

# SacCT

## Online Assignments: Instructors

### HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

### ONLINE ASSIGNMENTS

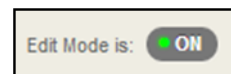
SacCT features an assignments tool that allows instructors to create online course work to assign to students such as: projects, homework, essays, etc... This tool features online prompts, online submission of assignments, and online grading for instructors.

Note: This guide is intended for instructors. If you are a student please review the [How to Guide Online Assignments – Students](http://www.csus.edu/sacct/student/sacct-assignments-students.pdf) (<http://www.csus.edu/sacct/student/sacct-assignments-students.pdf>)

### CREATING ASSIGNMENTS

This section will cover how to create assignments.

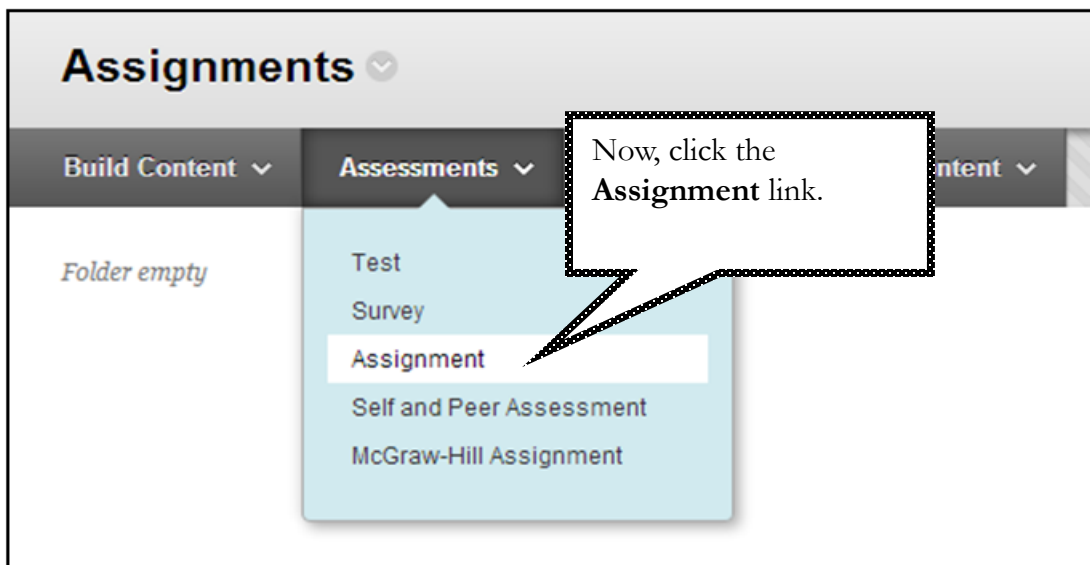
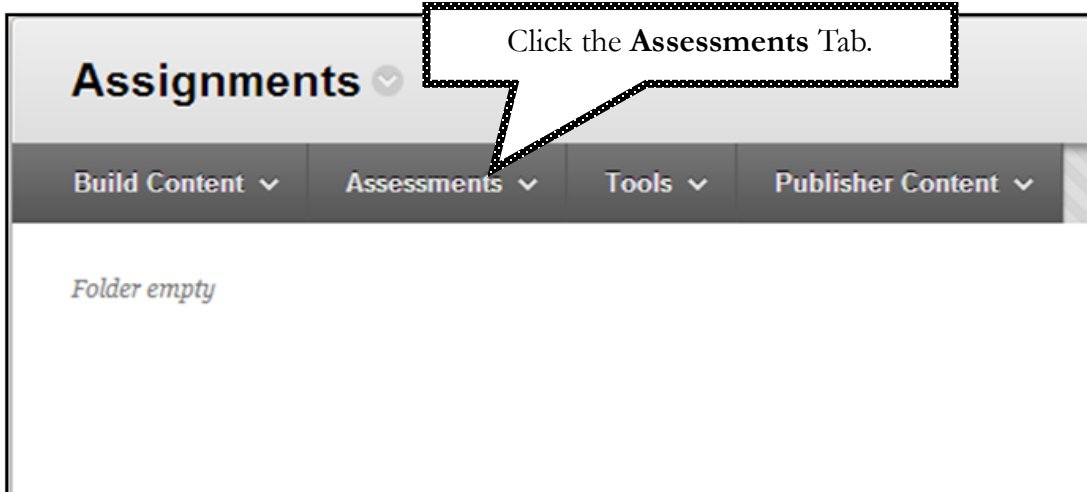
- step 1.* **Login** to SacCT (<http://www.csus.edu/sacct/>) and go into a course where you are an instructor.
- step 2.* Make sure **Edit Mode is ON**. This is on the top right hand corner of the screen. If edit mode is off, click “off” to turn edit mode on.
- step 3.* Select the **Content** link from the **Course Menu** on the left. If you prefer, you can add a new content area to your course menu titled Assignments to keep assignments separate from other course content.





