

Assignments Tool

At the end of this tutorial, you will be able to answer the following questions:

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Note:

- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

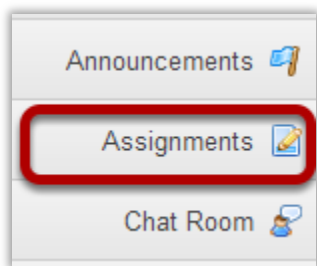
What is the Assignments tool?

The Assignments tool allows instructors to create, distribute, collect, and grade online assignments.

Assignments are typically private; student submissions are not visible to other users of the site. However, the instructor has the option to enable peer evaluation of assignments if desired.

Assignments may be submitted via file upload or in-line using the **Rich Text Editor**, depending on instructor preference.

To access this tool, select **Assignments** in the **Tool Menu** of your site.

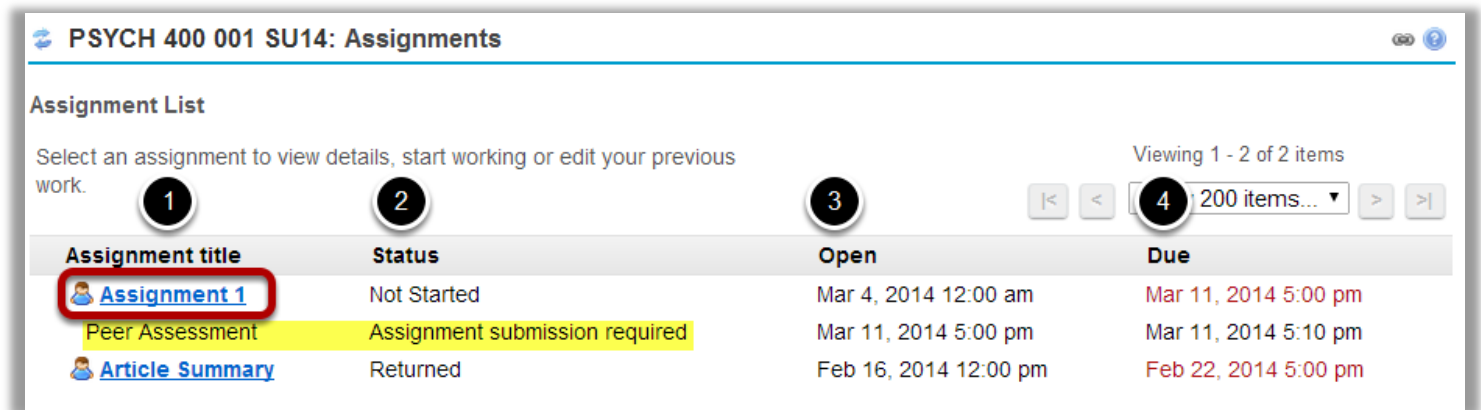


How do I submit an assignment?

Go to Assignments.

Select the **Assignments** tool from the Tool Menu in your site.

Click on the title of the assignment.



PSYCH 400 001 SU14: Assignments

Assignment List

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 2 of 2 items

Assignment title	Status	Open	Due
Assignment 1	Not Started	Mar 4, 2014 12:00 am	Mar 11, 2014 5:00 pm
Peer Assessment	Assignment submission required	Mar 11, 2014 5:00 pm	Mar 11, 2014 5:10 pm
Article Summary	Returned	Feb 16, 2014 12:00 pm	Feb 22, 2014 5:00 pm

