

# Managing Assignments with UCMCROPS

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## Overview of Assignment Tool

For courses, the Assignments tool allows instructors to create, distribute, collect and grade online assignments. Assignments are private and student submissions are not visible to other users of the site.

Assignments can also be returned, with or without grades, for re-submission. Instructors can download all submissions to an assignment to their computer at once. Instructors can also click Upload All to put their comments and grades back into the Assignments tool.

When instructors release grades for an assignment, students can access instructor comments and their grade.

Instructors can return assignments and allow for re-submission. This feature can be used to evaluate drafts of final projects or papers, or to allow students to correct and re-submit an assignment.

## Assignment Tool Features

- ***Open, due, and close dates:*** You may specify dates on which an assignment opens, is due, and closes. After you have closed an assignment, you cannot reopen it, so students will not be able to submit responses to it.
- ***Inline responses and attachments:*** You may specify whether students can submit an assignment by entering text directly into a web page on the site, by attaching one or more files, or both.
- ***Grading options:*** You may assign letter grades, points, checkmarks, and pass/fail grades. You may also mark an assignment as ungraded. You may assign a default grade of your choosing to all students who have not received a grade. When you release grades for an assignment, students can access your comments as well as their grades.
- ***Link to goals:*** You may use the Assignments tool to link specific assignments to goals for your course, program, or institution.
- ***Announcement and schedule integration:*** You may use CLE tools to automatically post an "Assignment Open" announcement and add an "Assignment Due" date to the calendar.

- ***Honor pledge:*** You may require students to check a box acknowledging that their work is their own before submitting an assignment.
- ***Download and upload all:*** You may download a single zipped file that includes a folder for each student, containing his or her work. You may then enter comments into the submitted files and upload them again.
- ***Resubmit and return:*** You may release grades as you assign each one or release all grades at one time. You may also allow students to submit responses to the assignment multiple times so you can provide feedback and allow the student to rework material before you assign a final grade.
- ***Grade report:*** You may create a grade report that lists all student submissions to the site and the grade assigned to each. You may sort the report by student, assignment, grade, or submission date, and you may download the report to an .xls spreadsheet.
- ***Transfer to Gradebook:*** If you grade in points, you may specify that assignments be automatically transferred to the Gradebook tool.

This tool also allows you to share grading responsibilities with other instructors. All of you can add feedback to the same student's work, without exchanging files via email or another system.

If you are a student, this tool allows you to view, work on, and submit assignments and see your grades.

### **Typical Assignment Workflow**

1. Instructor creates new assignment.
2. Students access assignment, work on it, and submit when finished.
3. Instructor provides feedback and grade on assignment, and return to student.
4. Students view grade and feedback.
5. Optionally, students revise assignment and resubmit.