**TIP :** If the Content link is not available, you can add a **Content Area** by clicking the **+** on the top left of the navigation menu. You can title it “Assignments”. Once the new content area is created. Locate the “Assignments” Link in the left hand side navigation menu.

*step 4.* In our example you would be at the Assignments content area. On this page click the **Assessments** tab and then click **Assignment**.



*step 5.* You should be at the **Create Assignment** page. Here you can add the description of the assignment.

# Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

\* Indicates a required field.

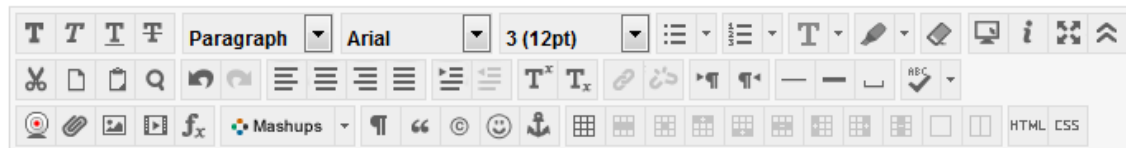
Cancel

Submit

## 1. Assignment Information

\* Name and Color   Black

Instructions



Please summarize the procedures on your book for Lab #1.

This will be due the day before the lab takes place and will be worth 10 pts.

Good luck!

-Your Instructor

Path: p Words:31

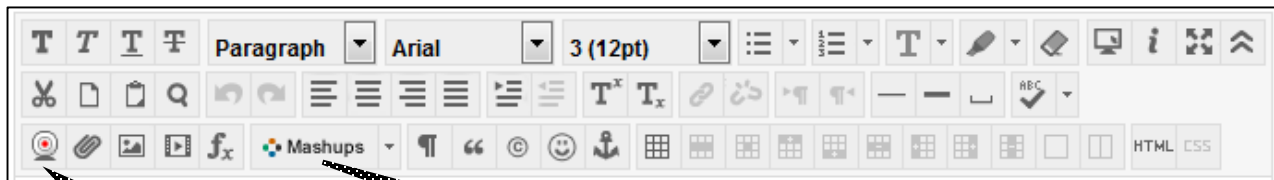
In this page you can customize your assignment as wanted, but you will **need** to fill-in the two required fields about the assignment:

1. Title & Description
2. Points it is worth.

*step 6.* Once you have filled the required fields and customized your assignment as wanted click **Submit** to finalize the assignment and assign the assignment to your students.

## The Content Editor

The content editor allows you to add and format text, insert equations and hyperlinks, tables, and attach different types of files to content.



Record video using your Webcam.

This option combines elements from two or more sources such as, YouTube, Flickr Photo, SlideShare Presentation, NBC Content, etc.



**TIP :** In order to upload a video from your Webcam you must have a Google account that is registered on YouTube. Also, a YouTube channel is required to process and save your Webcam videos.

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## Customize Your Assignment


In the **Create Assignment** page you can customize your assignment further by using the following **6 features**.

CATEGORY	DESCRIPTION
<b>1. Assignment Information*</b>	Name and Instructions for the assignment.
<b>2. Assignment Files</b>	This feature allows instructors to upload files for assignments. This may be useful if instructors want to upload a word or PDF file that includes a prompt. In addition, files could be uploaded to complement the assignment such as articles and others.
<b>3. Grading*</b>	Points Possible for the assignment.
<b>4. Availability</b>	This feature can be a great if planning assignments ahead of time and want them to be available during a certain time. For example, the first through the third week of school only.
<b>5. Due Dates</b>	Set a date and time for the assignment due date. Students can submit after a Due Date as long as the assignment is still available, but the system will mark the submission Late if submitted after the Due Date.
<b>6. Recipients</b>	Assign to the whole class or groups in the class. In order to use the Groups option, groups in the course will have to be assigned.