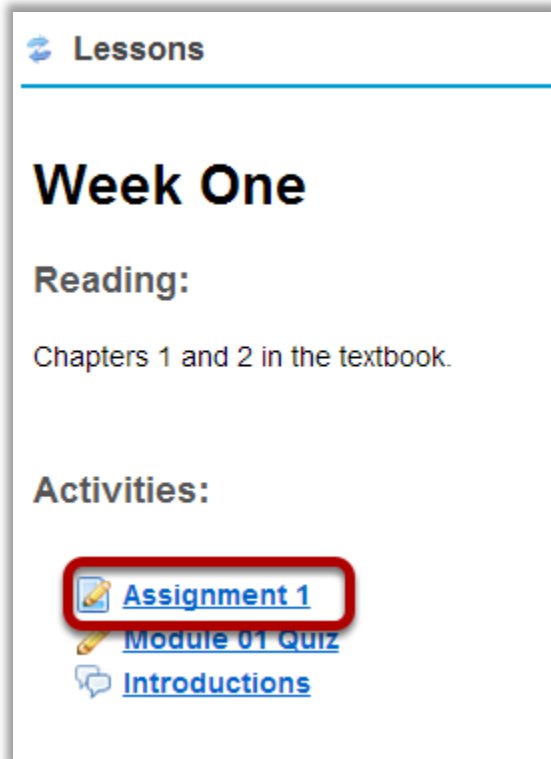
You will a list of all assignments in the site. The following information will be displayed for each assignment.

1. **Assignment title**, or name of the assignment.
2. **Status** (i.e. Not Started, Assignment submission required, Returned, etc.).
3. **Open** date when the assignment becomes available to students.
4. **Due** date, or deadline to turn in the assignment.

Select the assignment you want to submit by clicking on the title of the assignment in the list.

Note: If your assignment has a peer review component, the Peer Assessment for the assignment will appear immediately beneath the assignment title in the list.

Or, click the direct link to the assignment in Lessons.



The screenshot shows the 'Lessons' tool interface. At the top, there is a header with a blue icon and the text 'Lessons'. Below this, the main content area is titled 'Week One'. Underneath, there is a 'Reading:' section with the text 'Chapters 1 and 2 in the textbook.' followed by an 'Activities:' section. In the activities list, 'Assignment 1' is highlighted with a red rounded rectangle. Below it are 'Module 01 Quiz' and 'Introductions', each with a small icon to its left.

If your instructor has included a link to the assignment in the Lessons tool, you may also access it from this location within the course content.

Or, click the direct link to the assignment from Announcements.

PSYCH 400 001 SU14: Recent Announcements

Announcement

Subject	Assignment: Open Date for 'Assignment 1'
Saved By	Demo Instructor
Modified Date	Mar 4, 2014 11:43 am
Beginning Date	
Ending Date	
Groups	site
Assignment Link	Assignment 1

Message

Open date for assignment 'Assignment 1' is Mar 4, 2014 12:00 am.

[Return to List](#)

If your instructor has posted an announcement about the assignment open date, you may also access it from the assignment link in the Announcement tool.

Or, click the direct link to the assignment from Schedule/Calendar.

PSYCH 400 001 SU14: Schedule GO ?

[< Last Event](#)
[Go to Today](#)
[Back to Calendar](#)
[Next Event >](#)

Due Assignment 1

Date	Mar 11, 2014
Time	5:00 pm EST
Description	Assignment Assignment 1 is due on Mar 11, 2014 5:00 pm.
Frequency	Activity occurs once
Event Type	▼ Deadline
Owner	Demo Instructor
Site	PSYCH 400 001 SU14
From Site	"PSYCH 400 001 SU14" (psych400_001_su14)
Assignment Link	Assignment 1

[< Last Event](#)
[Go to Today](#)
[Back to Calendar](#)
[Next Event >](#)

If your instructor has included a calendar post about the assignment deadline, you may also access it from the assignment link in the Schedule/Calendar tool.

Enter and/or attach your assignment.

PSYCH 400 001 SU14: Assignments

Assignment - In progress

Complete the form, then choose the appropriate button at the bottom.

Once submitted, this assignment will be part of an anonymous peer review. Make sure not to include your name in any submission text, files or file names.

Title	Assignment 1
Due	Mar 11, 2014 5:00 pm
Status	Not Started
Grade Scale	Points (max 100.0)
Modified by instructor	Mar 4, 2014 11:43 am

Instructions

Submit a 5 page research report on cognitive theories of learning and memory.

