Assignments in Learn

Good Practice for Using Online Assignments 2
Good Practice in Course Structure 3
Selecting Your Assessment Tool Key Features 4
Task 1: How to add a Learn assignment drop-box 5
Task 2: How to set up a Turnitin assignment drop-box 6
Task 3: How to submit an assignment using student preview 8
Task 4: How to view an assignment 8
Task 5: How to send reminders to non-submitters 9
Group Assignments in Learn 10
Learn Rubrics (NOT for Turnitin) 10
Task 6: How to create a rubric 11
Task 7: How to import a rubric 12
Task 8: How to add a rubric to an assignment 12

If you require this document in an alternative format, such as large print or a coloured background, please contact Paul Smyth (Learning Technology Advisor) by email at Learn.service@ed.ac.uk

Good Practice for Using Online Assignments

Students need very clear and explicit guidance on how to manage their assignment hand-in. Some may have never used an electronic system before.

Here are some suggestions:

Practice submission
Set up a practice test three or four weeks before the first assignment, so that everyone can go through the process. If you do this, make sure the students know this is practice only**.**

Feedback and grades
If you are using Learn to return grades and feedback, you should inform your students of this so that they know what to expect and where to go to see feedback and grades. Ensure students understand that the grades are provisional until ratified by the exam board.

Timing of deadlines
Make the assignment deadline mid-day, on a day other than Friday. That way, if there are any problems, there will be staff on hand to help sort them out. If your students are at a distance, make sure the time zone is specified.

Group assignments together
Within Learn, you can create a folder where all the assignments can be seen together. This does not prevent you from adding in links to specific assignments from other parts of the course. It does allow students, as the course develops, to look back over assignments easily.

Specify formats clearly
If you require assignments to be in a particular format (e.g. pdf files) make that clear to the students, and if necessary, provide instructions for how to create a file in that format.

If you require assignments to be anonymous, specify naming conventions for the students. e.g. using their roll numbers or exam numbers

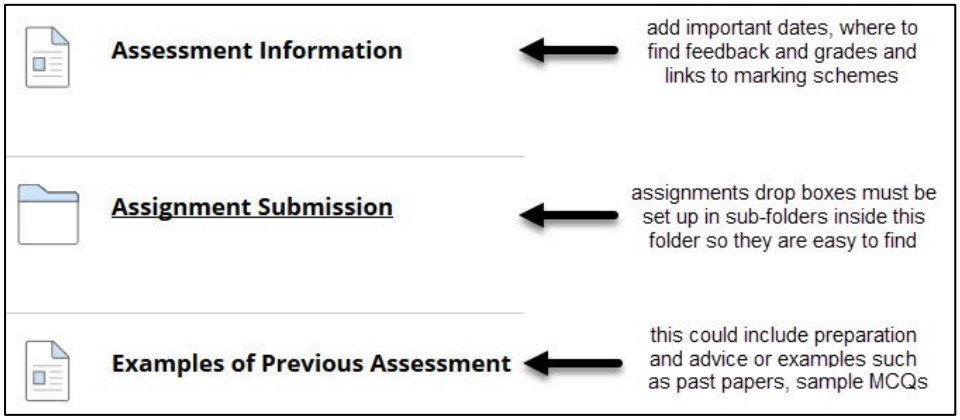
Specify procedures for problems
Be very clear on what students should do if they have a problem submitting their work electronically. We suggest telling them to send a screenshot of any error message, together with the submission, to an administrator email. They may also email is.helpline@ed.ac.uk to report any technical problems.

Good Practice in Course Structure

Adding an assessment content area makes all of the relevant information easy to find. Ideally this area would include:

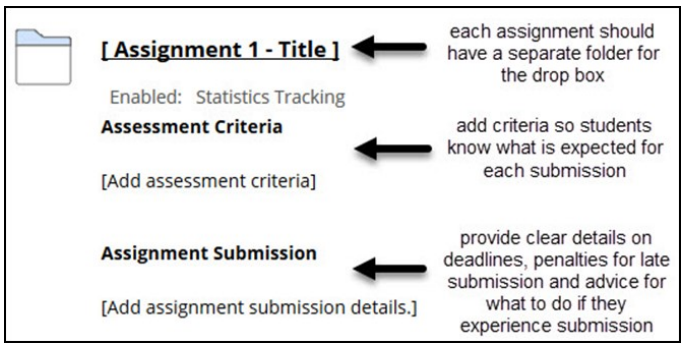
- an assessment information section,
- an assessment submission folder,
- and a folder or link to examples of previous assessment.