\*Required fields.




### **TIP : How to Edit an Assignment in a Course Area**

1. Navigate to the course area containing the assignment.
2. Click the **Action Link**, , to the right of an **assignment's name** to access the contextual menu and select **Edit**.
3. On the **Edit Assignment page**, make the desired changes.
4. When you are satisfied with the changes to the assignment, click **Submit**.

## HOW TO DELETE AN ASSIGNMENT IN A COURSE AREA

You can delete an assignment at any time. If students have submitted work, deleting the assignment will also delete the submissions. You can choose whether or not to keep the associated grades.

- step 1.* Navigate to the course area containing the assignment.
- step 2.* Click the **Action Link**, , to the right of an assignment's name to access the contextual menu and select **Delete**.
- step 3.* Click **OK** to continue.
- step 4.* On the Delete Assignment page, you can choose to:
  - a.* Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions OR
  - b.* Delete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.

### Delete Assignment: [Summary #1]

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**1. Delete Assignment**

**Warning:** Deleting this Assignment also delete all its submissions. Retain the Grade Center item and scores for this Assignment by choosing Preserve scores below. These scores will no longer link to the Assignment submissions that produced the scores. This action cannot be undone. To prevent submissions from being deleted, choose Cancel and make this content item unavailable rather than deleting it.

Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions.

Delete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.

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**2. Remove**

*Click Remove to remove. Click Cancel to quit.*

- step 5.* Click **Remove** to delete the assignment or **Cancel** to keep it.

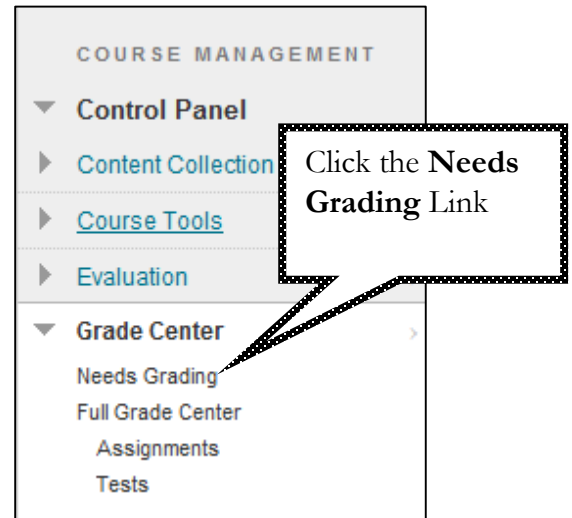
Remember that even if you keep the scores in the Grade Center, you will not be able to access the assignment submissions again.

## GRADING ASSIGNMENTS

This section will cover assignment grading. Once an assignment is created a column is added to the grade center. When a student submits an assignment it will be listed in the Needs Grading section of the Full Grade Center.

In order to view an assignment you will need to access the **Grade Center**.

- step 1.* In the left hand navigation column under **Control Panel** click the **Grade Center** link.
- step 2.* Click the **Needs Grading** link to access all assignments, graded or ungraded.
- step 3.* You should be at the **Needs Grading** page.
- step 4.* By default all items to grade will be listed. The Category selected to grade will be **All Categories**. However, this can be changed to display only specific categories (i.e. Assignments).
- step 5.* To change the Category click the **Category** drop-down menu and select the desired category. You can also filter the Needs Grading list by: Category, Item, User, and Due Date. In this example we have selected the Assignment category.
- step 6.* Once you have selected your category click the **Go** tab.
- step 7.* All submitted items for the Assignment category will now be listed. By default, Assignments will be listed by Date Submitted.



### Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All Filter

Category: Assignment | Item: All Items | User: All Users | Date Submitted: Any Date

*Enter dates as mm/dd/yyyy*


3 total items to grade.

