How to Set Up Assignments in Sakai

Before asking students to submit a file, the instructor must add the Assignments tool to the site AND create an assignment. Follow the steps below to do both of these things!

Step 1: Add Assignments to your Sakai site

1. To add the Assignments tool to your course site:

   - Go to **Site Info** > **Edit Tools**, select the **Assignments** tool, click **Continue**, then **Finish**

2. On the main course menu, click the **Assignments** button to go into the Assignments area.
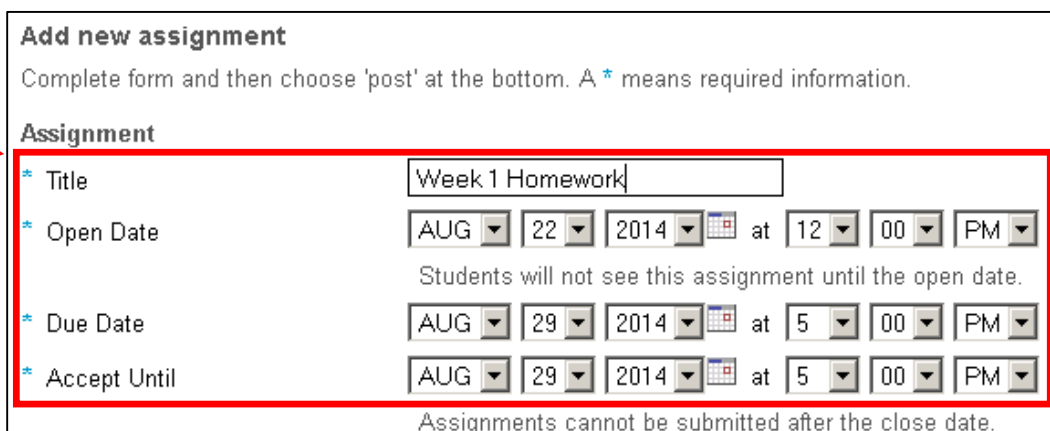
Step 2: Add an Assignment

1. At the top, click on the **Add** button to add a new Assignment.

These are the **recommended** Assignment settings:

2. **Title** (**required**) *Example: Week 1 Homework vs Week 1*
   Enter a brief descriptive title.

3. **Open Date/time (required)**
   The date and time when your students can see and begin submitting the assignment.

4. **Due Date/time (required)** *Assignment deadline displayed in the Assignments area.*
   For *graded* assignments, the due date will also display in the *Gradebook* for students.

5. **Accept Until Date/time (required)** *Late assignment due date-visible only to the instructor.*
   Choose a date/time through which **late** assignments will be accepted. When grading, these submissions will be designated **Late** in **Red**. Students won't be aware of the Accept Until Date/time.

   TIP: If you don't want to accept late assignments, make the A*ccept Until Date/Time* the same as the *Due Date/time*.

6. **Student Submissions (required).**
Select the method you would like students to use to submit assignments.

❑ *Inline and attachments* **(recommended):** *Inline* allows students to enter text in the text editor box and *Attachments* allows student s to attach file(s) to be submitted.

❑ *Single uploaded file only.* You must choose this setting if using the *Turnitin plagiarism checker.* Turnitin only allows one file submitted at a time.

7. **Allow Resubmission** (optional). To use this feature, as shown above, click on the checkbox; you'll see **two** choices.

❑ **Number of resubmissions allowed***:* Previous instructor grade, comments and returned files will be saved and visible to instructors for all submission attempts.

❑ **Resubmission Accept Until.** This date/time can be *later* than the Due Date/time and the Accept Until date/time. But you will have to inform your students-it will not be obvious that they can resubmit their assignment.

TIP: Alternatively, if only *one or two* students need to resubmit their assignment, after a student has submitted an assignment, while grading, the instructor can allow *individual* students to *resubmit* an assignment.

8. **Grade Scale (required).** *Select a Grade Scale from the Drop down menu.*
Recommended: If you want to send the grade automatically to the Gradebook, you must select *Points*; then you must type in the *maximum points* allowed.
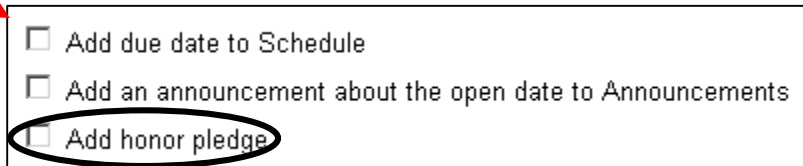

Note: If you choose a *Grade Scale* of Letter Grade, Pass/Fail or Checkmark, the grades won't be sent to the Gradebook, and can only be viewed by students in the Assignments area.

9. **Assignment Instructions (required).** *Enter assignment instructions using the Text Editor.*

TIP: Using the text editor, you can format your text, perform a spellcheck and create a link to a web site, YouTube video or to a document you want your students to review or update.
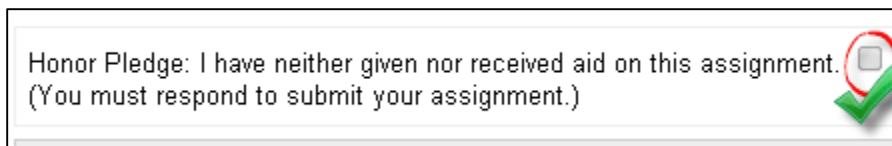
10. **Add due date to Schedule** (optional). Add the due date and Assignment link to your Sakai course calendar.