Submission

Assignment Text

This assignment allows submissions using both the text box below and attached documents. Type your comments in the box below and use the Add Attachments button to include other documents. Save frequently while working.

My assignment 1 file is attached.

Word Count : 6

Attachments

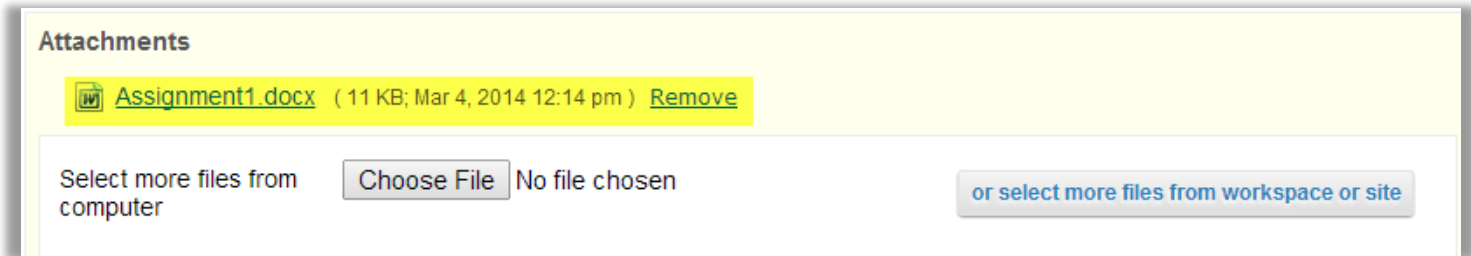
No attachments yet

Select a file from computer Choose File No file chosen or select files from workspace or site

Depending on the assignment settings, you may be allowed to enter your submission in-line and/or attach a file or files.

1. Enter your submission text into the **Assignment Text** area using the [Rich Text Editor](#).
2. Under **Attachments**, click the **Choose File** button to browse for an select a file to upload from your computer. (Alternately, you may also click the **or select files from workspace or site** button to select a file you have already uploaded.)

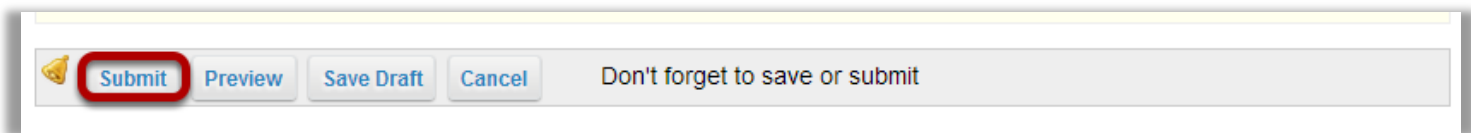
View attached file.



Once you have attached your file, the name of the file, as well as the file size and upload time stamp will be displayed under **Attachments**.

*Tip: You may click **Remove** to remove the attachment if you selected the wrong file.*

Submit your assignment.



When you are ready to turn in your assignment, click the **Submit** button to complete your assignment submission.

*Tip: If you are not yet ready to submit, you may click **Preview** to preview the submission, or **Save Draft** to save your submission and submit it later. Click **Cancel** to exit the assignment without saving or submitting.*

Submission confirmation.


PSYCH 400 001 SU14: Assignments GO ?

Submission Confirmation

You have successfully submitted your work. You will receive an email confirmation containing this information.

User: First Student (demostudent01)

Class site: PSYCH 400 001 SU14

Represents assignments for a given site:  Assignment 1

Submission ID: 405fb1e3-002a-4ab1-879d-332d759030e3

Submitted on: Mar 4, 2014 12:21 pm

History Tue Mar 04 12:21:44 EST 2014 First Student (demostudent01) submitted

Your submission included the following:

My assignment 1 file is attached.