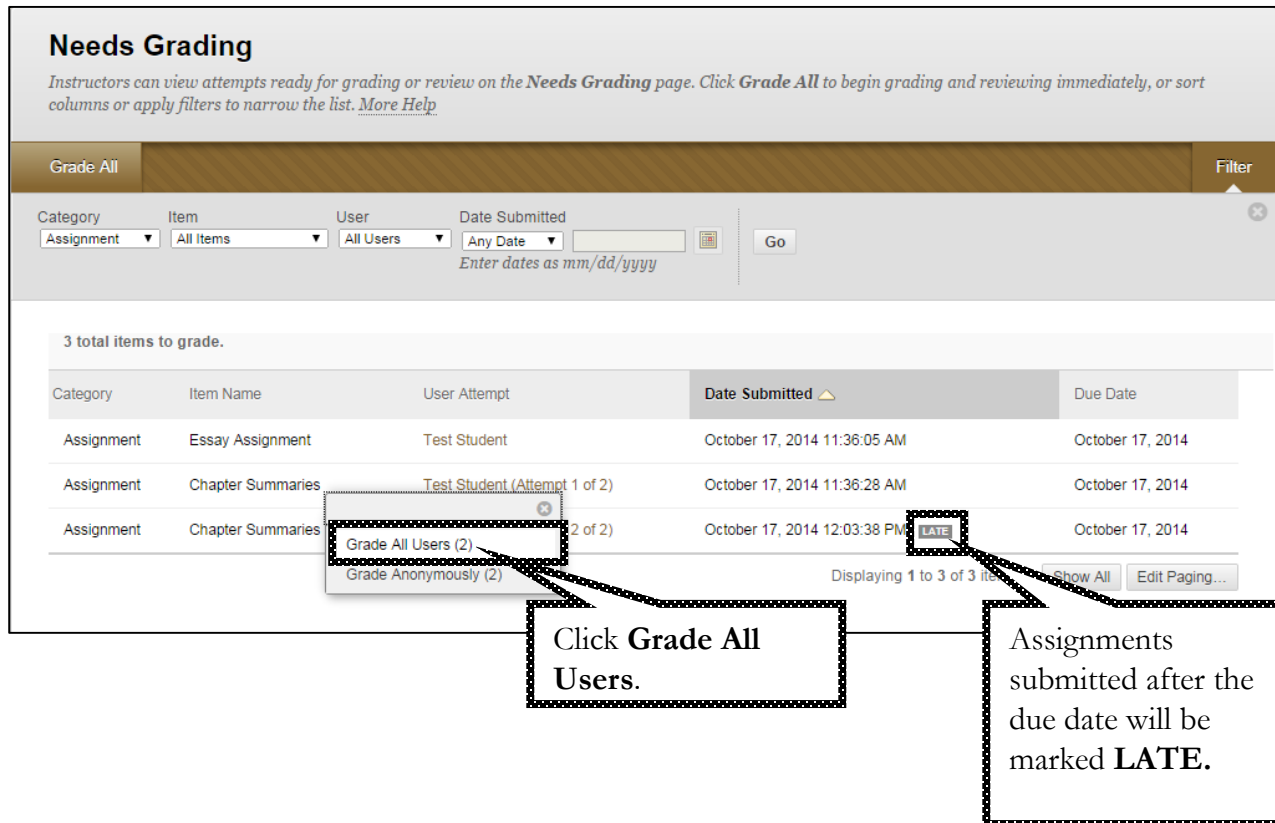
Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Essay Assignment	Test Student	October 17, 2014 11:36:05 AM	October 17, 2014
Assignment	Chapter Summaries	Test Student (Attempt 1 of 2)	October 17, 2014 11:36:28 AM	October 17, 2014
Assignment	Chapter Summaries	Test Student (Attempt 2 of 2)	October 17, 2014 12:03:38 PM <b>LATE</b>	October 17, 2014

Displaying 1 to 3 of 3 items |

*step 8.* Students that have submitted an item after the due date will be marked with a **LATE** sticker.

*step 9.* To view the submitted click the User's name, which will be a clickable link

- a. Alternatively, click on the  drop-down arrow next to the item name. Each item must be graded individually. The drop-down arrow will give you two options: **Grade All Users** or **Grade Anonymously**. Click **Grade All Users**.



**Needs Grading**

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All Filter

Category: Assignment, Item: All Items, User: All Users, Date Submitted: Any Date, Go

Enter dates as mm/dd/yyyy

3 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Essay Assignment	Test Student	October 17, 2014 11:36:05 AM	October 17, 2014
Assignment	Chapter Summaries	Test Student (Attempt 1 of 2)	October 17, 2014 11:36:28 AM	October 17, 2014
Assignment	Chapter Summaries	Test Student (Attempt 2 of 2)	October 17, 2014 12:03:38 PM <b>LATE</b>	October 17, 2014

Displaying 1 to 3 of 3 items. Show All Edit Paging...

