Creating and Editing an Assignment

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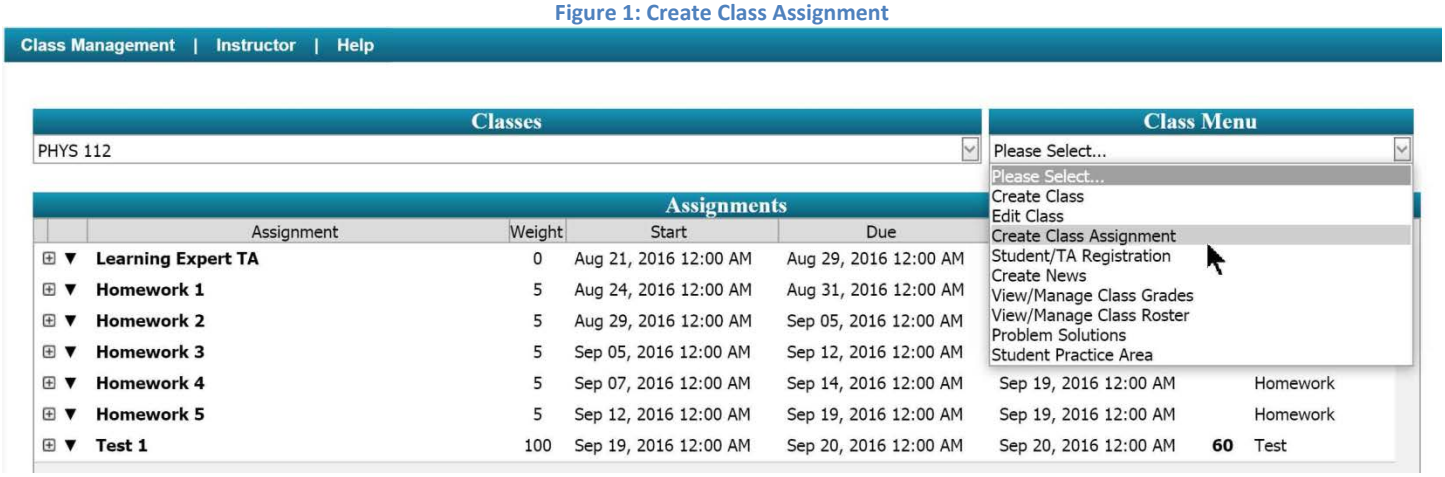
Create an Assignment

