



Purpose: The **Assignments** tool allows for a piece of work to be set with corresponding duration (including grace period), marking and the return of marks to students. It also (optionally) allows for the submission to be scanned by the *Turnitin* plagiarism detection service. Pieces of work can be submitted in the form of uploaded files, or typed directly into a text box. The tool also allows non-electronic submissions – select ‘Non-electronic’ (these must be marked manually).

Alternatives: Whilst it does not feature integration with *Turnitin*, it is possible to use the **Tests** tool for the purpose of students submitting non-electronic tasks. Another, less formal approach is to use the **Drop Box** tool where students simply upload a file into their own personal folder, visible only to site members with the **maintain** or **contribute** roles.

Other useful step-by-step guides to read in conjunction with this one:

- Attaching files in *WebLearn*
- Using the WYSIWYG HTML editor


All step-by-step guides are available from weblearn.ox.ac.uk/info

Benefits of the tool

The **Assignments** tool offers a convenient secure way of submitting and keeping track of assignments. At the submission stage, you can (optionally) get students to agree to a statement of originality. When a student has submitted their work, an e-mail confirmation is sent to their university e-mail account. If the *Turnitin* plagiarism detection service is being used, a digital receipt which includes the first page of the submission (in plain text) is also sent to the student as an e-mail. If you opt to use *Turnitin*, you can view the originality reports that are returned into the **Assignments** tool, and optionally allow students to see their own reports.



NB: Impress on students that they must make sure that:

- They attach their piece of work (electronic file)
- They scroll down and click on 
- They receive an on-screen confirmation: “**You have successfully submitted your assignment**”
- They receive an email confirmation message

Add an assignment

1. From within your *WebLearn* site, choose the **Assignments** tool from the list of tools on the left. Click [Add](#) to create a new assignment:

Assignments


[Add](#) [Assignment List](#) [Marklist](#) [Student View](#) [Reorder](#) [Permissions](#)

Add new assignment


Complete form and then choose 'post' at the bottom. A * means required information. All times are taken as UK time.


Assignment

* Title

* Open Date  *Students see this Due Date and Time* *Use the calendar widget*

Students can not save or submit the assignment until this date

* Due Date  *A grace period can be allowed, after which the system will NOT accept any submissions*

* Accept Until  Assignments cannot be submitted after this final date

* Student Submissions
 Student submissions must be 'Single Upload File only' if using Turnitin.

Allow Resubmission

* Marking System
 * For points, enter maximum possible

2. Give your assignment a unique title.
3. The **Open Date** indicates when the assignment will become available to students. *(Tip: clicking on the little calendar grid icon will cause a widget to pop-up which can make picking dates easier, e.g. when you want to choose a date that's one week from today).*
4. The **Due Date** indicates when the assignment will become unavailable. (If you specify an **Accept Until** date, this provides a grace period after the **Due Date**).
5. The **Accept Until** date specifies the final date for the system to accept submissions. *(Note: this date is not visible in the student view).* This date is set by default to 24 hours after the **Due Date**, otherwise submissions are rejected if only fractionally late. Late submissions are marked as **Late**.
6. The **Student Submissions** drop-down list asks you to specify the form of the submission. You can pick from the following:
 - **Inline only**: students are presented with a WYSIWYG HTML editor text box in which to write their submission.
 - **Attachments only**: The submission must be in the form of an uploaded file. *(Note: this is the recommended format).*
 - **Inline and Attachments**: students can submit an uploaded file and are presented with a text area to write in, i.e. they can do both.
 - **Non-electronic**: this is aimed at submissions which are not suitable for electronic submission, e.g. a painting or sculpture. You might wish to allocate marks for such an activity, which could be stored in the **Markbook** (if you have the **Markbook**

tool in your site and you select the option to add the assignment to the Markbook.)

- **Single Uploaded File only:** You must select this format if using Turnitin.
7. The **Marking System** dropdown list (see screenshot above) allows you to specify the form of marking that you are going to use:
- **Not marked:** there will not be any kind of score associated with any assignment submissions.
 - **Letter mark:** the associated score will either be 'Ungraded' or a letter from A – F (inclusive). Marks A – D can also have an associated '+' or '-'.
 - **Points:** The associated score is in the form of numerical points. If this option is selected, then the textbox underneath labelled **For points, enter maximum possible** is enabled and you can enter the maximum score, e.g. 10, 100, etc. **This option is required if you intend to add the marks to the Markbook.**
 - **Pass:** Award a 'Pass' or 'Fail' result only.
 - **Tick:** This option is primarily to indicate whether or not an assignment was actually submitted, i.e. a tick indicates a submission.
8. Under **Assignment Instructions** is a large WYSIWYG HTML editor text area which allows you to give precise instructions as to what the assignment is about and what form (e.g. Word, PDF document, etc) it should take.

The screenshot shows the 'Assignment Instructions' editor. It features a rich text editor toolbar with options for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and insert table of contents. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, along with a color picker and a table grid. The main text area contains the following instructions: 'Write a 200-word essay on the history of the Olympic Games from their origin until the present day. Save your essay on your computer, then use the Submit function in this tool to upload your file. Be sure to scrool down and click on 'Submit'. You should received an on-screen confirmation of successful submission, as well as an email notification.' A 'Word Count: 59' indicator is visible in the bottom right corner. Below the text area are several checkboxes: 'Hide due date from students', 'Add due date to Schedule', 'Add an announcement about the open date to Announcements', and 'Add declaration of authorship'. Under the 'Turnitin Service' section, there is a checkbox for 'Use Turnitin'. Under the 'Marking' section, there are three radio button options: 'Do not add assignment to Markbook' (selected), 'Add Assignment to Markbook', and 'Associate with existing Markbook assignment'. Callouts provide additional information: 'Help with the HTML editor' points to the toolbar; 'Option to use the automatic submission to Turnitin, with the reports returned within this tool' points to the 'Use Turnitin' checkbox; 'Select these options, as required. Your site must contain the Schedule / Announcements tools respectively' points to the 'Add due date to Schedule' and 'Add an announcement about the open date to Announcements' checkboxes; and 'If you select these options, your site must contain the Markbook tool' points to the 'Add Assignment to Markbook' and 'Associate with existing Markbook assignment' radio buttons.

9. (Optional) **Add due date to Schedule.** This option shows the due date of the assignment as an event in the **Schedule** (calendar) tool. This will also appear in the

student's schedule in their **My Workspace** site (*Note: in order for this option to appear, the **Schedule** tool must be added to the current site*).