Your course should have an assessment content area and items pre-populated, however you may still need to edit the information. Otherwise we recommend you add folders and items as described below to organise the information.



Students appreciate when information on assignment and assessment criteria as well as guidance on how and where to access feedback and grades is included. Students appreciate when information on the assignment and its criteria can be easily located. It is also helpful to clarify how and where feedback and grades can be accessed.

Adding a folder for each assignment within the Assignment Submission folder makes it easier for students to locate their assignments throughout the course. A meaningful title, assessment criteria and assignment submission details can all provide more clarity. When setting up each folder it is advised that 'Track number of views' is enabled as it can be helpful in diagnosing any disputes on submission issues.



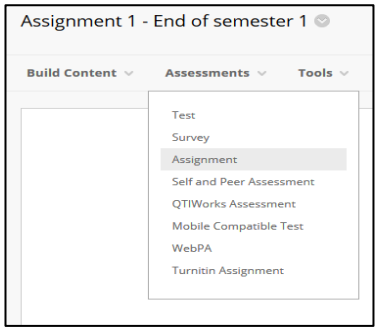
Selecting Your Assessment Tool

Key Features

	Learn Assignment	Turnitin Assignment	Atlas
Similarity report (text checking)		✓	✓
Draft submission	✓	✓	✓
Accept any file type	✓	✓	✓
Single and Multiple Submissions	✓		✓
Peer reviewed assessment		✓	✓
Rubrics grading	✓	✓	
Bespoke marking templates			✓
Instructor-created extensions for submission	✓		✓
Download and grade offline	*		✓
Can be graded offline via iPad App		✓	
Inline grading	✓	✓	
Add and customise quick feedback	✓	✓	✓
Text Feedback	✓	✓	✓
Voice feedback	✓	✓	
Post grades on a specified date	✓	✓	
Separate feedback and grade release			✓
Delegated grading	✓		✓
Anonymous Grading	✓	✓	✓
Multiple Anonymous grading	✓		✓
Double Blind Marking			✓
Multiple marker	✓		✓
Moderated marking	✓		✓
Integration with Learn Grade Centre	✓	✓	✓
Show cohort grade average and median	✓		
Accepts multiple file types	✓	✓	✓
“No submission” grade and feedback	✓	✓	✓
Group assignments	✓		✓

* Not integrated part of tool but can be managed

Task 1: How to add a Learn assignment drop-box



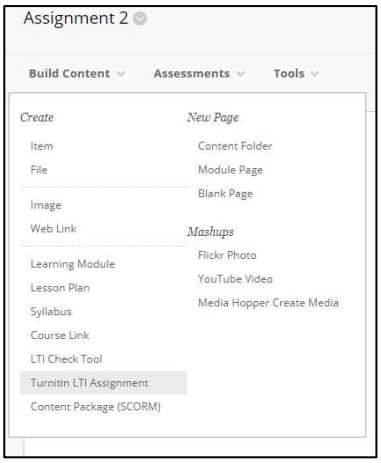
1. Go to the area where the assignment is to be created.
2. Select the **Assessments menu** from the top tab.
3. Select **Assignment**.
4. The assignment creation page will open.
5. Complete the page as described below.

Name	Enter a meaningful name
Instructions	Any specific instructions for the assignment
Assignment files	Browse and attach any files
Due Dates	Assignments with due dates show in the course calendar and the To Do module. Submissions can be made after this date but are marked late.
Marking	Points Possible
	Associated Rubrics: add or create a rubric here (see below for more information on rubrics)
Submission Details	Make selections for individual or group submissions, single, multiple or unlimited attempts. When you select Group Submission, a new window will appear to allow you to choose the groups.
Marking Options	Anonymous marking and delegated marking can be enabled here.
Display of Marks	Options on how marks are displayed to students.
Availability	Not setting a display until date on a drop box will allow students to go back into the drop box to view their feedback and grade.

6. Click **Submit**

Learn Assignments can be used to submit text directly, or students can upload a file. Learn accepts most common file types.

