


Using the Assignment Manager in Chalk

Introduction

The Assignment Manager is a content tool that combines the file exchange capabilities of the Digital Drop Box with the management and organization that the Gradebook offers. Instructors can use this feature if an assignment will be graded and placed in the Gradebook, requires the submission of many papers toward one grade, or when the instructor expects to receive a heavy load of files from students throughout the quarter. One definite advantage of using the Assignment Manager is the ability to download multiple assignments at one time.

Creating an Assignment

- Go to the Control Panel.
- Click on the Content Area where you would like to post the Assignment.
- On the far right side of the screen, next to the Add Other Content Type  icon, click on the drop down menu and select Assignment, then click Go.
- Enter all information related to this assignment; possible points for this assignment, instructions, and any files that should be attached and click Submit. You will receive a message that the assignment has been updated.
- After the assignment has been uploaded it will appear in the Content Area that it was created in. An entry is also created in the Gradebook.

How Students View an Assignment

- Go to the Content area where the Assignment is posted.
- Click on the View/Complete link.
- Students should read and understand the instructions and download any attachments for this assignment.

How Students Submit the Assignment

- Once the assignment is complete, go back to the Content area where the assignment was posted.
- Click on the View/Complete link.
- Students can fill in any comments and then browse to find the file to attach to their completed assignment.
- More than one file can be attached by clicking the Add Another File button.

Downloading the Assignment

- Go to the Control Panel.
- Under Assessment, click Gradebook.
- Click on the name of the assignment to download.
- From the Item Options screen, click on the Item Download option.
- From the list, choose some or all of the assignments to download, then click Submit. Please note that the assignments are downloaded to a Zip file and will need to be unzipped to view.
- On the next page click Download Assignments Now. This will unzip the files to your computer.
- When prompted, click Save.

Grading the Assignment

- Go to the Control Panel.
- Under Assessment, click Gradebook.
- Click on the assignment name.
- From the Item Options screen, click on the Item Grade List option.
- Enter the grade for each student, then click Submit.

How Students Check Their Grades

- Go to the Assignments area and click on the assignment.
- A notice appears, "You've completed the assignment. Would you like to see the grade." Click on See Results.
- The student will see the original assignment, the assignment that was sent to the instructor, the instructor's comments, and their grade.