10. (Optional) **Add an announcement about the open date to Announcements.** This option shows the open date of the assignment as an announcement in the **Announcements** tool. (*Note: in order for this option to appear, the **Announcement** tool must be added to the current site*).
11. (Optional) **Add declaration of authorship.** This option enables a declaration of authorship when a student is about to submit their work, which requires them to confirm that the submission is all their own work.
12. (Optional) If you wish to use the *Turnitin* plagiarism detection service then tick the corresponding checkbox. If you want your students to see the resulting Originality Report, then you can optionally choose to tick the **Allow students to view report** checkbox.
13. The **Marking** options allow you to add this assignment to the **Markbook** tool. This means that the marks you allocate to student assignments will automatically be stored in the **Markbook** tool. (*Note: in order for this option to appear, the **Markbook** tool must be added to the current site*).
 - **Note:** Assignments added in the **Assignments** tool can only be marked, edited, or removed in the **Assignments** tool, even if they are added to the **Markbook** or associated with a **Markbook** entry.

14. **Peer Assessment:**

If you select the **Use Peer Assessment** box, a number of additional options appear:

Peer Assessment

Use peer assessment

Peer assessment requires a points grading scale and do not allow group assignments.

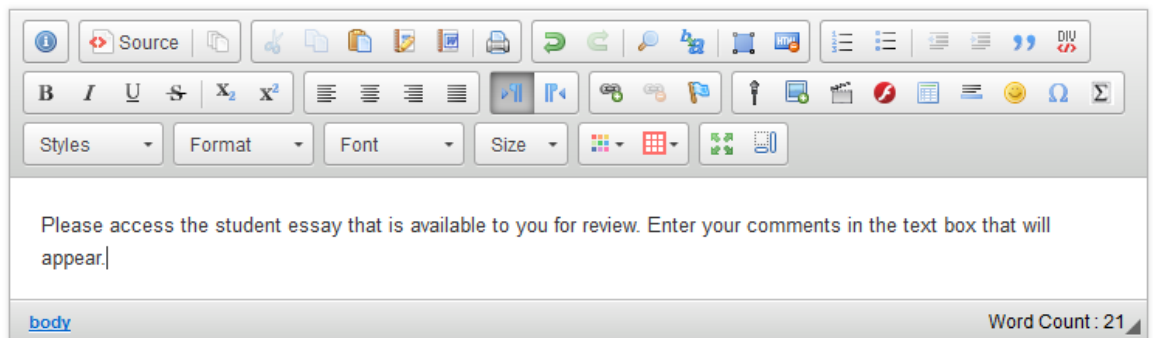
Evaluation Period Finishes:

Anonymous evaluation

Allow students to see reviews of their submissions

* Number of submissions students must review

Instructions for reviewers:



The screenshot shows a rich text editor interface for writing instructions for reviewers. The toolbar includes icons for undo, redo, source, link, unlink, list, indent, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert table, insert image, insert video, insert audio, insert link, insert document, insert table of contents, and insert table. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by a grid icon and a refresh icon. The main text area contains the instruction: "Please access the student essay that is available to you for review. Enter your comments in the text box that will appear." At the bottom, there is a "body" label and a "Word Count : 21" indicator.

- The evaluation period end date: this date must be after the **Accept Until** date for the assignment
- Anonymous evaluation: select the check box if you would like to enable this feature
- Decide if you want to allow student to see reviews of their submissions
- The number of reviews each student must complete.
- Instructions for reviewers.

Note: Peer assessment requires a points grading scale and does not allow group assignments.

15. Access:

Group Assignments: the **Assignments** tool can also be used to support group assignments. If you select the tick box next to **Are Submissions for a group?** then any member of a group can submit an assignment on behalf of the group. By default, the same mark is applied to all group members when the item is marked. However, the instructor can override the group mark for any individual member of the group.

The default is to display the assignment to the entire *WebLearn* site. The **Assignments** tools is 'group aware', so if you have set up subgroups (see the **Site Info** guide for how to manage subgroups), you can set different assignments for different groups:

(Note: in order for this option to appear, you must first have created the internal subgroups of students using Site Info > Manage subgroups).

Access

- Are submissions for a group?
- Display to site
- Display to selected groups

<input type="checkbox"/> Title	Description
<input type="checkbox"/> Study group	
<input checked="" type="checkbox"/> Trinity Term	

Submission Notification Email Options:

- Do not send notification emails for any student submissions
- Send a notification email to maintainers and contributors for each student submission
- Send one email per day to maintainers and contributors summarising notifications for student submissions

Released Mark Notification Email Options:

- Do not send notification email to student when the mark is released
- Send notification email to student when the grade is released

16. The **Submission Notification Email Options** allow you to specify how or if you receive e-mail notifications when students submit their work.

By default, ALL maintainers and contributors in the site will receive these notifications

*Maintainers can change this by clicking on the [Permissions](#) link and changing the permission to *Receive email notifications* where necessary, e.g. to stop contributors (say) from receiving messages.*

Contributors are not able to modify permissions (in any WebLearn tools)

- **Do not send notification emails for any student submissions** – no e-mails regarding student submissions will be sent.
- **Send a notification email to maintainers and contributors for each student submission** – all maintainers and contributors in the site receive one e-mail for each piece of work submitted by a student.
- **Send one email per day to maintainers and contributors summarising notifications for student submissions** – any day on which there are student submissions, the information regarding the submissions will be consolidated and sent in the form of a single e-mail.

17. The **Released Mark Notification Options** allow you to send an email notification to students when you release the marks (the default is no email notification upon release of marks, which means that students must access the site to see their marks and feedback).

18. You can provide **Additional information** as follows:

- **Model Answer:** Provide a model answer or solution to the assignment (attachments are possible).
- **Private Note:** Track issues or thoughts about this assignment. You can make this note available to those you specify while marking the assignment.
- **All Purpose item:** Information displayed at a specific time to individual site participants whom you can select (attachments are possible).

Attachments
No attachment yet

[Add Attachments](#)

You can add an attachment such as a worksheet, or reference material that may be required in order to complete the assignment

Additional information

Model Answer	Add
Private Note	Add
All Purpose item	Add

[Post](#) [Preview](#) [Save Draft](#) [Cancel](#)

19. Typically the final step is to make the assignment available to students by clicking **Post**.

- Alternatively, you can see how it looks overall (and how it will appear to students) via the **Preview** option.
- If you have second thoughts and think you might want to change something without making it available just yet, then you can press **Save Draft** (*Note: this will maintain all the current settings, e.g. dates, it just won't be available to students*).
- Or if you've changed your mind altogether, you can press **Cancel**.