Task 2: How to set up a Turnitin assignment drop-box



1. Go to the Assignment Submission folder where the assignment is to be created.
2. Select the **Build Content menu**, from the top tab
3. Select **Turnitin LTI Assignment**
4. The Turnitin assignment creation page will open within the Learn interface
5. Complete the page as described below

Assignment title	Enter a meaningful title
Point value (optional)	Setting a point value for the assignment allows the grade to be set by rubrics (if used) and be sent to the grade centre.
Start date	The date students can start submitting to the assignment.
Due date	Students cannot submit after this date unless late submissions are enabled.
Post date	In Learn, the post-date relates to the availability of GradeMark papers. It has **no bearing** on when grades are posted to the Learn Grade centre.

6. Optional settings are available by expanding the drop-down option (see below for more detail).
7. Select **Submit**.

Optional settings for a Turnitin assignment

To view the advanced assignment options, click on the Optional settings link at the bottom of the assignment creation or the assignment update page.

Enter special instructions	Any specific instructions for the assignment
Allow submissions after the due date?	If set to no then students will be blocked from submitting assignments after the due date – so no late submissions will be accepted (*the default is **No***).
Similarity Report	
Generate Similarity Reports for submissions?	Set to no if you don't want to generate ***Similarity*** reports (*the default is **Yes***).
Generate Similarity Reports for student submissions	**Immediately first report is final**: report will be fed back to students immediately but students can't resubmit assignment.
	Immediately (can overwrite reports until due date): report fed back immediately and students can

	resubmit until due date. ***Note*** that reports for resubmissions take up to 24 hours to avoid students *playing* the system. (*default*)
	On due date: all reports fed back on due date. This allows the system to check against other submissions to the same assignment.
Exclude bibliographic materials from Similarity Index for all papers in this assignment?	Excludes text in bibliography, works cited or references sections of the submitted paper. This can be overridden in the individual report interface. (*the default is No*)
Exclude quoted materials from Similarity Index for all papers in this assignment?	Excludes test in quotation marks. This can be overridden in the individual report interface. (*the default is No*)
Exclude small sources?	Excludes short matches (length set by instructor). This can be overridden in the individual report interface. (the default is **No**)
Allow students to see Similarity Reports?	The default is **No**.
Reveal grades to students only on post date?	The Grade Centre column in Learn will be hidden from students until the post date. The default is **No**.
Enable anonymous marking?	Student names will remain anonymous until the post date.
Submit papers to:	**Standard paper repository (default)**: the paper will be added to the Turnitin repository so other papers will be checked against it.
	No repository: the file will be matched but a copy will not be stored
Search options:	**Student paper repository** (default **Yes**)
	Current and archived internet (default **Yes**)
	Periodicals, journals, & publications (default **Yes**)
Online Grading	**Attach a rubric to this assignment:** Select from previously created or imported rubrics.

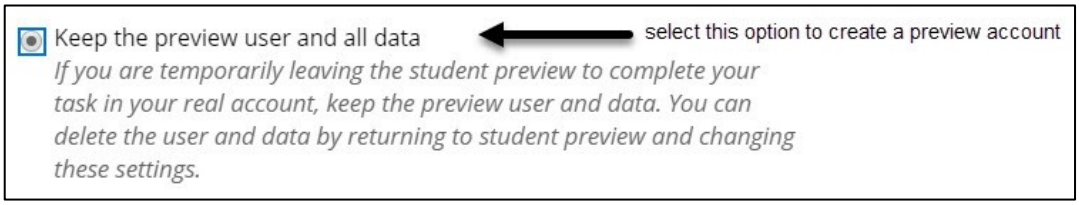
Task 3: How to submit an assignment using student preview

You can use the student preview functionality to create a preview user account on the course and submit an assignment as a student would.

