Faculty Access for the Web 7

Teacher Tutorial: Enter Assignments

In *Faculty Access for the Web*, you set up assignments on a per marking column and class basis.

If you display assignment information in *NetClassroom*, be sure to make assignment names and descriptions clear and informative. Use common denotations for each category of assignment in the assignment name, such as HW for Homework, and provide specific details about the assignment, such as page numbers to read.

Attach Documents to Assignments

You can attach documents to assignments for users to access in *NetClassroom*. For example, you may include syllabi, worksheets, and assignment summaries. When you add a new assignment, attach documents also.

Add a New Assignment

1. From the navigation bar, under **Gradebook**, click **Edit assignments**. The Assignments page appears.

2. In the **Marking Column** and **Class** fields, select a marking column and class to which to add assignments.
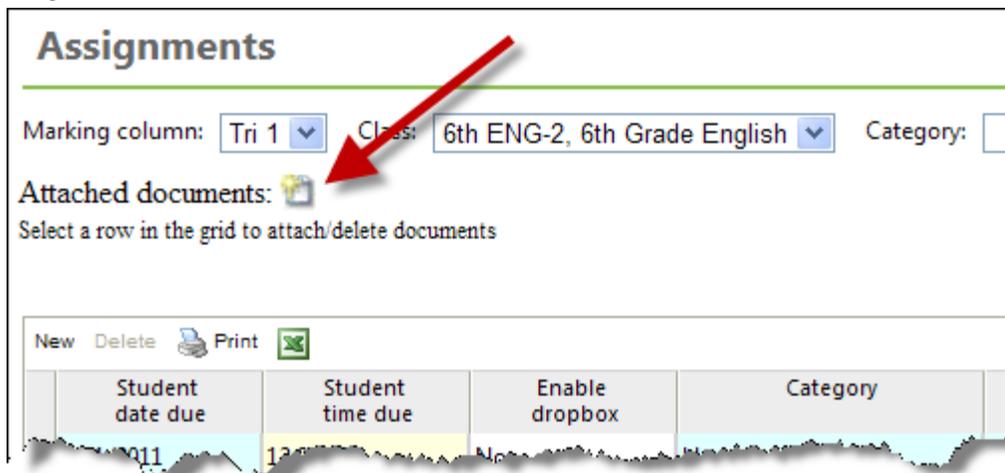3. To filter assignments in the **Assignments** grid by category, select a category.

   If you select a category, when you add a new assignment, the category's name, default name, and maximum points automatically default for the assignment.

4. Enter the information for each assignment.

Student date due	Enter the date the student must complete the assignment.
Student time due	Enter the time the assignment is due by.
Enable dropbox	If you use Online Campus Community and the Class Page Assignment Dropbox part, select whether to use a dropbox for students to turn in their assignments online.

	If you choose to enable the dropbox, you must enter a time in **Student time due** column and a date in the **Show assignment** column.
Category	Select a category for the assignment.
Name	If you selected a category, the default name of the category appears in the **Name** column. Enter or append a unique name for each assignment, for example, "TEST-1", "HW-1", and "Essay-1".
Maximum points	If you selected a category, the default maximum points of the category appear in the **Maximum points** column. You can edit the maximum points for each assignment. We recommend you enter "100" as the maximum points if you use percentages in marking column weight calculations.
Factor	Enter a number to determine the number of times the assignment grade counts in marking column weight calculations.
Description	Enter a description of the assignment. For example, enter "Write an essay explaining the differences in the main characters of Jane Eyre and Wuthering Heights. Provide specific examples supporting each difference." as an essay assignment description. You can enter hyperlinks in descriptions, such as website links. To enter a hyperlink, you must begin with the applicable prefix. The prefixes allowed in *Faculty Access for the Web* include http://, https://, ftp://, and mailto:. For example, enter "Write a short essay on the great white shark. References are available at http://www.scaquarium.org."
Show assignment	Enter the date the assignment details appear in *NetClassroom*.
Dropbox close date	If you choose to enable the Dropbox for students to turn in assignments online, enter a date for the Dropbox to close. Leave the date blank if you want to close the Dropbox manually. The date must be on or after the student due date and time.
Dropbox close time	Enter a time for the dropbox to close.
Show grade	Enter the date the assignment grade appears in *NetClassroom*.
Grades due date	Enter the deadline for you to enter grades for the assignment. On your Home page, in your My Classes list, you can see which of your classes contain overdue grades.

5. If necessary, you can attach documents to your assignments. In the Assignments grid, select an assignment, and click the attach documents icon.

6. The Shared documents screen appears. Add as many documents as you need for the assignment.

Name	Enter the name of the document. This name appears in *NetClassroom*.
Description	Enter more information about the document, such as instructions on how to complete the assignment document. This description appears in *NetClassroom*.
File	Click **Browse** to search for and select your document for upload. You can upload files of any type, such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint files, Adobe Acrobat PDF files, and image files. Click **Open** to add the file.
Save	To upload the shared documents to the web server and return to the Assignments page, click **Save**.

7. You can view the documents attached to an assignment. Select the assignment row. The documents appear below the **Assignments** grid.
Click the document name. The document opens. You cannot save changes to the document when you view it. You need to update the original file, delete the old file, and upload the new document.

8. To set the order of the assignments in the grid, click **Up** and **Down**. The order of the assignments in the grid is the order the assignments appear in the grade entry grid when you sort assignments by "None."

Assignments   [Save]

Marking column: [Tri 1 ▼] Class: [6th ENG-2, 6th Grade English ▼] Category: [▼]

Attached documents: 📋
Select a row in the grid to attach/delete documents

New Delete 🖨 Print 📊   New shared assignment Up Down

Student date due	Student time due	Enable dropbox	Category	Name	Maximum points	Factor	Description	Show assignm
1/31/2011	12:00 PM	No	Homework	Test	5	1		1/25/2011
2/1/2011	12:00 PM	No	Homework	StudyGuide	5	1		1/26/2011
2/5/2011		No	Essay	Essay Feb	100	1		1/30/2011
2/22/2011		No	Homework	Test #11	100	1		2/12/2011
2/21/2011		No	Homework	JL HW1	100	1	This is a very special tests for everyone in this area!	2/13/2011
2/1/2011		No	Homework	NewNew	10	1		1/26/2011

9. To save the assignments, click **Save**.

Need a paper back-up of your assignments? Click **Print**, a printer-friendly page of your assignments appears. From the web browser menu, click **File**, **Print**. You can also click the Microsoft *Excel* button to save a spreadsheet version of your assignments.

Add a Shared Assignment

To add an assignment to more than one class, in the **Assignments** grid, click **New shared assignment**. The Add a new assignment screen appears. Enter the assignment information the same as you would for one class however, in the **Add to** section, add a new row for each class that shares the assignment. For each row you can set a unique student due date, due time, and category. Click **Save**.