11. **Add an announcement about the open date to Announcements** (optional).

☐ Add due date to Schedule
☐ Add an announcement about the open date to Announcements
☐ Add honor pledge

12. **Add honor pledge** (optional). If this option is chosen, before your students can submit the assignment, they will have to click in a check box as *shown below*:
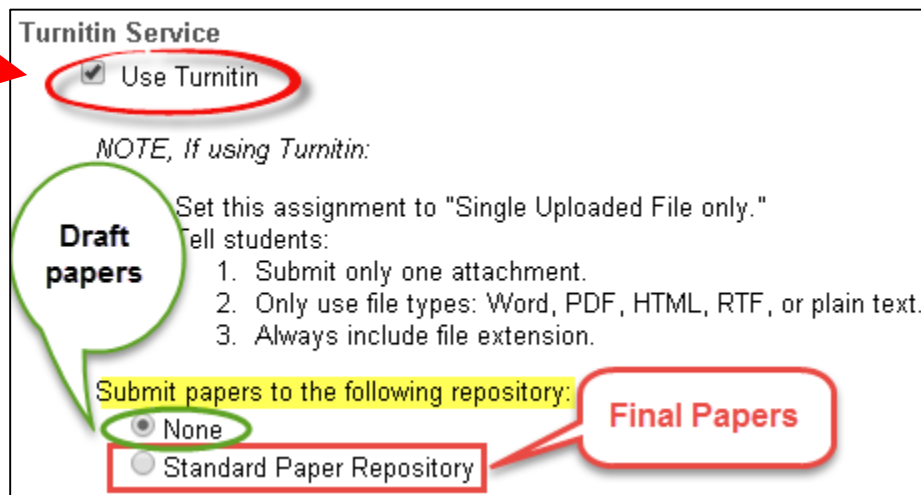
Honor Pledge: I have neither given nor received aid on this assignment. ☐
(You must respond to submit your assignment.)

13. **Turnitin Service** (optional). Turnitin is a plagiarism checking feature that instructors can use for paper and report assignments. To use this feature, click the **check box**; you will see **six** choices.

   a. **Submit papers to the following repository**.
   When submitting papers to Turnitin, you can control whether student papers are stored in Turnitin's student paper database, the Standard Paper Repository.

   ❑ **None**. This is the *default* setting. Use this setting for *drafts and practice papers* that you want students to be able to submit again.

   ❑ **Standard Paper Repository**. Use this setting *for final papers* that you do not want anyone to be able to submit again.

Turnitin Service
☑ Use Turnitin

NOTE, If using Turnitin:

Draft papers

Set this assignment to "Single Uploaded File only."
Tell students:
1. Submit only one attachment.
2. Only use file types: Word, PDF, HTML, RTF, or plain text.
3. Always include file extension.

Submit papers to the following repository:
◉ None
Final Papers
○ Standard Paper Repository

b. **Generate originality reports**.
The originality report highlights passages of text in the student submission that match those in Turnitin's database.

❑ **Immediately** *(recommended).* You and/or your students can view the results immediately after the student submits the assignment.

c. **Allow students to view report** *(recommended).* Both instructors and students can view the results of the originality report for their submission.

Generate originality reports:
- ◉ Immediately
- ○ On Due Date

- ☑ Allow students to view report

Check originality against:
- ☑ Turnitin paper repository
- ☑ Current and archived internet
- ☑ Periodicals, journals, and publications

d. **Check Originality against** (*all are recommended*)**:**

❑ **Turnitin paper repository** *.* Compare the student submission to prior student papers added to the Turnitin database.

❑ **Current and archived internet** *.* Compare the student submission to a repository of archived and live publicly available internet pages of existing content and of new pages added daily.

❑ **Periodicals, journals and publications**. Compare the student submission to third party periodical, journal, and publication content.

14. **Grading (Recommended).**

❑ **Do not add assignment to Gradebook.** This is the default. Choose this selection if you don't want to record the Assignment grades in the Gradebook, such as for a practice assignment.

❑ **Add Assignment to Gradebook (recommended).** If you would like to record the Assignment grades in the Gradebook, select this setting. If using Gradebook categories, after you post the first Assignment, you should choose a Gradebook category from the drop down menu.

Grading
- ○ Do not add assignment to Gradebook
- ◉ Add Assignment to Gradebook
- ○ Associate with existing Gradebook entry
- (Optional) Choose a gradebook category | Unassigned ▼ |

15. All of the final settings are optional except Post. At the bottom, click **Post** to create your assignment**.** The new assignment title will display in the *Assignment List.*

In the instructor view of the *Assignment List* below:

❖ Week 1 and Week 2 Activity/Turnitin Assignment due dates have expired; the status is *Closed*. Students can view what they submitted or what you've graded and returned.
❖ The Week 3 Activity Assignments is available to students now; the status is *Open.*
❖ Week 4-8 Portfolio Assignment will be available in the future; it has a status of *Not Open.* Only you can see this assignment, your students can't see it until the open date.

Permissions (DO <u>NOT</u> touch this!)
IMPORTANT: Do NOT change anything in the Permissions area in any tool in Sakai!

You can find additional info on using Sakai's Assignments tool (including info on how to grade submitted assignments) in Durham Tech's Instructional Technology wiki:
http://courses.durhamtech.edu/wiki/