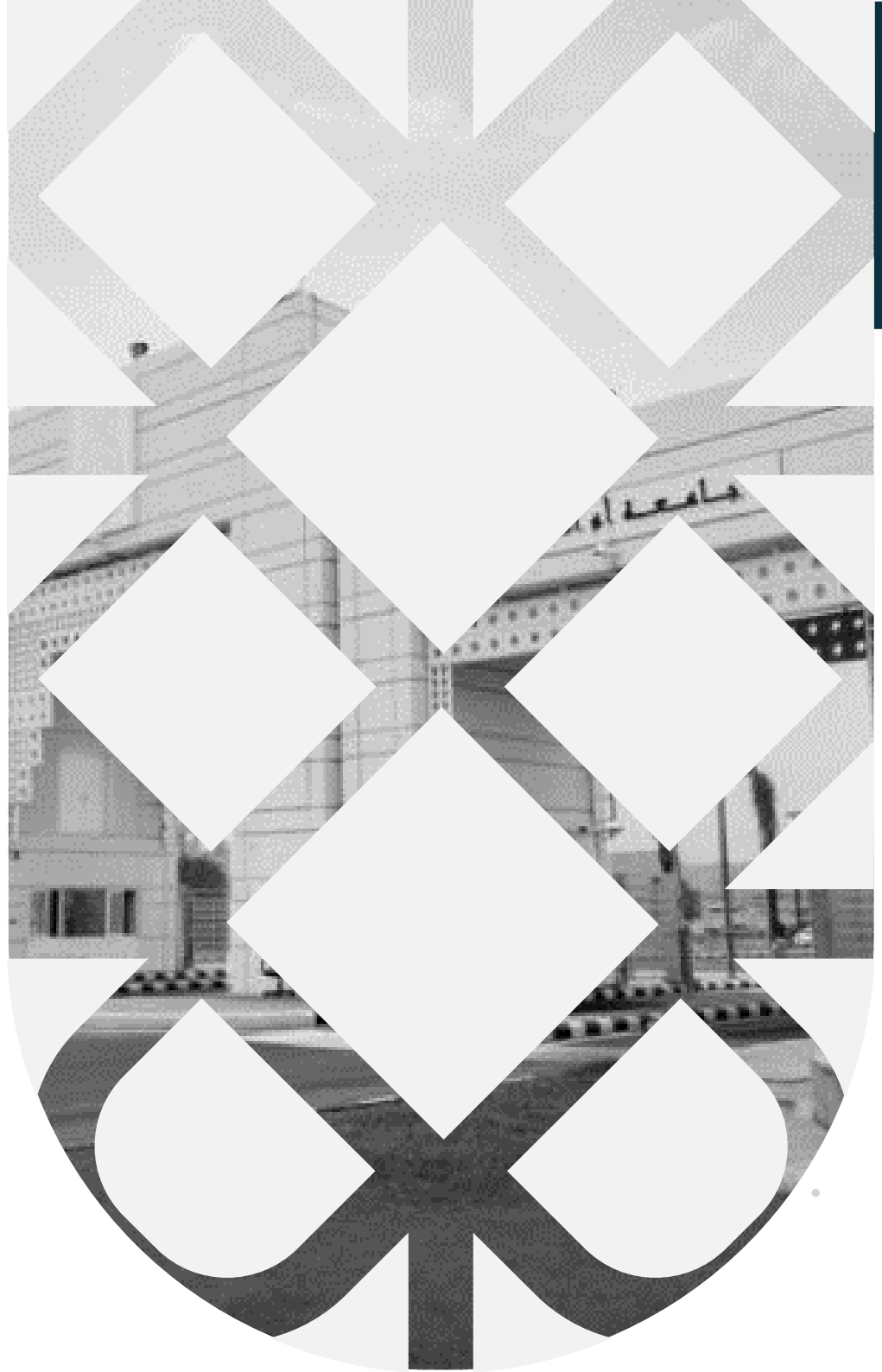




عمادة التعلم الإلكتروني والتعليم عن بعد
Deanship of eLearning & Distance Education



Creating and Assessing Assignments

Deanship of E-Learning and Distance Education
umm al qura university

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Creating and Assessing Assignments