Click **Grade All Users**.

Assignments submitted after the due date will be marked **LATE**.



**step 10.** The **Grade Assignment** page will display. The top of the page features the title of the assignment. The submission history section lists the assignment attempts done by the student. A good feature is the availability to grade anonymously by selecting the **Hide User Names** link on the top right hand side of the page.

The screenshot shows a web interface for grading an assignment titled "Grade Assignment: Chapter Summaries". At the top right, a callout box with a dotted border contains the text: "You can click **Hide User Names** to grade anonymously." Below this, the page header includes "Jump to..." and "Hide User Names" buttons. The main content area shows the assignment details for "User: Test Student (Attempt 1 of 2)" and "View: Needs Grading". The assignment content is "Chapter Summaries" with placeholder text. On the right, a sidebar displays "Assignment Details" with a table of attempts:

GRADE	Last Graded Attempt	Score
ATTEMPT 1	10/17/14 11:36 AM	/20
ATTEMPT 1	10/17/14 11:36 AM	/20
ATTEMPT 2	10/17/14 12:03 PM	

Below the table is a "Grader Feedback" section with a "REC" dropdown, a text input area, and a "Character count: 0" indicator. At the bottom right, there are "Save as Draft" and "Submit" buttons.

- step 11.** On the **Grade Assignment** page you can add feedback by:
- Using the inline viewer toolbar to comment, draw, highlight, or add text directly in the document. OR
  - You can add feedback by typing in the text box below **Grader Feedback**.

**Grade Assignment: Chapter Summaries**

Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by clicking the pencil icon in the grade field. Use the arrow buttons to navigate through or grade the attempts in the queue one at a time. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names**

User: Test Student (Attempt 1)  
View: Needs Grading

**A.** Clicking here will activate the inline viewer toolbar. The inline viewer toolbar should be used when a student submits an ATTACHED DOCUMENT.

Comment, Draw, and Highlight tools used.

**A.** This feedback option should be used when a student adds a TYPED SUBMISSION.

**GRADE**  
Last Graded Attempt /20

**ATTEMPT 1**  
10/17/14 11:36 AM /20

**SUBMISSION**  
Kim Pineda - Chapter Summaries.docx

**COMMENTS**

**Grader Feedback**

Attempt 1 is well written.

Character count: 26

Save as Draft Submit

The screenshot shows a web-based grading interface. At the top, there's a title 'Grade Assignment: Chapter Summaries' and a detailed instruction. Below this, the user information 'User: Test Student (Attempt 1)' and 'View: Needs Grading' is displayed. A toolbar with icons for comment, draw, and highlight is visible. A callout box points to the comment icon, stating that clicking it activates the inline viewer toolbar for attached documents. Another callout points to the toolbar itself, listing 'Comment, Draw, and Highlight tools used'. A third callout points to the 'Grader Feedback' text area, stating it should be used for typed submissions. On the right side, there are sections for 'GRADE' (Last Graded Attempt /20), 'ATTEMPT 1' (10/17/14 11:36 AM /20), 'SUBMISSION' (Kim Pineda - Chapter Summaries.docx), and 'COMMENTS'. The 'Grader Feedback' section contains the text 'Attempt 1 is well written.' and a character count of 26. At the bottom right, there are 'Save as Draft' and 'Submit' buttons.