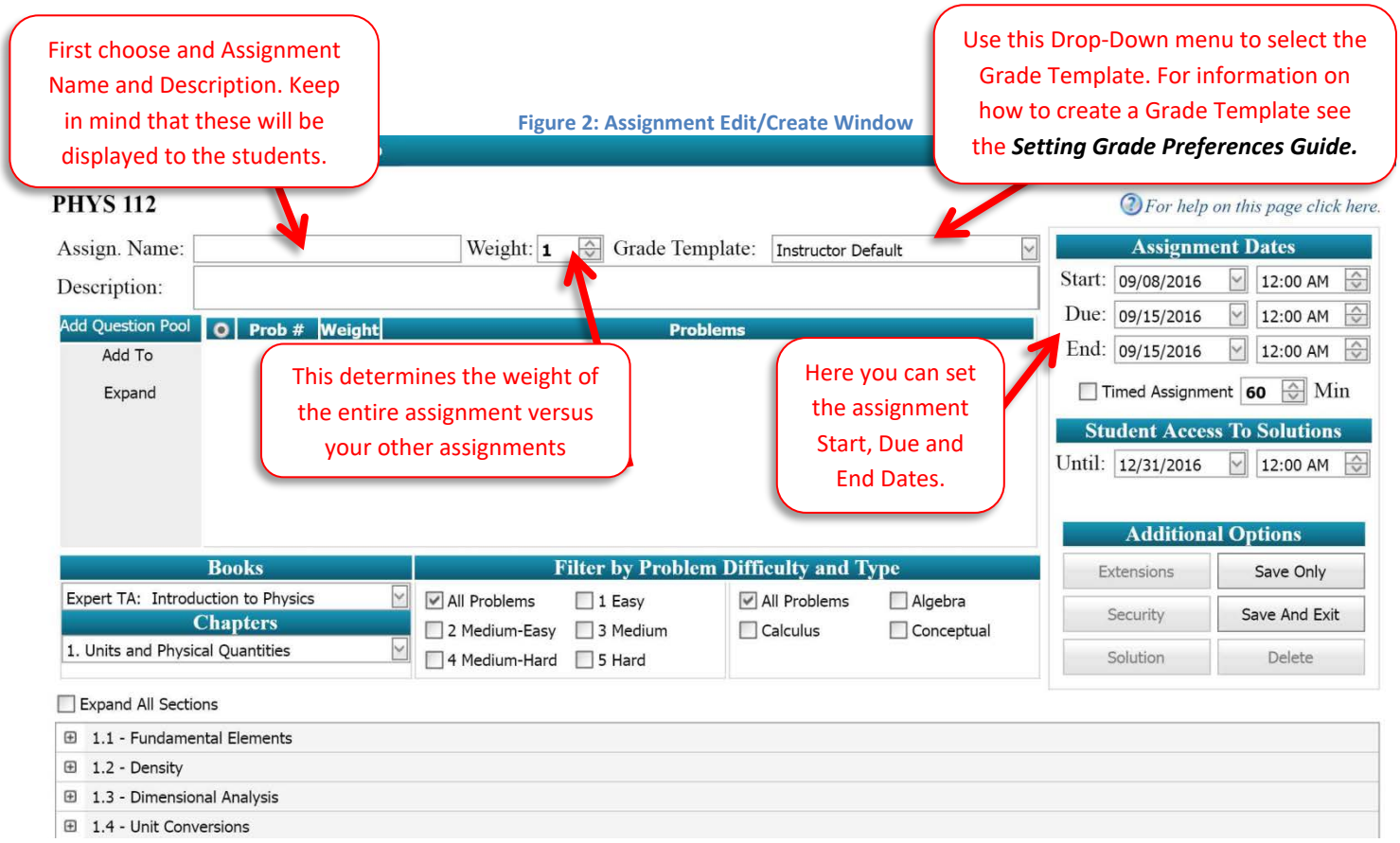
To create a class assignment, on the *Class Management* page, first select the class from the *Classes* drop-down for which you want to create the assignment (if there is only one class, then that class will already be selected). Then select ***Create Class Assignment*** from the *Class Menu* drop-down.

Figure 1: Create Class Assignment



This will take you to the Assignment Edit/Create window, as seen in **Figure 2**.

Figure 2: Assignment Edit/Create Window



Naming, Describing, and Weighting an Assignment

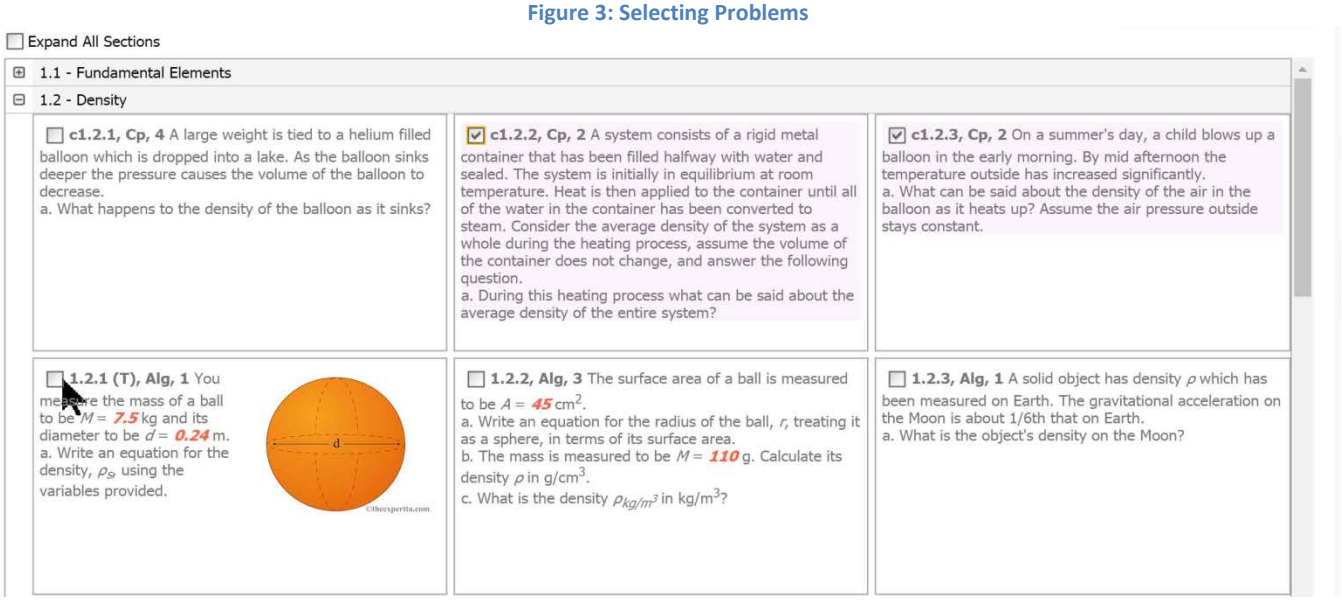
Near the top left corner of the *Assignment Edit/Create* screen, your class information will be displayed. Beneath that, you will give the assignment a name and a description (up to 100 characters). Next to the area for the assignment's