Submitted Attachments

Assignment1.docx (11 KB; Mar 4, 2014 12:14 pm)

[Back to list](#)

Once you have submitted your assignment, you will receive a confirmation message on screen. In addition, if you have opted to receive email notifications, you will also receive an email confirmation of your submission.

How do I complete a peer assessment assignment?

Go to Assignments.

Select the **Assignments** tool from the Tool Menu in your site.

Submit your assignment.

PSYCH 400 001 SU14: Assignments

Assignment List

Select an assignment to view details, start working or edit your previous work. Viewing 1 - 2 of 2 items

Assignment title	Status	Open	Due
Assignment 1	Not Started	Mar 4, 2014 12:00 am	Mar 11, 2014 5:00 pm
Peer Assessment	Assignment submission required	Mar 11, 2014 5:00 pm	Mar 11, 2014 5:10 pm
Article Summary	Returned	Feb 16, 2014 12:00 pm	Feb 22, 2014 5:00 pm

If your assignment has a peer review component, the Peer Assessment for the assignment will appear immediately beneath the assignment title in the list. However, you must submit your own assignment before you can complete your peer review(s) for other students.

Click on the assignment title to submit your work. Refer to **How do I submit an assignment?** for more information on submitting assignments.

Select a student submission to review.

PSYCH 400 001 SU14: Assignments

Assignment List

Select an assignment to view details, start working or edit your previous work. Viewing 1 - 2 of 2 items

Assignment title	Status	Open	Due
Assignment 1	Submitted Mar 4, 2014 12:21 pm	Mar 4, 2014 12:00 am	Mar 4, 2014 12:30 pm
Peer Assessment	Not started	Mar 4, 2014 12:30 pm	Mar 4, 2014 2:00 pm
Student 1	Not started		
Article Summary	Returned	Feb 16, 2014 12:00 pm	Feb 22, 2014 5:00 pm

Once you have submitted your own assignment, the Peer Assessment information will display.

Click on a student in the list to select that submission for review. You will not see the other students' names, only Student 1, Student 2, etc. Peer reviews are anonymous.

*Note: The **Open** date begins after the due date for the assignment. The **Due** date is the deadline for completing your peer assessment.*

Review your peer's submission.

PSYCH 400 001 SU14: Assignments

Assignment List

Assignment 1 - Reviewing: Student (1 of 1)
 Peer review due date: Mar 4, 2014 2:00 pm
 Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

< Previous Return to List Next >
 (Changes will be saved)

Assignment Instructions

1 Instructions for the Reviewer
 Give you peer a score out of 100 points for this assignment.

2 Assignment Submission
 My assignment 1 file is attached.

Submitted Attachments
 Assignment1.docx (11 KB; Mar 4, 2014 12:14 pm)

3 Grade: 100 (max 100.0)

Reviewer Comments
 Use the box below to enter additional summary comments about this submission.
 Grading for this peer review is anonymous, so do not post your name in the reviewer comments section.

4 Great job on this assignment!





5 Save Cancel Changes Submit

< Previous Return to List Next >
 (Changes will be saved)

1. You will see the **Instructions for the Reviewers** provided by the instructor.

2. The student **Assignment Submission** will display. Depending on the assignment settings, you may see your peer's submission in-line and/or as a file attachment(s).
3. Enter your grade for the peer review.
4. Enter your feedback into the **Reviewer Comments** area using the **Rich Text Editor**.
5. Click **Submit** to submit your peer review.

View submitted peer assessments.

Assignment title	Status	Open	Due
 Assignment 1	Submitted Mar 4, 2014 12:28 pm	Mar 4, 2014 12:00 am	Mar 4, 2014 12:30 pm
Peer Assessment	Submitted	Mar 4, 2014 12:30 pm	Mar 4, 2014 2:00 pm
 Student 1 	Submitted		
 Article Summary	Returned	Feb 16, 2014 12:00 pm	Feb 22, 2014 5:00 pm

Once you have submitted your review, the status for that student submission will change to **Submitted** and a green check mark will appear next to the student in the list.

