



ReggieNet: Create Basic Assignments Workshop

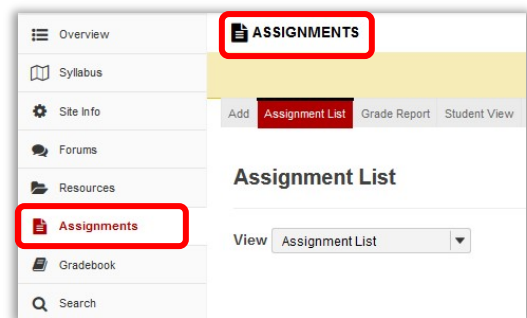
Assignments

The Assignments tool allows instructors to create, distribute, collect, and grade online assignments.

Assignments are typically private; student submissions are not visible to other users of the site. However, the instructor has the option to enable peer evaluation of assignments and create group assignments if desired.

Creating a New Assignment

1. While in the Assignments tool, if the Assignments home page is not displayed, click on the tool name either in the Tool Menu or near the top left of the page.
2. On the menu bar, click **Add**. The Add new assignment screen will be displayed.
3. Referring to the table below, enter information about the assignment.



Field Name	Entry
Title	Enter a name for the assignment; required.
Open Date	Select the date and time the assignment is to be made available to students so they can work on it; required.
Due Date	Select the date and time at which the assignment is due; required.
Accept Until	Select the last date and time at which the system is to accept assignments from students; required. To continue accepting assignments after the due date, select a date and time later than the due date.
Student Submissions	Select an option to determine whether students must submit their assignments inline (that is, by typing text directly into a web page on the site) only, as attachments only, in both ways, non-electronically, or as a single uploaded file only; required. Selecting the non-electronic submissions option allows you to track grades online for all assignments, including those that students submit in class.
Number of resubmissions allowed	Use the dropdown list to determine the number of times students can resubmit an assignment; you can select 0-10 times or an unlimited number of times. Note: you may override this setting to allow more resubmissions when grading a student's submission.
Resubmission Accept	If you are allowing resubmissions, select the date and time after which resubmissions will no longer be accepted. By default, the entry here will be the Accept Until date.

Grade Scale	Select the grading system for the assignment; required.
Field Name	Entry
For points, enter maximum possible	If you are grading by points, enter the maximum possible number of points this assignment can earn.
Assignment Instructions	Enter detailed instructions for completing the assignment. Use the icons and dropdown lists to format the text as necessary.
Hide due date from students	To hide the due date from students.
Add due date to Calendar	To post the due date on the course calendar, check this box.
Add an announcement about the open date to Announcements	To send an announcement to students on the assignment's open date, check this box.
Add honor pledge	To force students to sign an honor pledge before submitting work on this assignment, check this box.
Grading	Select the option you want with regard to interaction with the Gradebook and Gradebook2 tools. You may add an assignment to these tools. If they are set up for categories, ReggieNet displays a dropdown menu, for optionally selecting the category to which you want to send the assignment. You
Peer Assessment	Select this option if you'd like to have students assess each other's assignment. If you choose this option, the peer evaluation starts immediately after "Accept Until" date/time. You can enter detailed information on the duration of peer assessment, number of assessment, and additional instruction.
Access	With this option, select "Is this a collaborative group submission" to create a group assignment. Groups in the class must have been created prior to choosing this option. The access options also make it possible for displaying assignments to specific groups with the default setting being the entire site.

4. To add one or more attachments to the assignment, click **Add Attachments**; then follow the instruction on the screen to add attachments.
5. To add other items, including a model answer, a private note, and/or other supplemental information:
 - Click the **Add** link for the appropriate item in the Additional information section near the bottom of the screen. The system displays additional fields.
 - Provide the requested information.
 - Click **Save**.
 - Repeat for each additional item desired.
6. To preview this assignment, click **Preview**. To preview a student's view of this assignment, click the arrow next to "Student View."
7. Click **Post** or another appropriate choice.

Changing an Assignment

1. If the Assignments home page is not displayed, click the **Assignments** home button.
2. Find the assignment you want to change, and click the **Edit** link under its name. ReggieNet displays the Edit screen, which is essentially the same as the Add screen.
3. Change entries as needed.

Deleting an Assignment

Warning: *If you delete an assignment that has student submissions, students will see the warning “Assignment has been deleted” under the assignment in their view of the home page. Since this is bound to confuse students and raise questions about grading, we recommend that you never delete an assignment that has student submissions. If you do not want to count an assignment in the course grades, click the **Edit** link under the assignment and Select **Do not associate assignment to gradebook** rather than deleting the assignment.*

1. If the Assignments home page is not displayed, click the **Assignments** home button.
2. Find the assignment you want to delete and check the **Remove** box for it.