name, you can key in the weight for an assignment, from 1 to 999, so be careful when keying this information in. You can also use the up and down arrow keys to change the weight number. The next item to the right allows you to give the assignment a Grade Template (that is created in the *Instructor-Grade Preferences* window described in the ***Setting Grade Preferences Guide.***)

Selecting Problems

Note that, if available, the textbook for your classes has already been configured for you. You browse the problem library by selecting from the drop-down menus beneath Chapters in the Create/Edit Assignment window. This will populate the bottom of the window with available problems in that chapter from which to choose. Problems can be added to an assignment by simply clicking on the box in the upper left corner of the problem. To include problems from multiple chapters, select a different chapter from the drop-down menu and choose the problems you'd like to include. Selected problems will appear in the Selected Problems area, beneath the assignment description. If you need to see what the subject matter of the problem is from this screen, hover your mouse over the problem number and a pop-up window will give you a preview of that problem. There is no limit to the number of problems you can add to an assignment.

Figure 3: Selecting Problems



Filtering Selected Problems by Difficulty and Type

Near the center of the *Assignment Edit Create* screen is the *Filter* panel. You can filter the problems from which to select by difficulty (1-5, with 5 being most difficult), and/or by type, with the choices being conceptual, calculus, or algebra based, by clicking the box next to your choices. You may see a letter "T" in parenthesis next to the problem name. This indicates that this problem is available in Tutorial mode. If you need to see what the subject matter of the problem is from this screen, hover your mouse over the problem number and a pop-up window will give you a preview of that problem.

Creating Question Pools

Each problem you add to your assignment can also become a question pool, or a set of potential questions from which students taking the assignment will receive only one, randomly assigned problem. To create a question pool, first add problems to your assignment. Next, select the problem from which you wish to build a question pool using the radio

button to the left of the problem. Now you can select additional problems that will begin populating the *Problems* box to the right of the selected problem.

When you are finished adding problems to a question pool, simply select the radio button at the top of the *Problems* box next to the "Prob #" heading. When you continue to add problems they will now populate below the last problem or pool added, and create new assignment problems or potential pools in each row.

If you wish to view all problems in an assignment in one view, click the **Expand** text underneath the "Add Question Pool" heading.

