



Assignments

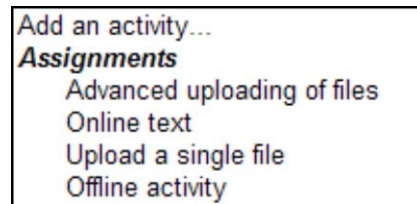
Assignments are activities:

- Where students can upload files for your review and grading
- Where you can enter grades for activities done outside of FoxTALE, such as verbal presentations or in-class exams.

Students can upload essays, spreadsheets, images, presentations, or small audio or video clips. The maximum upload size is currently set to 30 MB.

Creating an Assignment

1. Turn editing on.
2. In the topic or week to which you would like to add the assignment, go to **Add an activity > Assignment** and select the type of assignment.



- **Advanced uploading of files** – Students can upload one or more files and can upload replacement files. You download or open each file to review it. You can also upload one or more response files.
- **Online text** – Students enter text online. You read and grade the text online. Online text replaced the journal activity type.
- **Upload a single file** – Students upload one file. You download or open each file to review it. (Not recommended. Use **Advanced uploading of files** instead.)
- **Offline activity** – Used for activities done outside of FoxTALE for which you want to enter grades. Examples: verbal presentations, in-class exams and quizzes, and math problem sets.



3. Enter a name and description. Enter the grade; there is a maximum of 100. You can also choose **no grade** or other grading scales.

The screenshot shows the 'Adding a new Assignment' form in the 'General' tab. It includes fields for 'Assignment name*', 'Description*', a rich text editor with a toolbar (font: Trebuchet, size: 1 (8 pt), language: Lang, and various formatting options), a 'Path:' field, and a 'Grade' dropdown menu currently set to '100'.

4.
 - If you would like to limit the time in which the assignment is available for students to upload a file, you can enter an **Available from** date. If the assignment should always be available, check the **Disable** box.
 - Enter an optional due date. If there is no due date, check the **Disable** box.
 - Choose whether or not to prevent late submissions. If you choose **No**, late assignments are allowed but will be marked as late.

The screenshot shows the 'Advanced uploading of files' and 'Common module settings' sections of the assignment form. The 'Advanced uploading of files' section includes: 'Available from' (21 December 2008 10:00) and 'Due date' (27 December 2008 10:00), both with 'Disable' checkboxes; 'Prevent late submissions' set to 'No'; 'Maximum size' (2MB); 'Allow deleting' (Yes); 'Maximum number of uploaded files' (3); 'Allow notes' (No); 'Hide description before available date' (No); 'Email alerts to teachers' (No); and 'Enable Send for marking' (No). The 'Common module settings' section includes: 'Group mode' (No groups); 'Visible' (Show); 'ID number' (empty field); and 'Grade category' (Uncategorised). At the bottom are buttons for 'Save and return to course', 'Save and display', and 'Cancel'.



6. Depending on which assignment type you chose, you will see additional options such as:
 - **Maximum size** – limit the size of files to be uploaded; the overall limit is set by the FoxTALE administrator (currently 30 MB)
 - **Maximum number of uploaded files** – the number of files that students can submit to you and that you can submit to students
 - **Allow notes** – allow students to write a note to you
 - **Comment inline** (for **Online text**) – you are able to add online feedback to a copy of the student's submission
7. Choose a group mode, choose whether the assignment is visible, and assign a grade category for the grade book if applicable. Click **Save changes**.
8. You will see the assignment as it appears to students. This example shows an **Offline Activity**, so there is no place for the student to upload a file.

FoxTALE » SB101-ABER » Assignments » Current Event Presentation [Update this Assignment](#)
[View 0 submitted assignments](#)

Verbal class presentation on your current event topic.

Due date: Friday, 8 June 2007, 10:45 AM

Here is an example of **Upload a Single File**. There is a box for students to browse and upload a file.

FoxTALE » SB101-ABER » Assignments » Current Event Topic Selection [Update this Assignment](#)
[View 0 submitted assignments](#)

Write a one-half page paper that describes your current event topic and your reason for choosing this topic. Your paper should follow the writing guidelines in the syllabus.