Conditions when using Turnitin

When using the **Assignments** tool integration with *Turnitin*, be aware of the following points.

- Turnitin accepts only the following file types for submissions - MS Word (*.doc or *.docx), Powerpoint (*.ppt or *.ppts), WordPerfect, RTF, PDF, Adobe Postscript, HTML and plain text.
- The paper being submitted must contain more than 20 words, must be under 20MB (or approximately two million characters), must not exceed 400 pages in length, and must not contain spaces in between every letter (l i k e t h i s).
- Turnitin distinguishes users on the basis of e-mail address. Therefore, once an e-mail address has been associated with a particular user it cannot be associated with another one.

- There should be no users in the site with ‘*expired*’ user names (former users with an expired university card). (‘*Expired*’ would show next to their name in **Site Info**.)
- When creating an assignment, you must choose **Single Uploaded File** only for the type of student submission.
- Avoid using the [Duplicate](#) option to duplicate assignments, since this may cause problems with assignment titles in the *Turnitin* database – rather create a new assignment from scratch.
- The same applies with previously used assignment titles: e.g. if you set up “Test Assignment”, then delete it and later create a new assignment with the same title, it will cause a problem in the *Turnitin* database.
- The name of the *WebLearn* **site** containing the assignment must be greater than 5 characters.
- Turnitin has its own internal mechanism to ignore assignments created more than 5 months ago. Thus assignment creation dates should not be more than 5 months before expected student submissions.

Managing Assignments

From the main **Assignments** page, you can edit one of the current assignments or base a new one on an existing one by copying it (via the [Duplicate](#) option). This is especially useful when you want a new assignment that is similar to a previous one, but different in certain aspects.

Assignment List

View Assignment List Viewing 1 - 12 of 12 items

Show 200 items...

Assignment title	For	Status	Open	Due	In / New	Scale	Remove?
History of the Olympic Games Edit Duplicate Mark	site	Open	01-Jun-2012 12:00	30-Oct-2012 17:00	2/1	A-F	<input type="checkbox"/>
Assignment 17 Aug Edit Duplicate View Submissions	site	Open	17-Aug-2012 12:00	24-Aug-2012 17:00	0/0	No Mark	<input type="checkbox"/>

There are three main options available from the **Assignments List**:

- **Edit**: this enables you to modify an existing assignment and presents the same options as when you initially created the assignment. A common reason in practice for you to choose this option is to publish (i.e. make available to students) an assignment you were working on previously. In general, you should (for obvious reasons) be wary of making changes to an assignment, once you have made it available to students.
- **Duplicate**: rather than create an assignment from scratch, you can make a copy of an existing one. Whilst this will copy all the existing properties, it will not by default be ‘published’ (i.e. available to students) even if the associated dates imply that it should be. This means you have the opportunity to change certain aspects (via **Edit**) before you actually publish the new assignment. (*Note the warning above about not using Duplicate if it is a Turnitin assignment.*)
- **Mark**: this enables you to mark the assignments. This is dealt with in detail in the section **Marking assignments**.

Assignment List

View Assignment List Assignment List Assignment List by Student

Viewing 1 - 12 of 12 items Show 200 items...

Assignment title	For	Status	Open	Due	In / New	Scale	Remove?
History of the Olympic Games Edit Duplicate Mark	site	Open	01-Jun-2012 12:00	30-Oct-2012 17:00	2/1	A-F	<input type="checkbox"/>
Assignment 17 Aug Edit Duplicate View Submissions	site	Open	17-Aug-2012 12:00	24-Aug-2012 17:00	0/0	No Mark	<input type="checkbox"/>

If there are multiple assignments within the same site, it can sometimes be useful to view the assignments in a student oriented way. From the dropdown list labelled **View** select the option **Assignment List by Student**:

Assignment List by Student

Choose triangular icon to view a student's status for assignments.

View Assignment List by Student

Student	Assignment	Submitted	Status	Mark
▼ Fresen, Jill(jill.fresen@gmail.com)	History of the Olympic Games	17-Aug-2012 11:55	Returned	A
	Assignment 17 Aug			
	Testing Declaration of Authorship			
	Assignment test for Lesley G	15-Dec-2011 14:04	Returned	100.0
	New test for TII	04-May-2011 14:33	Not marked	
	Assignment to test GradeMark	17-Mar-2011 16:21	Not marked	
	Assignment testing digest notification	14-Dec-2010 08:45	Returned	88.0
▶ View All (11 items)				
▶ View All (11 items)				

By default, the view is collapsed and you see only the student name; by clicking the arrow to the left of the student name, the view is expanded and you see each assignment corresponding to that student.

Submitting assignments

It can be useful to get an overview of the submission process from the student point of view. Having a more rounded understanding of the process may help you to assist students with any problems they might experience. You can examine the submission workflow via the **Student View** option.

1. On the main **Assignments** page, click on the **Student View** link.

Assignments

[Add](#) | [Assignment List](#) | [Marklist](#) | **[Student View](#)** | [Reorder](#) | [Permissions](#) | [Options](#)

Assignment List

View: Assignment List ▼

Viewing 1 - 12 of 12 items

◀ ◀ Show 200 items... ▶ ▶

Assignment title	For	Status	Open	Due	In / New	Scale	Remove?
History of the Olympic Games Edit Duplicate Mark	site	Open	01-Jun-2012 12:00	30-Oct-2012 17:00	2/1	A-F	<input type="checkbox"/>
Assignment 17 Aug Edit Duplicate View Submissions	site	Open	17-Aug-2012 12:00	24-Aug-2012 17:00	0/0	No Mark	<input type="checkbox"/>

2. In the example below, note the status of 'History of the Olympic Games': **No submission**. Under the assignment title, click on the link **Submit as Student**.

Assignments

[Add](#) | [Assignment List](#) | [Marklist](#) | [Student View](#) | [Reorder](#) | [Permissions](#) | [Options](#)

Assignment List

The list of assignments below appears exactly as a student will see it. By clicking 'Submit as Student', you can work through the assignment exactly as a student will, including submitting the assignment.