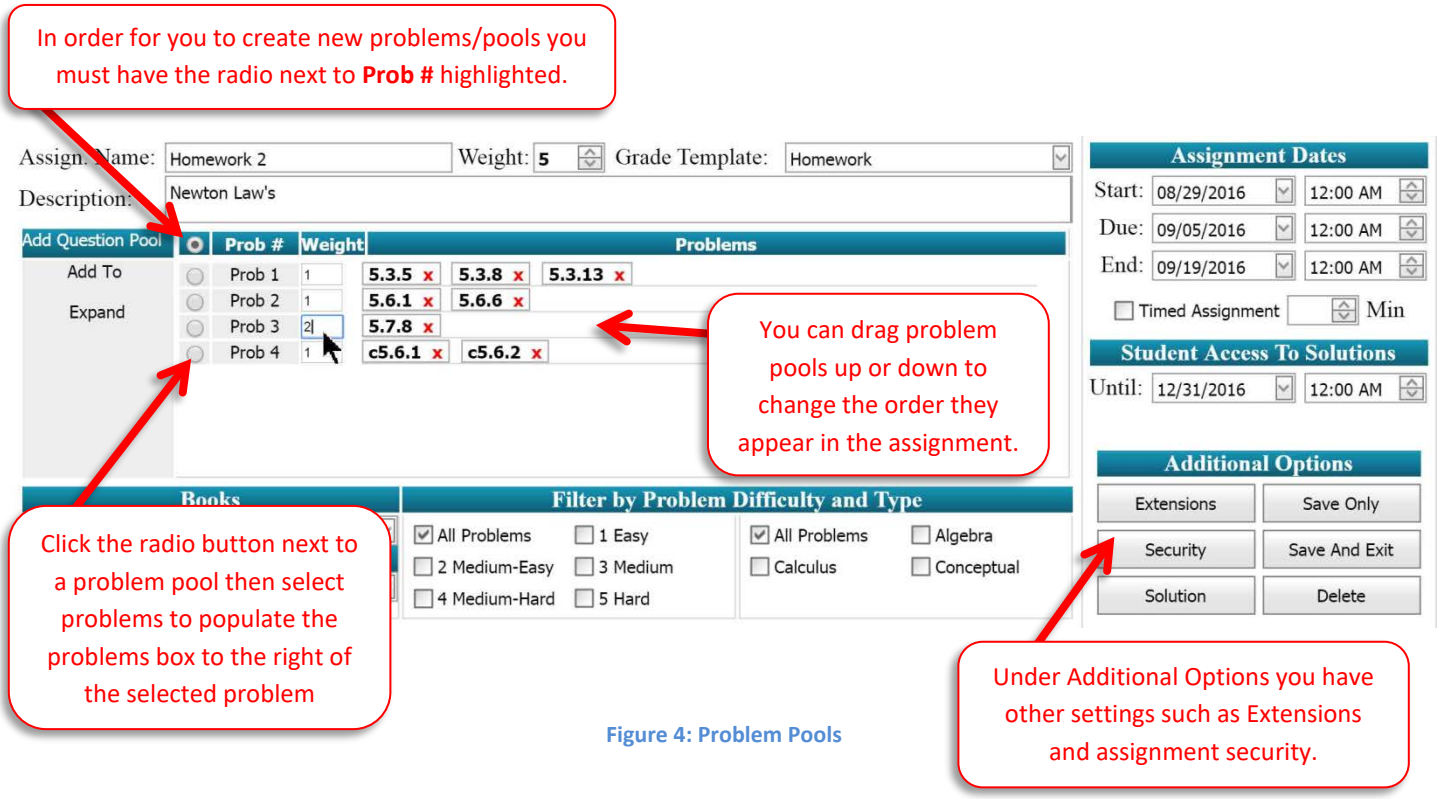


Figure 4: Problem Pools

Changing the Problem Order and Deleting a Problem

The *Selected Problems* area on the *Assignment Edit Create* screen gives you the option to change the order the problems are presented to the students. These are rows that you can drag up or down, and drop into the placement order of your choice. You can also delete problems from the *Selected Problems* area by clicking on the **x** next to the problem name.

Setting Problem Weights

Next to each selected problem in the *Selected Problems* area on the *Assignment Edit Create* screen is the *Problem Weights* area, where you can specify the weights for each problem. As a default, all problems have a weight of 1 and they all count equally. The schema in Expert TA is that of a standard weighted average; the average is calculated by summing each problem grade times the weight, and that sum is divided by the sum of the weights.

Specify Assignment Availability Dates

On the upper right portion of the *Assignment Edit Create* screen, you will be able to specify the start date, the due date, and the end dates and times that an assignment will be available to your students (students can be allowed to complete the assignment after the due date for a certain % of the overall grade, if you choose). In addition, you can hide an assignment from your students after a specified date, by changing the *Until* date under the Student Access to Solutions

section. Simply key in the date and time or use the convenient drop-down calendar or up/down arrows. *Please note that 12:00 AM is the first minute of the day.*

Note: the program will not allow you to have an end date happen before the due date. That would cause the assignment to be inaccessible to the students. Instead the program will automatically change the due date to match that of the end date.

Timing an Assignment

With the Create/Edit Assignment window you can limit the time allowed on an assignment. To do this, click the box next to Timed Assignments, then specify how many minutes the students will be allowed to complete it. You can also use the up and down arrow keys to change the number.

If you have students that require more time on a specific assignment, you can adjust their time allowance under "Extensions". (See **Manage Extensions for a Student** section for directions.) If you have students that require more time on every assignment, you can set this up to occur automatically throughout the semester in the Class Roster area. (See the ***View/Manage Class Roster Guide*** for directions.)

