Best Practices for Assignments

Provide support for students
- Remember that Sakai's Assignments tool may be new to your students.
- Provide a link to Durham Tech's info for students on Submitting Assignments, so they'll know what to do [https://go.durhamtech.edu/sakai-student-submit-assignment].
- Early in the course, give students an opportunity to submit a low-stakes Assignment, so they can become familiar with the process before a major paper is due.

Combat plagiarism
- Use the Turnitin feature within Assignments to check student papers for plagiarism.
- Be sure to review the rules for submitting papers to Turnitin and share them with students [https://go.durhamtech.edu/sakai-student-turnitin-rules].
- Be aware that it may take 20-30 minutes from the time the student submits a paper for the Turnitin report to appear.
- A high "similarity score" doesn't always mean a paper is plagiarized! Instructors must review Turnitin reports carefully to determine if plagiarism occurred.

Quickly Set up your Graded Assignments
- Unlike Forums/Topics, this is the easiest way to create a graded assignment:
  - DO check beside "Add Assignment to Gradebook."
  - DO NOT create a new gradebook item in the Gradebook for your assignment!

Assignment Feedback and Grading
- **Highlight/bold** the text you type in the instructor comments area so that it will stand out to students.
- Consider attaching a Sakai Rubric to provide detailed feedback [https://go.durhamtech.edu/sakai-instructors].
- Instructor comments will display to students in the Gradebook, but any files you attach when grading will not!
  - *Students must go into the Assignments tool -- and must scroll to the bottom -- to see the instructor's attachments.* If you attach files as part of assignment feedback, it's important to tell students where to find them.
- Apply a grade of zero to students who did not submit.
- Remember to **Release Grades** so students will be able to see their grades and any instructor comments or feedback.

		Student ▲	Submitted Date	Status	Grade	Turnitin	Released
☐	🖉	East, Jane (jane)	Jul 3, 2019 5:09 PM	Returned	70.00	🚩 Jane Internet Paper.docx	✔
☐		North, Greg (greg)		Returned	0		✔
☐		South, Ted (ted)		Returned	0		✔
☐	🖉	West, David (david)	Jul 3, 2019 3:53 PM	Returned	80.00	🚩 David's Week 1 Paper.docx	✔