Viewing 1 - 12 of 12 items

◀ ◀ Show 200 items... ▶ ▶

Assignment title	For	Status	Open	Due	Scale
History of the Olympic Games Submit as Student	site	No Submission	01-Jun-2012 12:00	30-Oct-2012 17:00	A-F
Assignment 17 Aug Submit as Student	site	Not Started	17-Aug-2012 12:00	24-Aug-2012 17:00	No Mark

*Note: The student view differs slightly from what a student will actually see. When a student visits the **Assignments** tool, they will see the list of available assignments. In order to submit their work, they click on the **title of the assignment** which is a link to the assignment.*

3. Use the **Browse** box to select the file on your desktop that you wish to upload as your assignment. Once you have selected it, the file name will appear in the page.

Submit Example Assignment

Title	History of the Olympic Games
Due	30-Oct-2012 17:00
Status	Not Started
Marking System	Points (max 100.0)
Modified by tutor	17-Aug-2012 16:45

Instructions

Write a 2000-word essay on the history of the Olympic Games from their origin until the present day. Save your essay on your computer, then use the Submit function in this tool to upload your file. Be sure to scroll down and click on 'Submit'. You should receive an on-screen confirmation of successful submission, as well as an email confirmation.

Submission

Attachments

[Doc1.docx](#) (40 KB; 17-Aug-2012 16:49) [Remove](#)

This assignment was set up requiring the student to accept the university's standard Declaration of Authorship

Declaration of authorship:

- 1) I am aware of the University's disciplinary regulations concerning conduct in examinations and, in particular, of the regulations on plagiarism (c.f. The Proctors' and Assessor's Memorandum, Section 9.6 at <http://www.admin.ox.ac.uk/proctors/info/pam/section9.shtml>).
- 2) The [thesis/extended essay/project] I am submitting is entirely my own work except where otherwise indicated.
- 3) It has not been submitted, either wholly or substantially, for another Honour School or degree of this University, or for a degree at any other institution.
- 4) I have clearly signalled the presence of quoted or paraphrased material and referenced all sources.
- 5) I have acknowledged appropriately any assistance I have received in addition to that provided by my [supervisor/adviser].
- 6) I have not sought assistance from any professional agency.

(You must respond to submit your assignment.)

Reminder to fully complete the submission process

The student is required to respond by ticking the box

Don't forget to save or submit

4. Press to actually submit your assignment.

- **Note:** students must ensure that they click the button, and that they receive an on-screen confirmation and also an email confirmation. If they do not complete the submission process fully, nothing can be done to retrieve what they think they might have submitted! (We plan to make this more emphatic in the student interface.)

Confirmation screen, showing submitted attachment:

Submission Confirmation

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

User: Jill Fresen (oucs0084)
 Class site: Basic layout
 Assignment: History of the Olympic Games
 Submission ID: d384b689-2b90-41e7-90c7-7d350d3c6102
 Submitted on: 17-Aug-2012 16:55

Your submission included the following:

Submitted Attachments

[Doc1.docx](#) (40 KB; 17-Aug-2012 16:49)

Confirmation of file attachment

Assignment List

The list of assignments below appears exactly as a student will see it. By clicking 'Submit as Student', you can work through the assignment exactly as a student will, including submitting the assignment.

Viewing 1 - 12 of 12 items

Navigation: < < Show 200 items... > >

Assignment title	For	Status	Open	Due	Scale
History of the Olympic Games	site	Not marked	01-Jun-2012 12:00	30-Oct-2012 17:00	A-F
Assignment 17 Aug Submit as Student	site	Not Started	17-Aug-2012 12:00	24-Aug-2012 17:00	No Mark

- The status of the assignment is now **Not marked**. For an actual student submission, it will show the date and time of submission.

Viewing originality reports from Turnitin

If the assignment was created with the Turnitin plagiarism detection option, you will see an extra column in the marking view. This will clearly indicate (by means of a colour-coded icon) when a report has been returned (it can take up to 15 minutes).

Viewing 1 - 3 of 3 items

Navigation: < < Show 200 items... > >

Student	Submitted	Status	Mark	Turnitin	Release
Buckett, Matthew(buckett-tij)	25-Jun-2009 16:30	Not marked	Not marked		
Marshall, Adam(adamm-tij)	25-Jun-2009 17:15	Not marked	Not marked		
Tatham, Colin(sers0022-tij)	25-Jun-2009 17:11	Not marked	Not marked		

- The Turnitin column will indicate whether a report has been returned or not (by the appearance of the colour-coded icon).
- Once a report has been returned, you can see the plagiarism score if you hover your mouse over the icon. The score can vary from 0 (highly original / blue icon) through to 100 (highly unoriginal / red icon) with scores at some point in between having green or amber icons.
- If you click on the icon you can see the full Originality Report, which will (where appropriate) contain links to any corresponding online sources where a textual match was detected.

Marking assignments

Assignments can be marked 'online' and returned to the student. This is probably practical when they are only a few submissions to mark (or you are marking a few late submissions). However, if there are a lot of submissions to mark, it's probably worth considering marking them 'offline'. This is done by downloading all the submissions as a single ZIP file, marking them and then uploading an updated ZIP file back into WebLearn.

Marking assignments (individually)

- From the [Assignment List](#) click on **Mark** under the title of the relevant assignment.

History of the Olympic Games - Submissions

Please choose a group to view student submissions.

View

[Download All](#) | [Upload All](#) | [Release Marks](#)

Assign this mark to all participants without submissions:

Please select default mark:

Viewing 1 - 4 of 4 items

Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Mark	TurnItIn	Release
<input type="checkbox"/>	Fresen, Jill (View Profile)	17-Aug-2012 11:55	Returned	A	no report	✓
<input type="checkbox"/>	Fresen, Jill (oucs0084)	20-Aug-2012 13:59	Not marked	Not marked	no report	
<input type="checkbox"/>	Geng, F (View Profile)	20-Aug-2012 12:24	Not marked	Not marked	no report	
<input type="checkbox"/>	[Name Redacted]		No Submission	Not marked	no report	

2. From the marks view for this particular assignment, click on a student's name.

Assignment Submission
There is no student submitted text.

Submitted Attachments
[Doc1.docx](#) (40 KB; 17-Aug-2012 16:49)

Tutor Comments
Use the box below to enter additional summary comments about this submission.