Assignment Security Options

You have the ability to protect your assignments with two security options – Password Protection, and IP Filtering. To access the Assignment Security area, select *Security* on the right side of the screen underneath the Additional Options area. Select *Add New Access Filter* to begin. You will see two boxes – One for an IP Filter and one for a Password. You have the option to use one or both security options, to use one simply fill out the box while leaving the other blank.

IP Filtering allows you to restrict access to the assignment based on a geographical location specified by a unique IP address or portion of an IP address. For example, devices in a campus computer lab may all contain a variation of a certain IP address, but will usually all begin with the same sequence (Ex: 74.198.xx.xx). In the IP Filter box, you could enter "74.198." which would only allow students to access the assignment from a device in the computer lab.

Password Protection means that the assignment will only be available to students that have the password set by you as the instructor. Type your password in the box provided to restrict your assignment.

When you have completed securing your assignment, select the update button to apply your settings. Be sure to save your assignment after updating security options.

Figure 5: Assignment Security

#	IP Filter	Password
Edit Delete	74.198.	AllAccessP455
	Add New Access Filter	

Note: Only one of the columns can be empty per row. An empty column for IP filter is the same as all addresses.
Example: IPFilter = "" and Password = "AllAccessP455"
All students from any location can continue that enter "AllAccessP455".
Example: IPFilter = "192.168." and Password = "PassW0rd!2016"
Only students with ip addreses like "192.168.100.100" that enter "PassW0rd!2016" can continue.

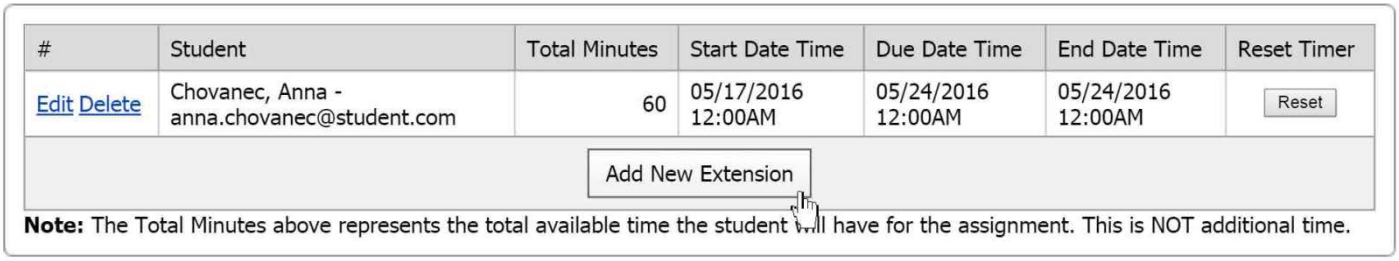
Manage Extensions for an Assignment

On the *Assignment Edit/Create* screen, you can change the due date on an assignment, *as long as no students have submitted answers for that assignment*.

Manage Extensions for a Student

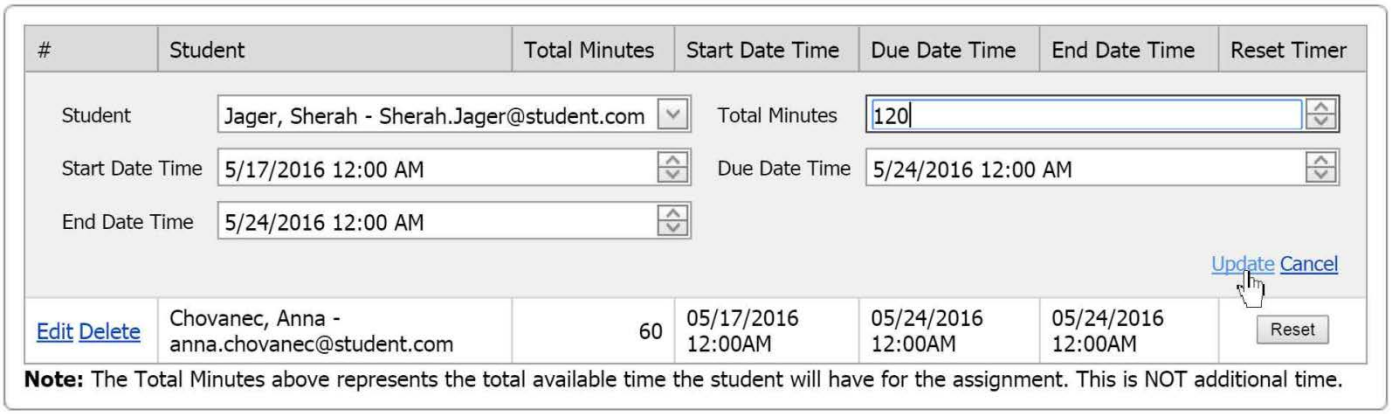
To manage extensions for a student, click the ***Extensions*** button on the right side of the *Assignment Edit Create* screen. This will create a pop-up window as seen in **Figure 6**.