1. Click on the **student preview icon** in the top right of the Learn window

2. Go to the assignment you created and click on the **Write Submission** button
3. In the Text Submission area enter some text

   Or under Attach Files, click on **Browse my Computer**, attach any file from your computer
4. Click on **Submit**
5. Now click on **Exit Preview** in the top right of the window
6. Select **Keep the preview user and all data**

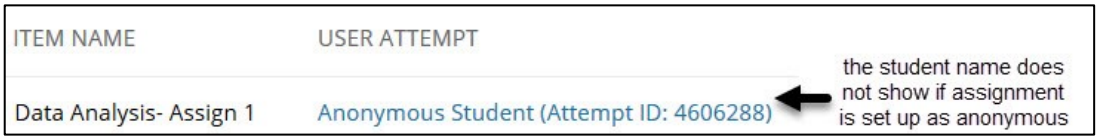


7. Click on **Continue**

Task 4: How to view an assignment

After an assignment has been submitted the instructor will be able to view it in via the Grade Centre.

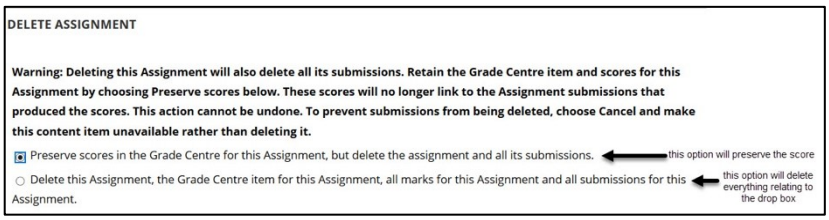
1. From the Course Management Panel select **Grade Centre**
2. Click on **Needs Marking**



3. Click on a user attempt to open the submission.
4. Enter a mark and some feedback for the assignment.
5. Click on **Submit**.

Deleting a drop box

If you try to delete a drop box for which submissions have already been made then you will get a warning that this action will also delete all the submissions made so far.

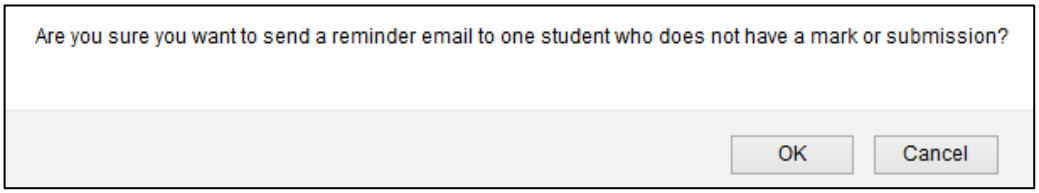


Task 5: How to send reminders to non-submitters

This can be done on all assignment columns but is particularly useful when anonymous assignments are used as otherwise it is impossible to see who still needs to submit work.

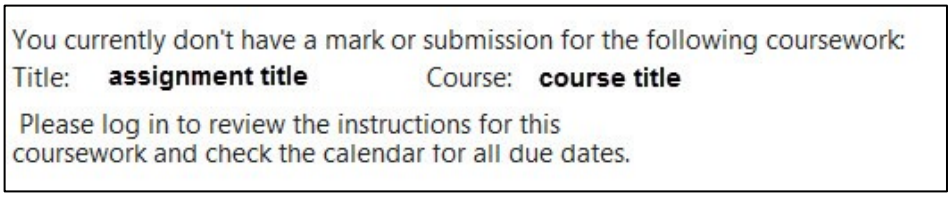
1. From the Control Panel, select **Grade Centre** then **Full Grade Centre**
2. Scroll to the column for the assessment you want to use
3. If the assignment has anonymous marking enabled, then the marks will be greyed out
4. Click on the **action arrow** beside the column title, select **Send Reminder**
5. If all students have submitted or received marks then you will see a message at the top of the screen to indicate there are no students to remind

6. If there are students who have not submitted yet then you will see a pop-up message to ask if you want to send a reminder email to that number of students



7. Clicking on **OK** will then generate a confirmation message

The email will inform the students of the assignment name and course name where no mark or submission exists.



Group Assignments in Learn

It is possible to create group assignments in Learn, but there are a few key points to bear in mind.

- A course group must exist before you create group assignments for it
- Students who are enrolled in more than one group that receives the same assignment will be able to submit more than one attempt for this assignment.
- Students who aren't enrolled at the time that a group assignment has been submitted don't have access to that submission. These students only see that the submission occurred.
- Students who you remove from a group can't see the group assignments. They can access their submissions from My Grades.
- If you edit the assignment between creation and the due date, the entire group may lose any work already in progress.
- If you delete a group from the assignment after students have started an attempt but before submission, they'll lose access to the assignment and lose their work.
- If you are using group assignments, take time to explain how the group submission process works.