Attachments to Return with Mark
No attachments yet

Mark: (max 100.0)

Previous Mark:
 Allow Resubmission
Number of resubmissions allowed

Accept Until at

(Changes will be saved)

File submitted by student

Enter overall feedback to student

Enter the mark

Resubmissions can be allowed up to a newly specified date, if there were any problems with the original attempt

3. **Submitted Attachments** displays a link to the original document that was submitted by the student.
4. **Tutor Comments** gives you a WYSIWYG HTML editor in which to comment on the submission (*Note: the size of this in the screenshot has been truncated for the sake of clarity*).
5. The **Add Attachments** button allows you to attach a document to return to the student. For example, you could choose to make a copy of their submission, mark it, write notes directly in it (using a tracking or commenting facility) and return it, instead of, or as well as writing comments in the section above.
6. The **Mark** dropdown allows you to select a mark (as I selected **Letter Grade** earlier, this provides a variety of letter grades to choose from).
7. (Optional) The **Allow Resubmission** checkbox allows the student to re-submit their work, particularly if you did not allow resubmission when you created the assignment. A student may have had a problem with their first submission (e.g. forgot to attach a file) and you can allow them another chance until the new date you specify here.
8. There are now several ways to complete the marking procedure:
 - **Save and Don't Release to Student**: stores your comments and mark, but does not actually return anything to the student at this stage (see the next main section 'Releasing marks / submissions'). You might want to use this option if your preference is to release all marks to all students at the same time. You can then return to the submitted assignments list, or click on **Next** to continue marking the next student's submission:



- **Save and Release to Student**: saves your comments and mark and returns the assignment to the student immediately.
- **Preview**: provides a read-only view of your comments and mark so that you can see how the returned assignment will look to the student.
- **Cancel Changes**: exits without saving anything you did on this screen, and returns you to the assignment list.

Marking assignments (in bulk)

The previous section described how to mark a single assignment submission. For handling multiple assignments, it may be advisable to download all the assignments as a single zip and mark them offline. Once you have finished marking them, you can upload them (as a single file) back into the **Assignments** tool. The following step-by-step instructions describe how to do this on *Windows XP*.

Step 1: Download assignments

1. From the [Assignment List](#) click on **Mark** under the title of the relevant assignment.

Assignments GO ?

[Add](#) | [Assignment List](#) | [Marklist](#) | [Student View](#) | [Reorder](#) | [Permissions](#) | [Options](#)

History of the Olympic Games - Submissions

Please choose a group to view student submissions.

View

[Download All](#) | [Upload All](#) | [Release Marks](#)

Assign this mark to all participants without submissions:

Please select default mark:

Viewing 1 - 4 of 4 items

▶ Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Mark	TurnItIn	Release
<input type="checkbox"/>	Fresen, Jill (jill.fresen@oucs.ou.edu)	17-Aug-2012 11:55	Returned	A	no report	✓
<input type="checkbox"/>	Fresen, Jill (oucs0084)	20-Aug-2012 13:59	Not marked	Not marked	no report	
<input type="checkbox"/>	Geng, F (feng@oucs.ou.edu)	20-Aug-2012 12:24	Not marked	Not marked	no report	
<input type="checkbox"/>	[Redacted]		No Submission	Not marked	no report	

2. In the marking view, click on [Download All](#).

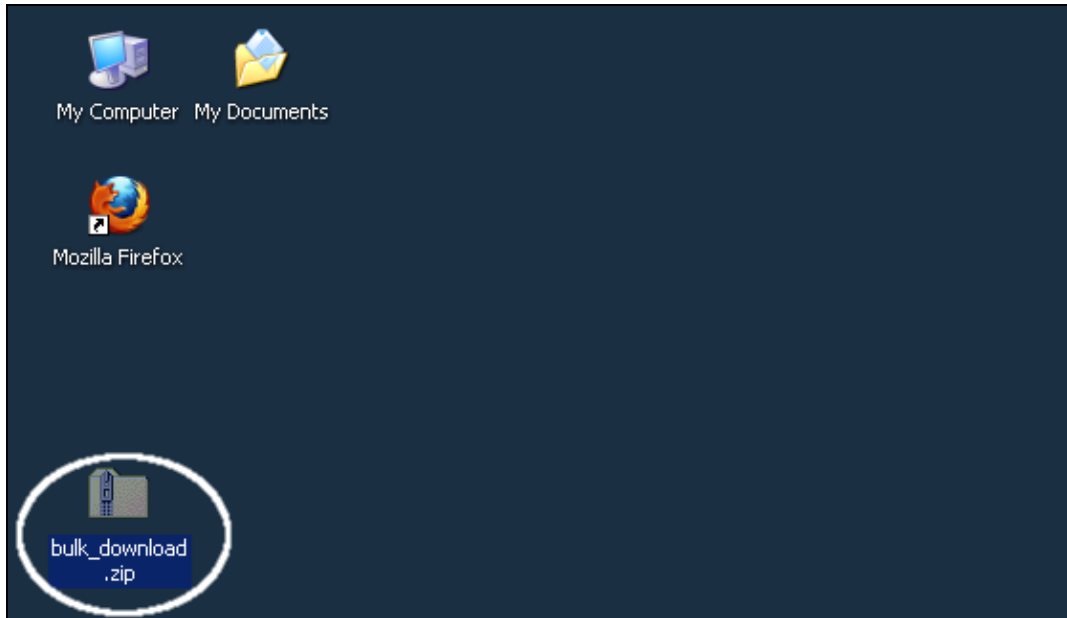
Assignments GO ?

Download All

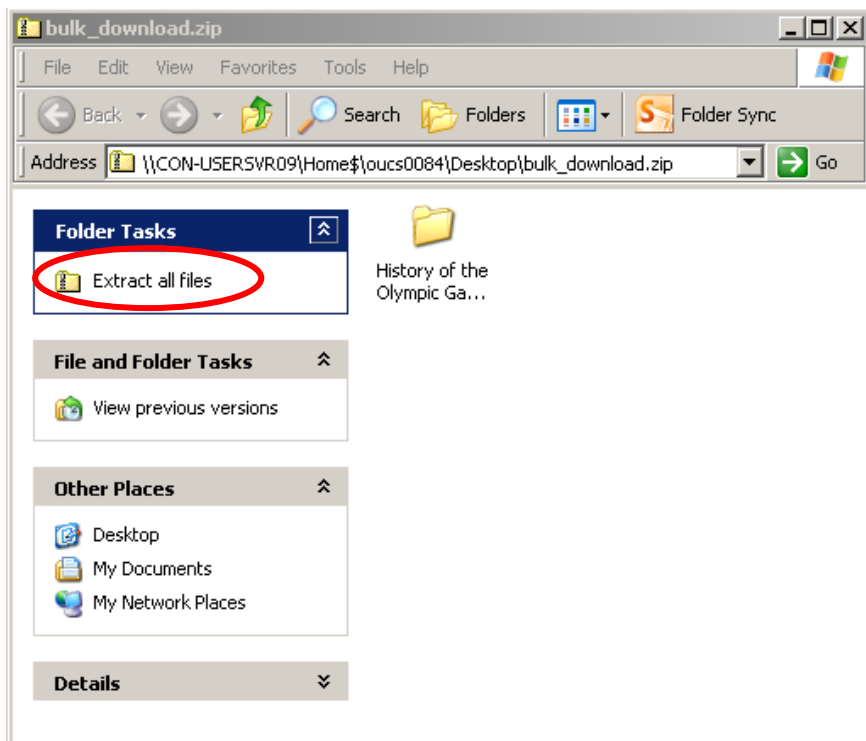
Choose download options, and then click 'Download' at the bottom.

