# GCULearn Assignment Tool

Instructor Guide

This guide will describe the steps required in order to set up an assignment using the GCULearn assignment tool as opposed to a Turnitin Assignment. By default, when a new course is created in GCULearn the navigation menu is populated with standard links that provide access to different content areas within your course. Although assignments can be added to any content area it is generally good practice to create them in the assignments area of the course.
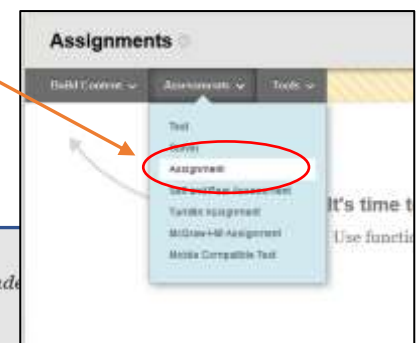
1 Ensure edit mode is active
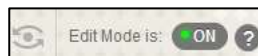
2 Go to the **navigation menu** and click on **Assignments** link to access the assignments content area. Then **Assessments** and from the dropdown menu select **Assignment.**

3 You should now see the **Create Assignment** page. Here you will provide some **assignment information**, such as the **title** and any **instruction**s you wish to include.

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Centre. Use the Grade student. More Help

* *Indicates a required field.*

ASSIGNMENT INFORMATION

* Name and Colour   CW070218f   ■ ☺ Black

Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

This assignment submission box has been set up for for you Comparative Railway Operations formative assignment. Please ensure that you complete all the sections prior to submission and attach your draft plan as an appendix along with your specifications table.

Grading will be out of 100 but the grade will not count toward your final mark as this is a formative piece of work. Grading and feedback will normally be given within three weeks of the submission date.

If you have any questions or require an extension then please contact me on ext:1234

Path: p   Words:93

4 You can attach **assignment files**. For example, formulas or statistical tables that may be relevant to the assignment. If the file or files are stored on your computer, click on **browse my computer** and navigate to the file location then click **submit**. If they are stored in GCULearn **content collection** click **Browse Content Collection** and navigate the file location select the file by clicking the **check box** an then click **submit**

5 Although optional it is recommended that you provide a **Due Date** for the assignment that all student adhere to unless there are special circumstances that require an open assignment submission box. To set the **Due Date** check the box and or click the **Calendar Icon** > **choose a date**> **choose a time.**

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7 The next Item you need to take care of is how the assignment is going to be graded. Under Grading you are required to insert the **Points Possible** (Generally out of 100). Click **Submission Details** to expand the options for the submission.

8 **Submission Details** allows you to provide additional options your selection here will depend upon the nature of the assignment. The default is **individual submission** but if your assignment is a **group submission** or a **portfolio** then choose the appropriate **Assignment type**. If you choose groups and get a warning that no groups have been created, then you need to split your students into groups (see creating groups tutorial).

You can choose the number of submission attempts students can have. The default is allowing a **Single Attempt** but you can allow **Multiple Attempts**. If you choose multiple attempts, then you will be asked for the **Maximum** number of attempts allowed. You can also set unlimited attempts but that is not recommended.

You can combine multiple submission attempts with GCULearns **Plagiarism tools** to help support students understanding of plagiarism and how to avoid it.

If so, please give clear instruction to the students on the number of attempts they are entitled to. If you allow multiple attempts and are allowing students the ability to view originality reports then you will want GCULearn to know what attempt you will use for grading purposes. In this case you may want to select **Last Graded Attempt** in the dropdown menu that appears.

8 You should leave **Grading Options** unchecked particularly the **Delegated Marking** option.   If you choose anonymous marking, then you will have to declare when to disable it. Here you can select **On Specific Date** or **After All Submissions Are Graded**

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The **Display of Grades** option determines how grades will be displayed in **Grade Centre** and how they are displayed to students in **My Grades**. Only your Primary selection appears to students in My Grades. You can choose to include the assignment in **Grading Calculations** if required.

Based on the assignment requirements, you can choose not to show the grade and statistical information to students in My Grades.

Display of grades.

Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Centre and My Grades. The secondary display option is shown in the Grade Centre only.

Display grade as   Primary   and   Secondary
                       Score ∨   None ∨
                                                   (displayed in Grade Centre only)

☑ Include in Grade Centre grading calculations
Scores on anonymously graded assignments will not be included in column calculations until the submissions are no longer anonymous.

☑ Show to students in My Grades

☐ Show Statistics (average and median) for this item to Students in My Grades

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The final step is to declare when you want the assignment to appear in the assignments page by setting its Availability. You can make it available right way by checking the **Make Assignment Available** check box. Alternatively, you can make it available on a particular date by setting the **display after** checkbox and choosing a date/time. You can optionally set how long it is available for by selecting **display until** check box and setting a date/time.

AVAILABILITY

☐ Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability   ☑ Display After 19/03/2018   📅 19.18   🕐
                         Enter dates as dd/mm/yyyy. Time may be entered in any increment.

                         ☑ Display Until 31/03/2018   📅 23:59   🕐
                         Enter dates as dd/mm/yyyy. Time may be entered in any increment.

☑ Track Number of Views

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

[Cancel] [Submit]

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When your done click **Submit** and you will be returned to the assignment page with the assignment listed.