Viewing and Grading Submissions

1. If the Assignments home page is not displayed, click the **Assignments** home button.
2. Locate the appropriate assignment. Click one of the following links.
 - If the assignment will be graded, ReggieNet displays the **Grade** link.
 - If the assignment will not be graded, ReggieNet displays the **View Submissions** link.
3. Find the name of the student whose work you want to grade and/or provide feedback for and click on the student’s name. ReggieNet displays the Grade screen for this student's work on the assignment.
4. Review the student's work. To review attachments submitted by the student, click the file name(s).
5. Enter feedback to the student in the **Instructor Comments** box. Use the icons and pulldown lists to format the text as needed. If students have submitted their work as inline text, you may also add comments directly into each student’s submission. If you put your comments in curly braces {}, students will see your feedback as red text within their submitted assignments.
6. To attach one or more files to your feedback, click **Add Attachments**.
7. If the assignment will be graded, enter a grade in the **Grade** box. You may enter a grade that is higher than the maximum (shown in parentheses) to provide a student with extra credit. If the assignment will not be graded, proceed to the next step. (ReggieNet will display “No Grade” instead of a grade field.)
8. To allow the student to make changes and resubmit the assignment, check **Allow Resubmission**. ReggieNet displays additional fields. Use them as follows:
 - Use the **Number of resubmissions allowed** pull-down list to specify the number of resubmissions you will accept from this student.
 - Use the **Accept Until** pull-down lists to specify the date and time for the student’s final submission.

9. **Note:** The number of resubmissions you specify when grading an assignment will override the resubmissions settings you selected when creating or editing the assignment.
10. To preview your work, click **Preview**.
11. If you have chosen not to preview your work, choose one of these options:
 - To save your work without releasing the grade and/or feedback to the student, click **Save and Don't Release to Student**.
 - To save your work and release the grade and/or feedback to the student, click **Save and Release to Student**.
 - If you do not want to save your work, click **Cancel Changes**.
 - To return to the Submissions for Assignment screen, click **Return to List**. ReggieNet automatically saves any changes you have made.
 - To select the Grade screen for the previous or next student, click **Previous** or **Next**. ReggieNet automatically saves any changes you have made in the current Grade screen.

Releasing All Grades at Once

When the Submissions screen is displayed for the assignment, click **Release Grades** near the top of the screen. ReggieNet releases all grades to the students.

Downloading All Assignments

1. If the Assignments home page is not displayed, click the **Assignments** home button.
2. Find the assignment you want to work with and click the **Grade** link below its name. ReggieNet displays the Submissions for Assignment screen.
3. Click the **Download All** button to the upper right of the screen.

Creating Groups

Creating Groups

To use collaborative assignments in your ReggieNet course, groups must exist in your course. Creating groups in ReggieNet is a simple process.

1. Click on **Site Info** in the left hand column of the course and then click on **Manage Groups** in the Site Info Toolbar.



2. ReggieNet has four options for creating groups in your course. Groups can be created manually by the instructor using the **Create New Group** command, they can be created through student choice based on number of groups and maximum membership size using **Create New Joinable Set**, and they can also be created automatically using the **Auto Groups** command which creates groups based on number of groups or number of users per group desired. **Bulk Creation** can be used to create multiple groups at a time.

Create New Group

1. Click on **New Group** in the **Site Info** toolbar.
2. Add a **Group Title**.
3. Choose whether to allow members to see the other members of the group.
4. In the **Site Member List**, highlight the members you wish to group by clicking on the names.
5. Click the right arrow to the right of the **Site Member List** to move the selected members to the **Group Member List**.

The screenshot shows a window titled "Membership" with two lists and several buttons. The "Site Member List" on the left contains roles and names: Co-instructor, Content Specialist, Course Support, Guest, Instructor, Student, Student Auditor, TA - Grades Only, Teaching Assistant, Bristow, Charles (cebrist), Nakamura, Mayuko (mnakamu), Travers, Steve (strtrave), and Travers, Steve (strtraveadmin). The "Group Member List" on the right contains: zzStudent2, zzDemo2 (zzstu2), zzStudent3, zzDemo3 (zzstu3), zzStudent4, zzDemo4 (zzstu4), zzStudent5, zzDemo5 (zzstu5), zzStudent6, zzDemo6 (zzstu6), and zzStudent7, zzDemo7 (zzstu7). A red circle highlights a right-pointing arrow button between the lists. Below the lists are buttons for left and right double arrows, and "Add" and "Cancel" buttons at the bottom.

6. Finish creating the group by clicking **Add**.

Create New Joinable Set

1. Click on **Create New Joinable Set** in the **Site Info** toolbar.
2. Enter a group name in the **Set name** box.
3. Enter the number of groups you wish to have in the **Number of groups** box.
4. Enter the maximum group membership number in the **Max members per group** box.
5. Choose options for allowing viewing group members and leaving groups by marking the appropriate boxes.

Create Joinable Set

Joinable sets consist of automatically created groups that users can elect to join. one group per set.