Due date: Friday, 8 June 2007, 11:30 AM

Upload a file (Max size: 30MB)

[Browse...](#)

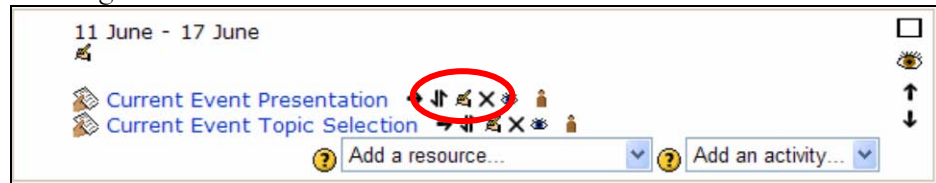
[Upload this file](#)



Editing an Assignment

You can make changes to assignment details at any time. There are two ways to open the assignment for editing:

1. From the course home page, turn editing on and click the hand icon next to the assignment title.

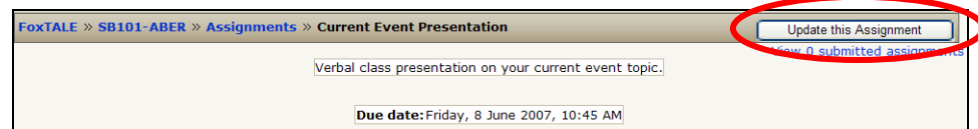


OR

2. From the course home page, click **Assignments** in the **Activities** block (usually on the left) to view a list of all assignments.

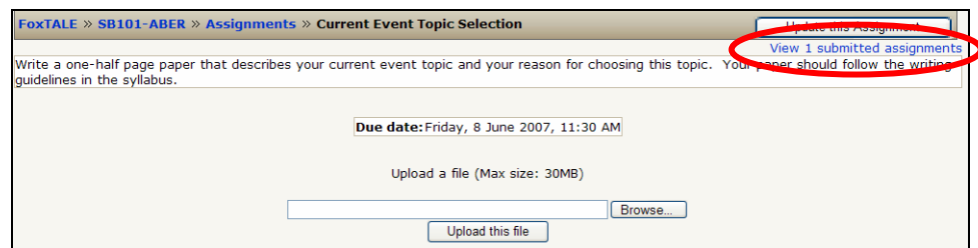
Click on the assignment name.

Click the **Update this Assignment** button.



Grading an Assignment

1. From the course home page, click the assignment name.
2. In the upper right corner, click **View x submitted assignments**. (Offline activities will always have zero submitted assignments.)



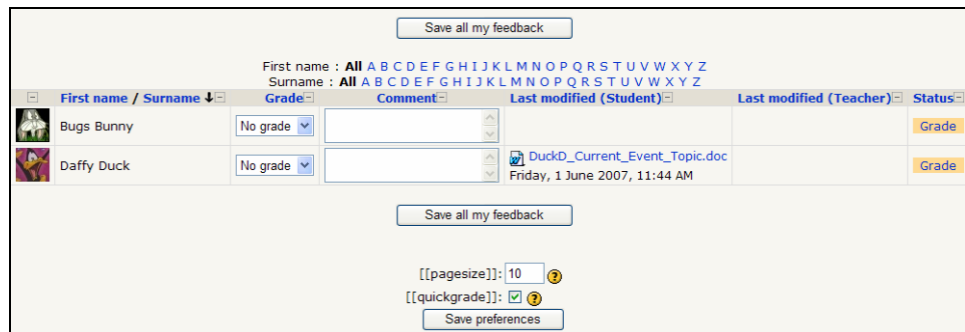


- You will see a list of students. Any files that students have uploaded will appear in the **Last Modified (Student)** column.

Time-Saving Hint! Click the **quickgrade** box at the bottom and click **Save preferences**. This option will allow you to enter all the grades at once. Once you have turned on this option, it will remain for all of your FoxTALE courses.



*If you don't turn on **quickgrade**, then you must click **Grade** and open a separate screen for each student.*



*If you turn on **quickgrade**, then you can enter grades and comments for all students on one screen.*

- Enter the grades and optional comments. Click **Save all my feedback** to save.
- For assignments with uploaded files, click the file name to open or save the file for your review. You can enter comments on the **quickgrade** screen, or click **Grade** in the **Status** column to enter comments in a larger comments box.

For **Advanced uploading of files** assignments, you can upload a response file for the student. Click the **Grade** link to open the assignment processing window. Upload your response file, and save.



Changing Grades

Changing Grades in the Assignment

Open the assignment, and click the **View x submitted assignments** link to return to the screen that allows you to change grades for an assignment.

If you have turned on **quickgrade**, change the grade in the dropdown box and click **Save all my feedback**.

If you have not turned on **quickgrade**, click the **Update** link in the status column to open a screen that will allow you to change and save the grade.

Changing Grades in the Grade Book

1. From the course home page, click **Grades**.
2. Click **Turn editing on** in the upper right corner.
3. Change the grade in the grade book, and click **Update**. **Note:** After you change a grade in the grade book, you will no longer be able to change it in the assignment unless you turn off the override. To turn off the override:
 - a. In the grade book, **Turn editing on**, and click the **hand with pencil** icon (Edit grade) next to the grade.
 - b. Uncheck the **Overridden** box, and **Save changes**. The original grade from the assignment will be restored. You will be able to change the grade in the assignment.