- All
- Student submission attachment(s)
- Mark file (grades.csv file at top level of archive)
- Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
- Feedback Attachment(s)

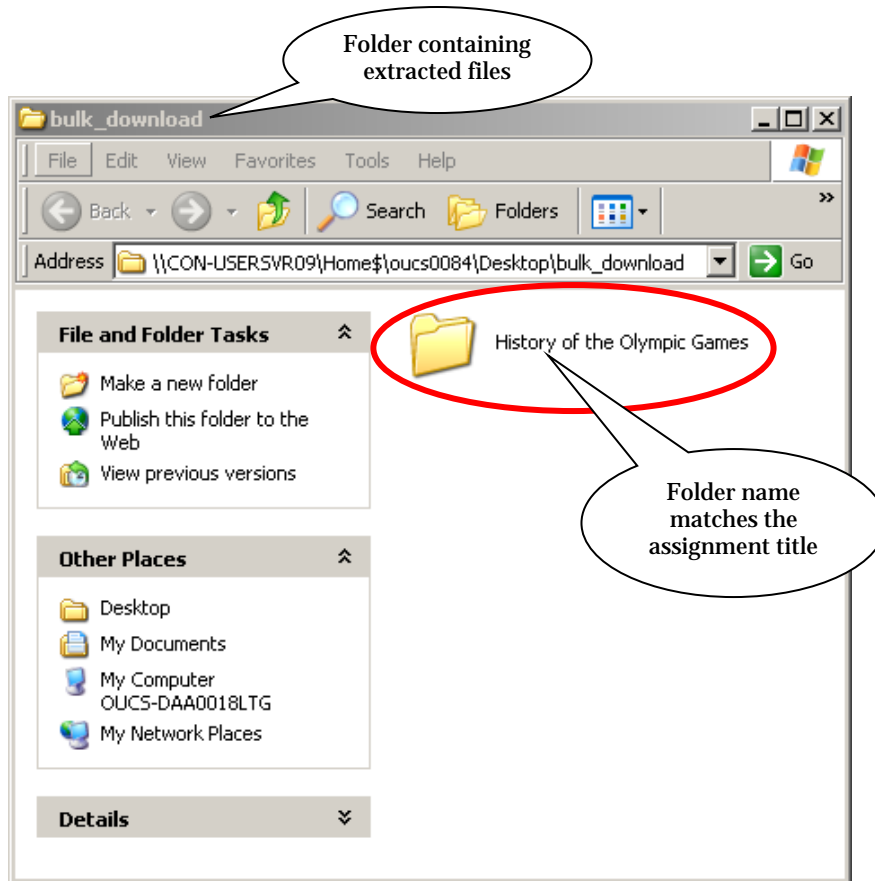
3. Select which data you wish to download and then click . This will download a file called bulk_download.zip. Save it to your desktop.



Step 2: Extract files

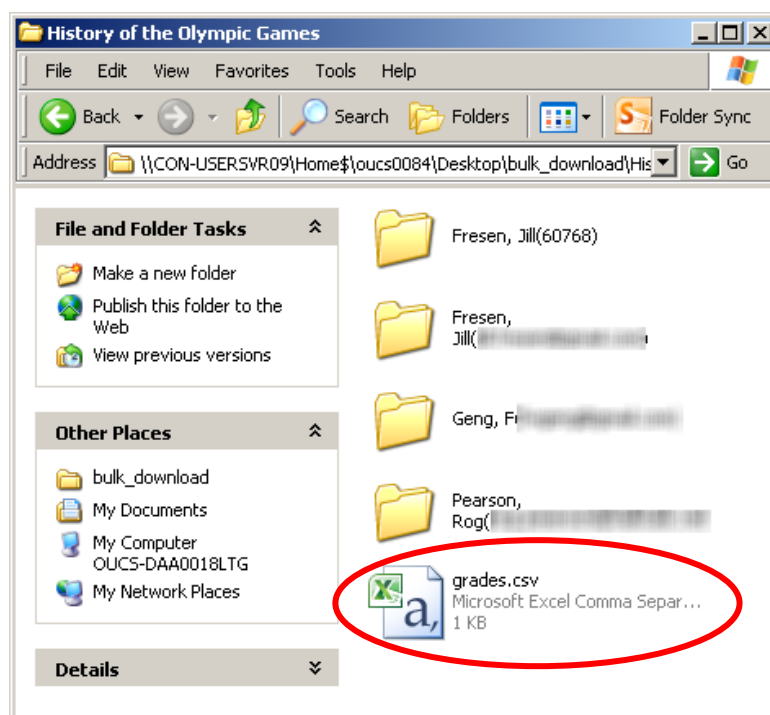


1. Double-click on the `bulk_download.zip` to extract the contents. On the left-hand side, in the window titled **Folder Tasks**, click on **Extract all files**. A simple wizard dialog appears. Follow the simple instructions (accepting the defaults) and you should end up with a folder called `bulk_download` on your desktop.

