, the Grade box has been populated with the averaged grade. Instructors can either accept this grade or enter another value.
   a. To accept the averaged grade, scroll down to the bottom of the student’s grading screen and click either Save and Don’t Release to Student or Save and Release to Student.
   b. To override the averaged grade, enter a new value in the Grade box and click either of the Save options at the bottom of the screen.
NOTE – If changes are made to an already released grade, the grade will need to be re-released. This can be done, either from the Student Grade screen using the Save and Release to Student (Figure 26 above) or from the Assignment Grade screen, Release Grades.

Figure 27: Assignment Grade Screen
LEARN MORE

BUILT-IN HELP

For complete help documentation on using this feature in UVaCollab, refer to the built-in HELP. HELP is accessed from each site’s left menu.

ATTEND A TUTORIAL DEMO

If you are new to UVaCollab, we recommend that you attend a demo to become acquainted with features and learn tips and tricks for putting them to best use for your group or course. View the DEMO SCHEDULE available in the left menu on the Gateway (login) page.

GET HELP

If you have questions or encounter problems using features in UVaCollab, please contact collab-support@virginia.edu for assistance.
## Appendix A: Assignment Setup Settings

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<thead>
<tr>
<th>Setting</th>
<th>Sub-setting</th>
<th>Description</th>
<th>Notes/recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
<td>Enter a brief title for your assignment (e.g., Essay 1).</td>
<td>Assignment titles must be unique within the site.</td>
</tr>
<tr>
<td>Open date</td>
<td></td>
<td>At the open date and time, the assignment is available for students to begin working on it.</td>
<td></td>
</tr>
<tr>
<td>Due date</td>
<td></td>
<td>This is the assignment's deadline.</td>
<td></td>
</tr>
<tr>
<td>Accept until</td>
<td></td>
<td>No work can be submitted after this date.</td>
<td>You can set this date and time later than the due date to continue accepting assignments (e.g., to allow for revisions) after the due date.</td>
</tr>
<tr>
<td>Student submissions</td>
<td></td>
<td>You can choose how students may submit their assignments: Inline Only (typed directly into an editor); Attachments Only; Inline and Attachments; Non-electronic (hard-copy), or Single Uploaded File Only.</td>
<td></td>
</tr>
<tr>
<td>Number of resubmissions allowed</td>
<td></td>
<td>If enabled, options range from 1-10, or Unlimited resubmissions.</td>
<td>Resubmissions allow students to incorporate instructor feedback and resubmit work iteratively during an assignment’s open period.</td>
</tr>
<tr>
<td>Grade scale</td>
<td></td>
<td>You can choose from five grading options: Ungraded, Letter Grade, Points, Pass, or Checkmark.</td>
<td>The grade scale must be set to Points in order to send grades to the Gradebook. If you choose points, enter the maximum possible points (must be a positive number or zero).</td>
</tr>
</tbody>
</table>

This table outlines the various setup settings for assignments in UVaCollab, including title, open date, due date, accept until, student submissions, number of resubmissions allowed, and grade scale. Each setting is described with notes and recommendations to ensure effective assignment management.
<table>
<thead>
<tr>
<th>Setting</th>
<th>Sub-setting</th>
<th>Description</th>
<th>Notes/recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Instructions</td>
<td></td>
<td>Type a description of the assignment.</td>
<td></td>
</tr>
<tr>
<td>Add due date to Schedule</td>
<td></td>
<td>To add the due date to the site's Schedule, check this box.</td>
<td>The Schedule tool must be added to the site in order to have this option.</td>
</tr>
<tr>
<td>Add an announcement about the open date to Announcements</td>
<td></td>
<td>To announce the open date automatically when you post the assignment with an announcement on your site's homepage, check this box.</td>
<td>The Announcement tool must be added to the site in order to have this option.</td>
</tr>
<tr>
<td>Add honor pledge</td>
<td></td>
<td>To display the honor pledge when students are submitting an assignment, check this box.</td>
<td>Students must check a checkbox agreeing to the pledge before their work can be submitted. The text of the honor pledge is as follows: &quot;I have neither given nor received aid on this assignment. Yes (You must respond to submit your assignment.)&quot;</td>
</tr>
<tr>
<td>Grading</td>
<td></td>
<td>Select one of the three options:</td>
<td>Assignments added in the Assignments tool can only be graded, edited, or removed in the Assignments tool, even if they are added to the Gradebook or associated with a Gradebook entry. If you have added Categories to Gradebook, you can select the appropriate category when adding an assignment to Gradebook.</td>
</tr>
<tr>
<td>Use Peer Assessment</td>
<td></td>
<td>To enable peer review for the assignment, check this box.</td>
<td>After students have submitted for the assignment, they will then have the opportunity to review other students' submissions.</td>
</tr>
<tr>
<td>Evaluation Period Finishes:</td>
<td></td>
<td>Specify a date when peer review for the assignment ends.</td>
<td>Peer review will begin after the Accept Until Date. Enter an evaluation period finish date that will give students enough time to evaluate the work of others.</td>
</tr>
<tr>
<td>Setting</td>
<td>Sub-setting</td>
<td>Description</td>
<td>Notes/recommendations</td>
</tr>
<tr>
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<td>-----------------------</td>
</tr>
<tr>
<td>Anonymous Evaluation</td>
<td></td>
<td>Enabled by default. Un-check this option if you want to reveal the identity of the student’s submission being reviewed.</td>
<td></td>
</tr>
<tr>
<td>Allow students to see reviews of their submissions</td>
<td></td>
<td>Enabled by default.</td>
<td>The identity of the reviewer is not disclosed. Reviews are labeled Reviewer 1, Reviewer 2, etc.</td>
</tr>
<tr>
<td>Number of submissions students must review</td>
<td></td>
<td>Enter the number of reviews you would like done for each submission.</td>
<td>UVaCollab will automatically determine the number of students and reviews. For example, if an even number of reviews is entered but there are an odd number of students in the class, some students may have extra submissions to review.</td>
</tr>
<tr>
<td>Instructions for reviewers:</td>
<td></td>
<td>Enter in the text box instructions on how you would like for the reviews to be completed.</td>
<td></td>
</tr>
<tr>
<td>Access</td>
<td></td>
<td>If groups have been created within your site, you have the option to have an assignment available to only certain groups or to the entire site.</td>
<td>The Access section will only appear if groups have previously been defined for this site in Site Info &gt; Manage Groups. Also see the tip on Grading Group Assignments.</td>
</tr>
<tr>
<td>Submission Notification Email Options</td>
<td></td>
<td>• <strong>Do not send notification emails for any student submissions</strong> (default) • Send me a notification email for each student submission • Send me one email per day summarizing notifications for student submissions</td>
<td></td>
</tr>
<tr>
<td>Released Grade Notification Email Options</td>
<td></td>
<td>• <strong>Do not send notification email to student when the grade is released</strong> (default) • Send notification email to student when the grade is released</td>
<td></td>
</tr>
<tr>
<td>Setting</td>
<td>Sub-setting</td>
<td>Description</td>
<td>Notes/recommendations</td>
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<td>-----------------------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Attachments</td>
<td></td>
<td>Attach a file from your local computer or from Resources, or specify the URL for a file on the web.</td>
<td></td>
</tr>
<tr>
<td>Additional information</td>
<td></td>
<td>You may set a <strong>Model Answer</strong> or <strong>All-purpose item</strong> to provide scheduled or immediate feedback. If desired, you can also set a <strong>Private note</strong> (i.e., notes students cannot access).</td>
<td></td>
</tr>
</tbody>
</table>