


Assignment Tool in WebCT 6.0

You can use the assignment tool to create assignments that are submitted online. You can set assignments to be distributed to individuals student or groups of students and specify the due date and total grade for an assignment. With assignment tool you can edit, delete, and sort assignments.

Creating Assignments

Creating Assignments

- 1) From the **Build** tab selected, select Assignments , from the *Assignment* screen click **Create Assignment**. The Create Assignment screen appears.

Create Assignment

- 2) In the *Title* text box, enter and assignment title.
- 3) In the *Description*, enter an assignment description. The description is displayed to students.
- 4) Next to *Item Visibility*, note that the *Hide Item* option is selected by default. Assignments are automatically hidden from students until you send and show assignment.

Create Assignment

*Title:

Description:

Item Visibility: Show Item

Hide Item

- 5) If you want to attach files:
 - a. Click Add Attachments. The Content Browser pop-up window appears.
 - b. Locate and select your files to upload.
- 6) Under *Student Submission Format*, select one of the following:
 - Text with attachments
 - Web site

Student submission format

- Text with attachments
(Students provide a written submission and/or a collection of files.)
- Web site
(Students submit a ZIP file containing a web site composed of files with relative links.)

- 7) Under Assignment Recipients, select one of the following:


Assignment recipients

- Decide later (Save assignment as a draft and send it later)
- All Students individually
 - Create additional sets of instructions for groups of Students
 - Select Groups
- Groups of Students

- 8) Under *Dates*, specify a due date, cutoff date, or both:
- If you want to add the due date to the *Calendar* tool so all Students can see it, select *Create a corresponding event in the Calendar tool*.
- 9) Under *Grading*, if you want the assignment to be graded, select this option.
- 10) Click Save, once you selected all you options.

Editing Assignments

Editing Assignments

- 1) From the *Assignment* screen, locate the assignment that you want to edit and click its *Action Links* icon.  A menu appears.
- 2) Click **Edit Properties**. The *Edit Assignment* screen appears.
- 3) In the *Title* text box, edit the assignment title.
- 4) In the *Description*, edit the assignment description. The description is displayed to students.
- 5) Next to *Item Visibility*, select either *Show Item* or *Hide Item*.
- 6) Following the same steps above in *Creating Assignment* for additional options.