Download the document attachment

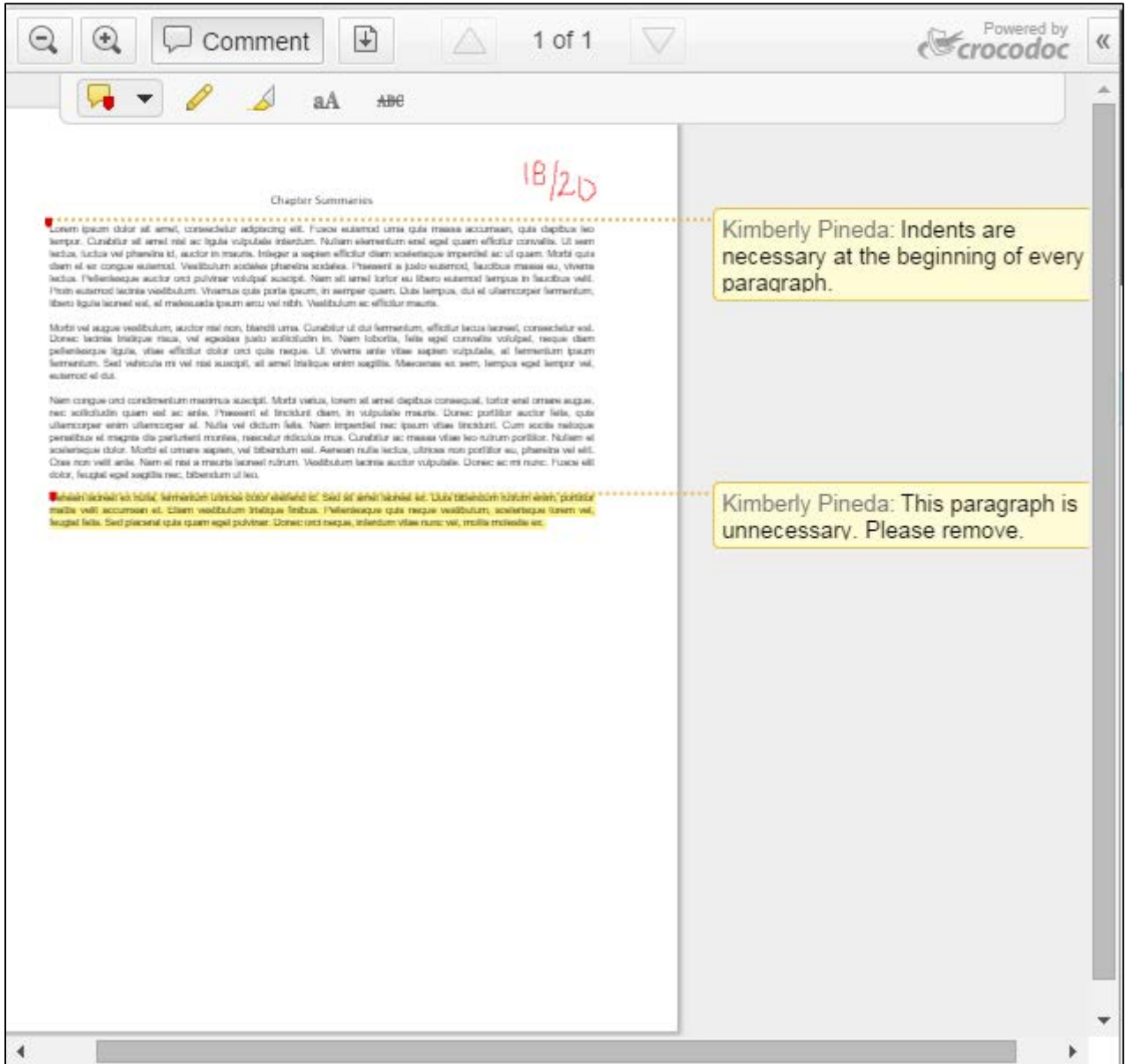
Highlight selected text in the document.

Click here to see what you've added to the document.



Add a comment to a specific point in the document.

Draw in the document using a pencil tool.



*step 12.* To assign a grade to the assignment enter the number of points desired in the **GRADE box** and click **SAVE**. It will be out of the number of points assigned when the assignment was created.

Assignment Details

**GRADE**  
Last Graded Attempt

18/20

Cancel Save

**ATTEMPT 1** ▾  
10/17/14 11:36 AM

SUBMISSION

Kim Pineda - Chapter Summaries.docx

COMMENTS

Grader Feedback

REC ▾

Attempt 1 is well written.

Character count: 26

Save as Draft Submit



### **TIP : The Assignment Grading Page**

- The Assignment Grading page features several options that facilitate grading:
1. The **Grader Feedback** text box allows instructors to give students feedback about their assignments.
  2. The **Inline Viewer Toolbar** is to be used when the student submits an assignment as an attached document.
  3. The **Grading Notes** text Box is a place for instructors to make confidential notes about the student's assignment. Notes here will not be seen by the students.

4. To re-grade an assignment you can repeat the grading process (steps 1-14)