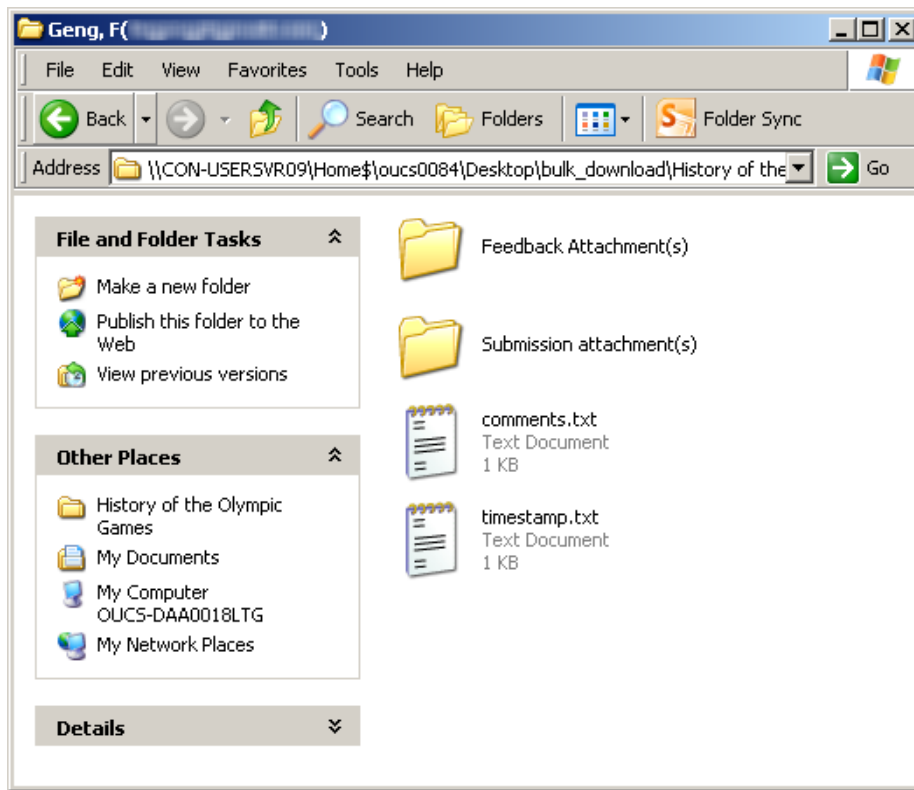


2. Double-click on the extracted folder, e.g. bulk_download, to see its contents. You should see a top-level folder that has the same name as the title of the corresponding assignment.

Step 3: Work with downloaded files



1. Double-click on the assignment folder. It contains individual folders per student and a CSV (Comma-Separated Values) file called **grades.csv**.

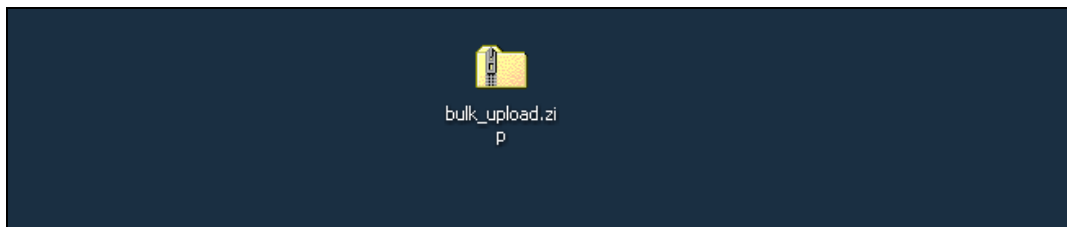


2. Double-click on one of the student folders to see the following:
 - A folder called **Feedback Attachment(s)**. You can use this to return versions of the document that you have written notes on electronically and / or any other documents you would like to the student to receive.
 - A folder called **Submission Attachment(s)** containing the files that were originally submitted by the student.
 - **comments.txt**: a text file where you can write comments.
 - **timestamp.txt**: a file containing a number which records when the assignment was submitted.
3. Back at the top level (the Assignment level), there is a CSV (comma-separated values) file called **grades.csv**, which you can import into a spreadsheet application such as *Microsoft Excel*. (Note: The screenshot below highlights the cells where you can insert the marks per student). Use **Save As** to save the file with the same file name and keep the same format (.csv).

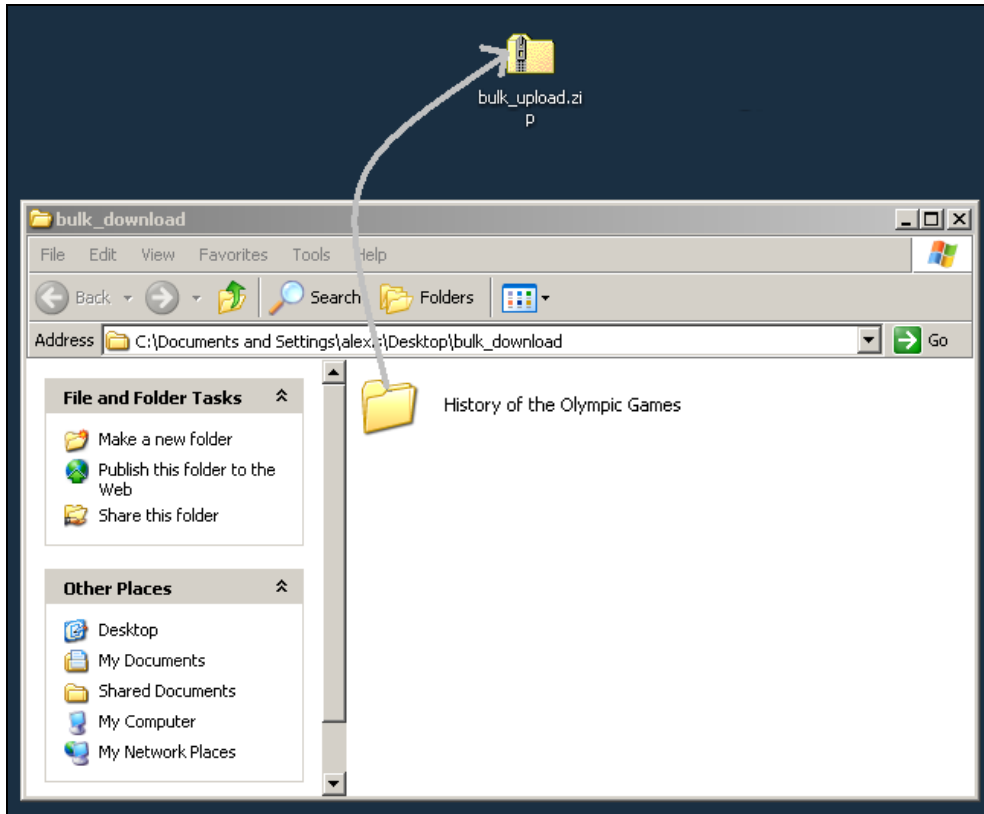
	A	B	C	D	E
1	History of the Olympic Games	Letter mark			
2					
3	Display ID	ID	Last Name	First Name	grade
4		jill.fresen	Fresen	Jill	A
5	oucs0084	60768	Fresen	Jill	Not marked
6		fwgeng@	Geng	F	B
7				Rog	A

Note: Do not move these files anywhere else, or if you do, you need to maintain the original structure of files and folders. This is because in the next step you will bundle the files and folders back into a single file and if any of the structure has changed, the Assignments tool will not be able to interpret it correctly.