Figure 6: Assignment Extensions



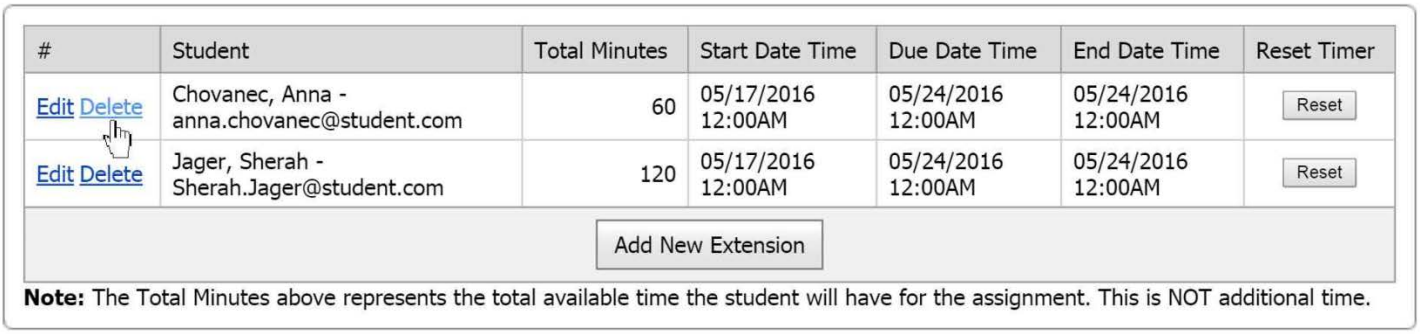
When you click on the ***Add New Extension*** button, the pop-up window will change to what is seen in **Figure 7**.

Figure 7: Adding an Extension for a Student



You can use the drop-down next to *Student* to see a list of the students in that class and then highlight the one for whom you wish to add the extension. Start typing a last name to narrow the search. Next to *Total Minutes* is an area where you can key in the minutes or use the up/down arrow keys to enter them. You can change the *Start Date* and *Time* and the *End Date* and *Time* in a similar manner. When you have the settings where you want them, click the word ***Update*** to save or ***Cancel*** to exit without saving. You will see any extensions created in this screen now.