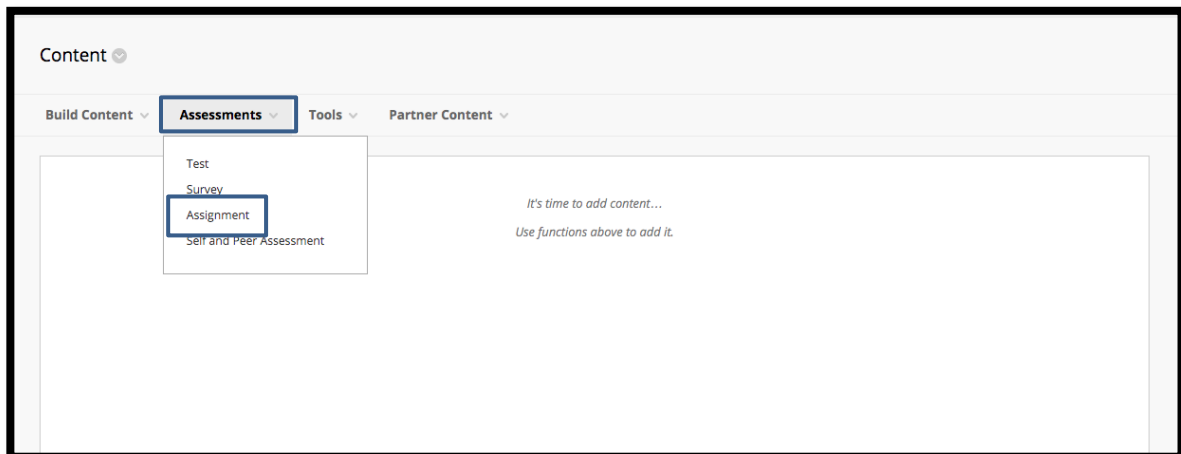


The e-learning system allows you to create assignments for your syllabus, as well as, to assess and manage students individually. You can create Assignments under: Content > Teaching section > Lesson Plans and folders

To create an assignment, follow these steps:

First step:

From the syllabus option, choose 'Assessment', and choose 'Assessment' from the 'Tools Panel'. Then choose 'Assignment' from the drop list:





Second step:

You will reach the following page:

Create Assignment
Assignments are a form of assessment that adds a column to the Grade Center. [More Help](#)

★ Indicates a required field.

ASSIGNMENT INFORMATION

★ Name and Color Black

Instructions

Provide guidelines

You can attach a file containing your questions

ASSIGNMENT FILES

Attach Files

Third step:

DUE DATES

Submissions are accepted after this date, but are marked Late.

Due Date

Choose a submission

Enter the assignment

GRADING

★ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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Fourth step:

Check if you want learners to access assignment

☒ Make the Assignment Available

Or assign a specific date and time for the assignment

Limit Availability

☐ Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Track Number of Views

This allows you to check the number of views. Check to activate

Click **Submit** to finish. Click **Cancel** to quit without saving.

Upon successful completion, choose 'Send'

Cancel Submit

Fifth step:

The assignment will appear to students as following:

Name of the assignment

Attached files, and their sizes

Assignment guidelines

Content ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

First Home Work ✓

Attached Files: First.docx ✓ (11.592 KB)

Dear Students, please answer the questions in a separate file, then, upload it.



Sixth step:

How will a student complete an assignment:

Preview Upload Assignment: First Home Work

Due date, and grade

ASSIGNMENT INFORMATION

Due Date	Points Possible
Tuesday, March 17, 2020 11:59 PM	5

Guidelines and attached

Dear Students, please answer the questions in a separate file, then, upload it.
[First.docx](#)

To submit the assignment through the system

ASSIGNMENT SUBMISSION

Text Submission

To provide the assignment via a file

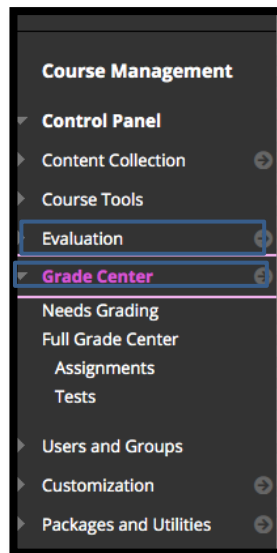
Attach Files



Seventh step:

How to assess a student's attempt:

From the syllabus options, click »**Grade Center**« [Assessment Management], and from there Click »**Needs Grading**« [Needs Grating]



The following screen will appear:

The screenshot shows the "Grade Center : Full Grade Center" interface. It features a table with student grades. Annotations with blue boxes and arrows point to specific elements:

- Name of the Student to**: Points to the "LAST NAME" column header.
- The name of the content**: Points to the "TOTAL" column header.
- Total Score**: Points to the "TOTAL" cell for the first student.

The table has the following columns: LAST NAME, FIRST NAME, USERNAME, STUDENT ID, LAST ACCESS, AVAILABILITY, WEIGHTED TOTAL, TOTAL, and FIRST HOME WORK. The first row of data shows a student with the last name "المتوي", first name "جمال", username "439002308@mc.uq.edu", and student ID "439002308". The "TOTAL" cell for this student is empty.



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