Step 4: Upload edited file/s



1. Right-click on the desktop and a menu should appear. From the **New** sub-menu, select **Compressed (zipped) folder** and a new zip folder should appear on the desktop. You can name this anything you like, but ensure it ends with .zip. (I have called mine bulk_upload.zip in order to distinguish it from the bulk_download.zip I originally downloaded).



2. Double-click on the folder, e.g. `bulk_download` that contains the marked assignments. Click on the top-level folder (the one named after the assignment), drag it and then drop it onto the empty zip folder you created in the previous step. This maintains the folder structure that the Assignment tool expects.

Assignments

[Add](#) [Assignment List](#) [Marklist](#) [Student View](#) [Reorder](#) [Permissions](#) [Options](#)

History of the Olympic Games - Submissions

Please choose a group to view student submissions.

View

[Download All](#) [Upload All](#) [Release Marks](#)

Assign this mark to all participants without submissions:

Viewing 1 - 4 of 4 items

▶ Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Mark	TurnItIn	Release
<input type="checkbox"/>	Fresen, Jill	17-Aug-2012 11:55	Returned	A	no report	✓
<input type="checkbox"/>	Fresen, Jill (oucs0084)	20-Aug-2012 13:59	Not marked	Not marked	no report	
<input type="checkbox"/>	Geng, F	20-Aug-2012 12:24	Not marked	Not marked	no report	
<input type="checkbox"/>			No Submission	Not marked	no report	

3. From the Marking View screen in *WebLearn*, click on [Upload All](#).

Upload All

Select an archive file to upload, choose options, and then click 'Upload' at the bottom. Required items marked with *
The archive file should contain a folder for each student. Each folder can contain a comments.txt file, the student's submission with tutor comments you have added, and other files you want to return with the student's submission. ([Download Template](#)) Each folder can contain a comments.txt file, the student's submission with instructor comments you have added, and/or other files you want to return with the student's submission. The upload time needed is related to the zip file size and the connection speed. If you only need to upload a subset of the zip file, please limit your zip file size first by choosing options accordingly in the Download All process.

* File:

You have selected the archive file for uploading. Files contained in the archive will be uploaded to the corresponding student submission for the assignment.

* Choose which elements in the archive file to upload

- All
- Student submission attachment(s)
- Mark file (grades.csv file at top level of archive)
- Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
- Feedback Attachment(s)

Select release option

- Release uploaded information to students
- Do not release uploaded information - I'll release it later

4. Use **Browse** to find your zip file on your desktop and select from a series of options exactly which elements you want to have uploaded. Once you are satisfied, click on **Upload**.


Marklist

Once you have marked assignments (either individually or in bulk), you can access the [Marklist](#). This list provides an overall view of **all the students in the site**, together with their status and marks for **each assignment**:


Assignments

[Add](#) | [Assignment List](#) | [Marklist](#) | [Student View](#) | [Reorder](#) | [Permissions](#) | [Options](#)

Marklist

[Download Spreadsheet](#) 

Viewing 1 - 27 of 27 items

Student Name	Assignment 	Mark	Scale	Submitted
[Name]	Assignment 1		0-100.0	
[Name]	Assignment 1		0-100.0	
[Name]	Assignment 2		A-F	
[Name]	Assignment test for Lesley G	100.0	0-100.0	15-Dec-2011 14:04
[Name]	Assignment testing digest notification		0-100.0	
[Name]	Assignment testing digest notification	88.0	0-100.0	14-Dec-2010 08:45

The mark list can be ordered according to any of the column titles by clicking on the column title. You can download this data in the form of a spreadsheet by clicking on the [Download Spreadsheet](#) link.

Releasing marks / submissions

Once you have marked all the student submissions, you can release the marks to the students. This means they receive their marked submissions and the corresponding marks, all at the same time.

Assign this mark to all participants without submissions:

Please select default mark:

Viewing 1 - 4 of 4 items

<< Show 200 items... >>

▶ Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Mark	Turnitin	Release
<input type="checkbox"/>	Fresen, Jill	17-Aug-2012 11:55	Marked	A	no report	
<input type="checkbox"/>	Fresen, Jill (oucs0084)	20-Aug-2012 13:55	Marked	Not marked	no report	
<input type="checkbox"/>	Geng, F	20-Aug-2012 12:24	Marked	B	no report	
<input type="checkbox"/>	Pearson, Rog		Marked	A	no report	

- (Optional) You may wish to assign a default mark to students who have not submitted anything. Select a mark from the dropdown list labelled **Assign this mark to all participants without submissions** and then click **Apply**.

Assignments

[Add](#) [Assignment List](#) [Marklist](#) [Student View](#) [Reorder](#) [Permissions](#) [Options](#)

History of the Olympic Games - **Submissions**

Please choose a group to view student submissions.

View

[Download All](#) | [Upload All](#) | [Release Marks](#)

Assign this mark to all participants without submissions:

Please select default mark:

Viewing 1 - 4 of 4 items

<< Show 200 items... >>

▶ Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Mark	Turnitin	Release
<input type="checkbox"/>	Fresen, Jill	17-Aug-2012 11:55	Returned	A	no report	✓
<input type="checkbox"/>	Fresen, Jill (oucs0084)	20-Aug-2012 13:59	Not marked	Not marked	no report	✓
<input type="checkbox"/>	Geng, F	20-Aug-2012 12:24	Not marked	Not marked	no report	✓
<input type="checkbox"/>	Pearson, Rog		No Submission	Not marked	no report	✓

- Click on the **Release Marks** link above the list of student names and the marks will be instantly available to the students.

Permissions

The [Permissions](#) link at the top of the main **Assignments** page allows you to change permissions in terms of who can create, submit, delete, read, revise, mark assignments:

Assignments

Permissions

Set permissions for Assignments in worksite "Basic layout" (fef0f220-1b6f-49f9-bda5-9084402ae8d0)

[Undo changes](#)

Permission	access	contribute	maintain
Same site level permissions for all groups inside the site	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Create new assignment(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Submit to assignment(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete assignment(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Read assignment(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Revise assignment(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grade assignment submission(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Receive email notifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Able to view draft assignment(s) created by other users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

Cancel

Click Save when done

Select or de-select the boxes as required to grant or remove permissions