Figure 8: Assignment Extensions Screen with Extension Added

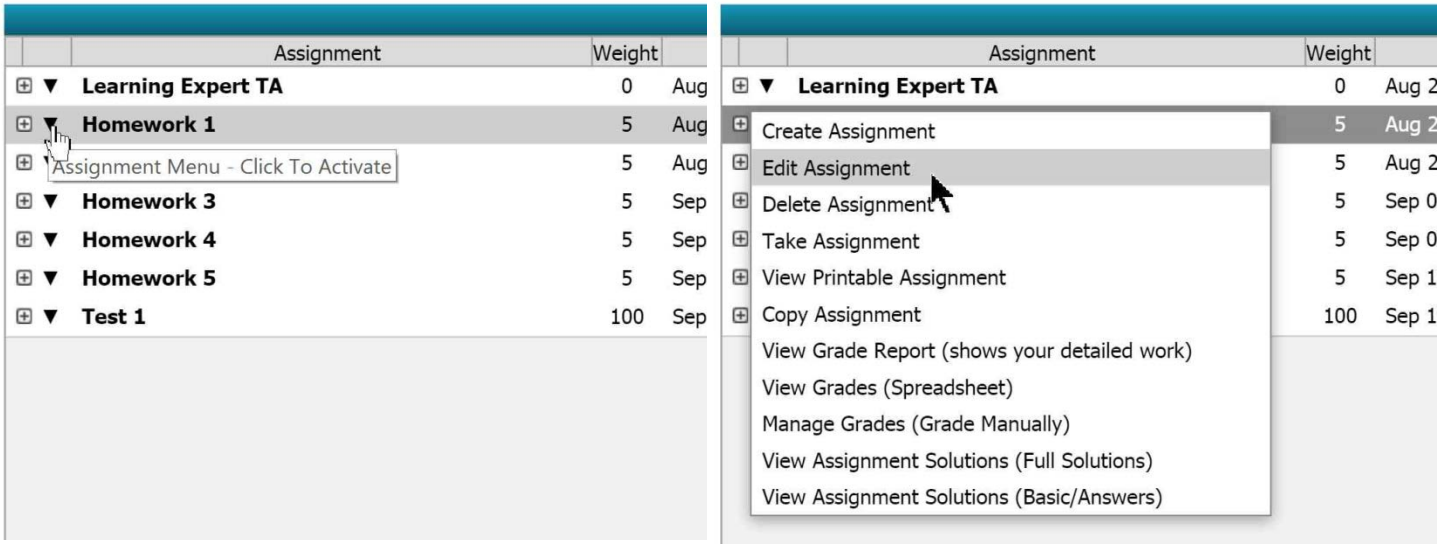


To exit the *Assignment Extensions* window, click on the x box in the upper right corner of the pop-up window.

Editing an Assignment

After you have created an assignment, you may want to edit the assignment. From the *Class Management* page, select the course with which you wish to work, and then select the assignment you wish to edit. Either right click on the assignment name or click the black arrow to select ***Edit Assignment***. This will take you to the same window you used to create the assignment, where you will perform actions similar to adding an assignment.

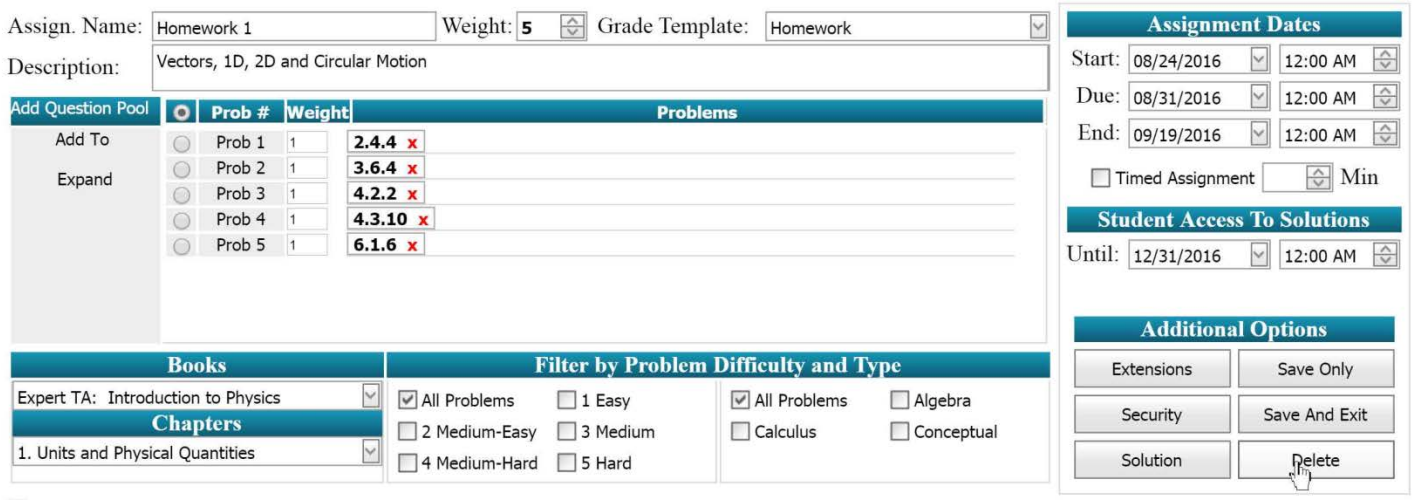
Figure 9: Editing an Assignment



Deleting an Assignment

You can delete an entire assignment by clicking on the ***Delete Assignment*** button on the right hand side of the *Assignment Edit/Create* window. All associated assignment problem and grade data will also be deleted, so be extra cautious about using this option, as it **cannot be undone**.

Figure 10: Deleting an Assignment



Saving and Exiting

To save your assignment without exiting the screen, click on the ***Save Assignment*** button on the right side of the window. To save your assignment and return to the *Class Management* page, click on the ***Save and Exit*** button.