* Set name:

* Number of groups:

* Max members per group:

Allow user to see group membership before joining

Allow members to see the other members of these groups after joining

Allow members to unjoin (leave) groups in this set after joining

6. Add the joinable group set by clicking **Add**.
7. For students to join a group they must click on the Site Info tool where they will be shown a menu with the options titled **Groups you are a member of** and **Groups you can join**.

Site Info

CTLT 402 Travers

Term: Ongoing

Site URL: <https://reggienet.illinoisstate.edu/portal/site/>

Site contact and email: Steve Travers, sttrave@ilstu.edu

Site Description

Current master course as of 8/26/2014....

▶ **Groups you are a member of.**

▶ **Groups you can join**

8. Choosing **Groups you can join** will display a list of available groups, the group title, maximum group size, members (if available), and a button of joining the group.

▶ Groups you are a member of.				
▼ Groups you can join				
Title	Joinable Set	Size (Max)	Members	Join
Joinable Group 1	Joinable Group	0 (4)		<input type="button" value="Join"/>
Joinable Group 2	Joinable Group	0 (4)		<input type="button" value="Join"/>

Auto Groups

1. Click on **Auto Groups** in the **Site Info** tool bar and then select the role you wish to use to create separate groups.
2. Select a role from the list provided by ReggieNet.

3. Select either **Create a single group for the selected role** or **Create random groups from members with the selected role**. *Note: If multiple roles are selected, you will only be given the option to **Create a single group for the selected role**.*

Create New Group(s)
 Select a role to create a separate group for that role. If you select only one, you can create subgroups based on it.

Role

- Student
- Guest
- Co-instructor
- Course Support
- Teaching Assistant
- Student Auditor
- Instructor
- TA - Grades Only
- Content Specialist

Create a single group for the selected role.
 Create random groups from members with the selected role.

4. If a single role is selected, for example Student, multiple groups can be created based on number of groups desired or the number of members per group desired by selecting either **Split by number of groups needed** or **Split by number of user needed per group**.

Create a single group for the selected role.
 Create random groups from members with the selected role.

Split by number of groups needed

* Group Title

* Number of groups

Split by number of users needed per group

Create a single group for the selected role.
 Create random groups from members with the selected role.

Split by number of groups needed

Split by number of users needed per group

* Group Title

* Number of users per group

5. Next enter a **Group title**.
6. Enter the **Number of groups** or **Number of user per group**, depending on the method of splitting site members.
7. Finish creating groups by clicking **Add**.

After clicking Add, a Group List page will open showing you the groups in your course, the group titles, whether the groups are joinable or not, the number of members in each group, and the members of each group.

Removing and editing groups can also be done at this time.

1. To remove a group, check the box to the right of the group and click **Remove Checked**.

Group Title	Joinable Set	Size (Max)	Members	Remove?
Extended Time	---	1	zzDemo2 zzStudent2	<input type="checkbox"/>
extra	---	1	zzDemo5 zzStudent5	<input type="checkbox"/>
Forums-1	---	3	zzDemo3 zzStudent3, zzDemo7 zzStudent7, zzDemo2 zzStudent2	<input checked="" type="checkbox"/>
Forums-2	---	3	zzDemo6 zzStudent6, zzDemo5 zzStudent5, zzDemo4 zzStudent4	<input type="checkbox"/>
Workshop Demo-1	---	2	zzDemo3 zzStudent3, zzDemo5 zzStudent5	<input type="checkbox"/>
Workshop Demo-2	---	2	zzDemo2 zzStudent2, zzDemo7 zzStudent7	<input type="checkbox"/>
Workshop Demo-3	---	2	zzDemo6 zzStudent6, zzDemo4 zzStudent4	<input type="checkbox"/>

Remove Checked Cancel

- To edit groups, click on the title of the group to open the Edit Group page. You can edit group titles, add or remove group members, and adjust the privacy setting for members.

Site Info

Edit Group

Select members of the site member list and add to group. Select members of group list and remove. Click Update to save changes.

Group Title

Description

Allow members to see the other members of this group

Joinable set:

Membership

<p>Site Member List</p> <ul style="list-style-type: none"> Role: Student Role: Guest Role: Co-instructor Role: Course Support Role: Teaching Assistant Role: Student Auditor Role: Instructor Role: TA - Grades Only Role: Content Specialist Bristow, Charles (cebrist) Nakamura, Mayuko (minakamu) Travers, Steve (strave) Travers, Steve (straveadmin) zzStudent2, zzDemo2 (zzstu2) zzStudent4, zzDemo4 (zzstu4) zzStudent6, zzDemo6 (zzstu6) zzStudent7, zzDemo7 (zzstu7) 	<p>></p> <p><</p> <p>>></p> <p><<</p>	<p>Group Member List</p> <ul style="list-style-type: none"> zzStudent3, zzDemo3 (zzstu3) zzStudent5, zzDemo5 (zzstu5)
--	---	---

Update Cancel