Repeat the steps above to submit additional reviews. (Optional)

If your instructor has specified more than one review per student, repeat the process above to submit the number of peer assessments required.

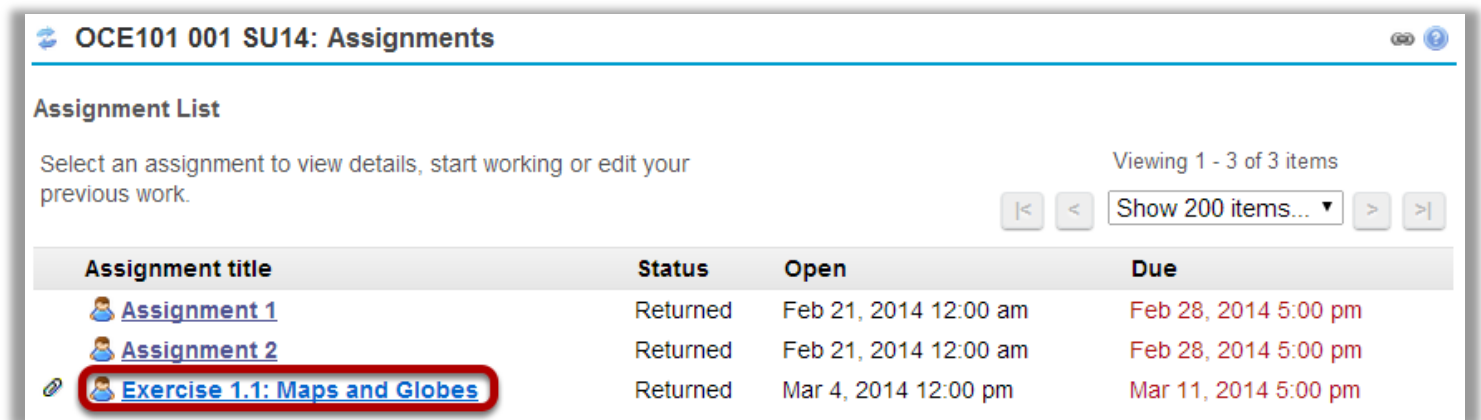
How do I view my assignment feedback?




Once your instructor has graded your assignment, you can view the feedback on your work in the Assignments tool.

Go to Assignments.

Select the **Assignments** tool from the Tool Menu in your site.

Click on an assignment.