Learn Rubrics (NOT for Turnitin)

Rubrics can be used to evaluate student work based on defined criteria and scales. You can create multiple rubrics in your course. Rubrics consist of rows and columns. The rows correspond to the criteria and the columns correspond to the level of achievement that describes each criterion. Rubrics can be exported and given to other users. In Learn you can apply a rubric to the following tools where students can submit work:

- Assignments
- Essay, Short Answer, and File Response test questions
- Discussion Board
- Blogs
- Journals
- Wikis

There are five Rubric Types in Learn:

- **No Points**: Provide feedback only.
- **Points**: Each level of achievement has a single point value.
- **Point Range**: Each level of achievement has a range of values.
- **Percent**: Each item's possible points determines the percentage.

- **Percent Range**: Each level of achievement has a range of values. When you grade, you select the appropriate percentage level for a particular level of achievement.

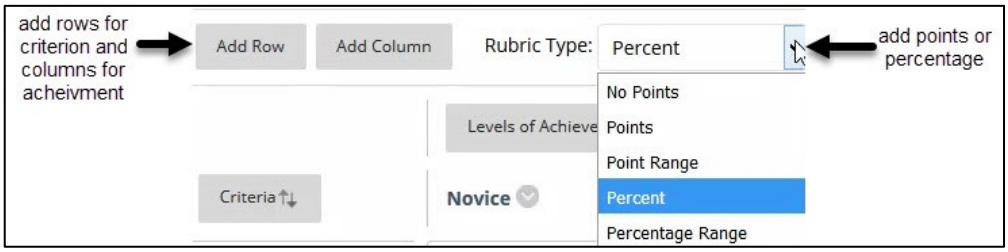
Show Rubric to Students has four options for rubric visibility:

- **No**: Students can't view the rubric. Note: with this option students won't see feedback entered into the rubric.
- **Yes (With Rubric Scores)**: Students can view the rubric when you make the item available, including possible point or percentage values.
- **Yes (Without Rubric Scores)**: Students can view the rubric when you make the item available, but they can't see the possible point or percentage values.
- **After Grading**: Students can view the rubric only after you've finished grading their submissions. Note: students will be able to see this as soon as you mark it even if it is before the due date.

Good practice: We recommend that you allow students to view the rubrics so they understand how assessments will be graded.

Task 6: How to create a rubric

1. Go to the left menu and under Course Management select **Course Tools** then **Rubric**s this will open the Rubrics window.
2. Click **Create Rubric**.
3. Enter a name
4. Enter description (optional)
5. In the Rubric Detail section choose a Rubric Type from the **drop-down menu**



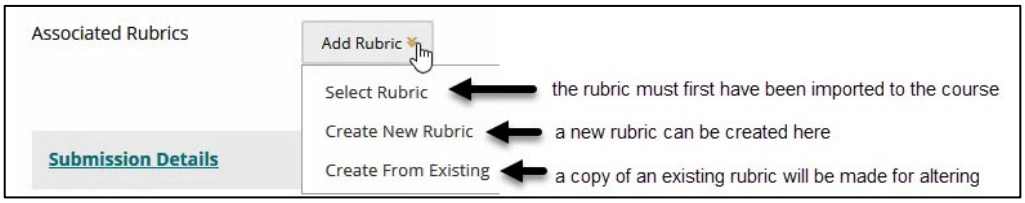
6. Click **Add Row** to add a new criterion to the bottom of the grid.
7. Click **Add Column** to add a new level of achievement to the grid.
8. To change a row or column's title, click the **drop-down arrow** to access the menu and select **Edit**. Then type the new title in to the box and click **Save**.
9. Type a **point or percentage value** for each row and column as necessary.
10. Type a description for the criteria and the associated level of achievement.
11. Click **Submit**.

Task 7: How to import a rubric

1. Go to the left menu and under Course Management select **Course Tools** then **Rubric**s this will open the Rubrics window.
2. Click **Import Rubric.**
3. Browse to locate the rubric then click on **Submit** to import it.

Task 8: How to add a rubric to an assignment

1. During assignment drop-box set-up, scroll down to the **Marking** section
2. Select **Add Rubric**



3. Hovering over the Show Rubrics to Students column will show the options available.