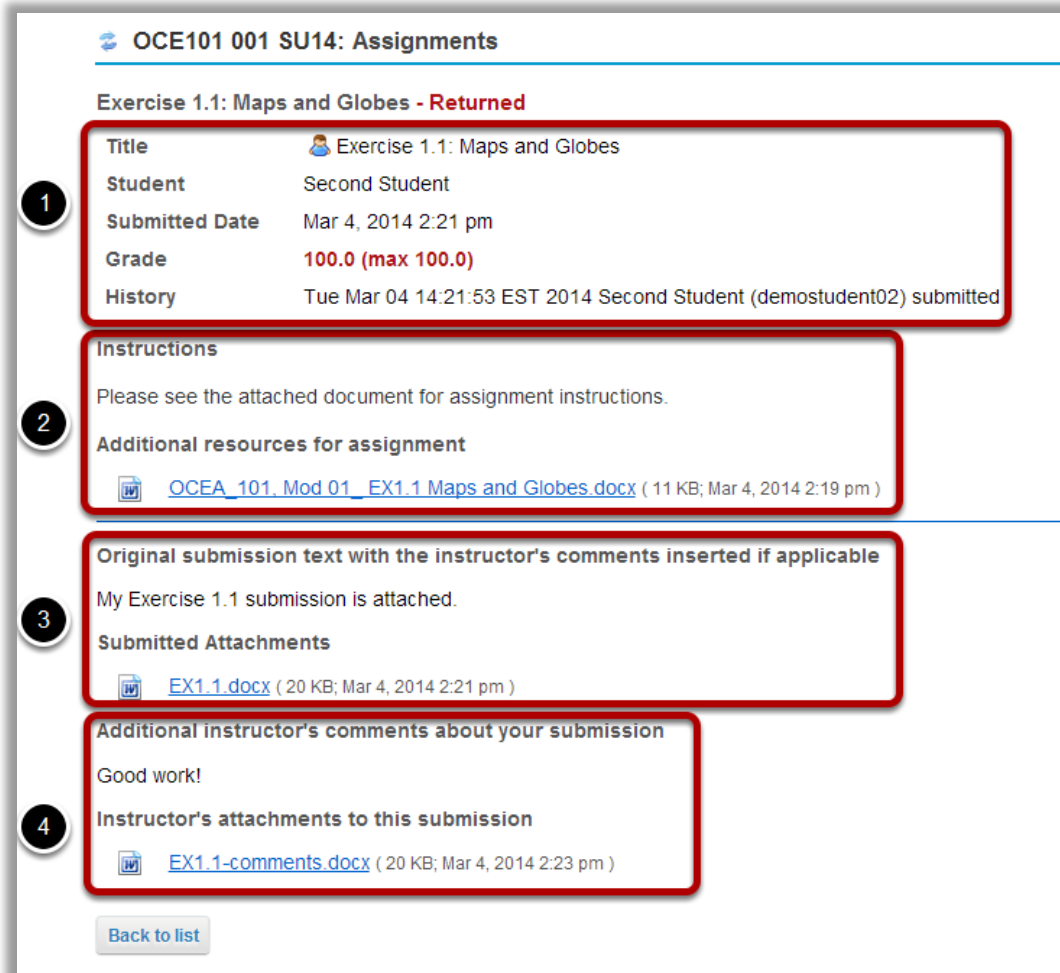


Assignment title	Status	Open	Due
 Assignment 1	Returned	Feb 21, 2014 12:00 am	Feb 28, 2014 5:00 pm
 Assignment 2	Returned	Feb 21, 2014 12:00 am	Feb 28, 2014 5:00 pm
 Exercise 1.1: Maps and Globes	Returned	Mar 4, 2014 12:00 pm	Mar 11, 2014 5:00 pm

Click on the title of an assignment to view the feedback for that item.


*Note: Assignments which display **Returned** in the Status column have been graded and the feedback released for student viewing.*

View assignment and feedback.



OCE101 001 SU14: Assignments

Exercise 1.1: Maps and Globes - Returned

- Title**  Exercise 1.1: Maps and Globes

Student Second Student


Submitted Date Mar 4, 2014 2:21 pm

Grade **100.0 (max 100.0)**

History Tue Mar 04 14:21:53 EST 2014 Second Student (demostudent02) submitted
- Instructions**


Please see the attached document for assignment instructions.

Additional resources for assignment

 [OCEA_101_Mod 01_EX1.1 Maps and Globes.docx](#) (11 KB; Mar 4, 2014 2:19 pm)
- Original submission text with the instructor's comments inserted if applicable**


My Exercise 1.1 submission is attached.

Submitted Attachments

 [EX1.1.docx](#) (20 KB; Mar 4, 2014 2:21 pm)
- Additional instructor's comments about your submission**

Good work!

Instructor's attachments to this submission

 [EX1.1-comments.docx](#) (20 KB; Mar 4, 2014 2:23 pm)

[Back to list](#)

Your assignment and feedback will be displayed.

1. The title, student name, submission date, and grade appear at the top.
2. The original assignment instructions and attachments appear below the submission and grade information.
3. Your submission and/or attached files display below the assignment instructions.
4. Instructor comments and/or attached files appear at the bottom.

Note: If your assignment had a peer assessment component, and your instructor has allowed students to see peer reviews of their own work, you will also see peer reviewer comments on the feedback screen.