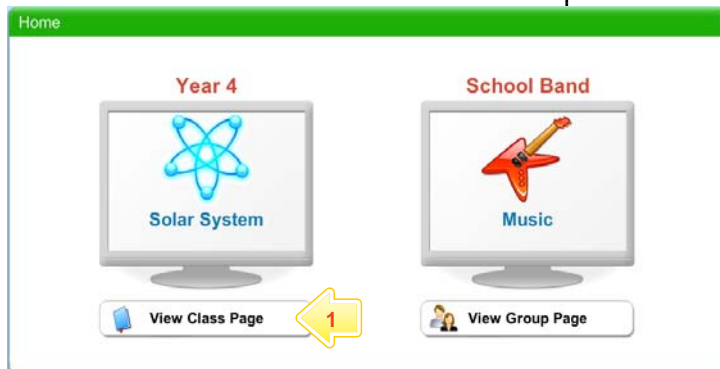


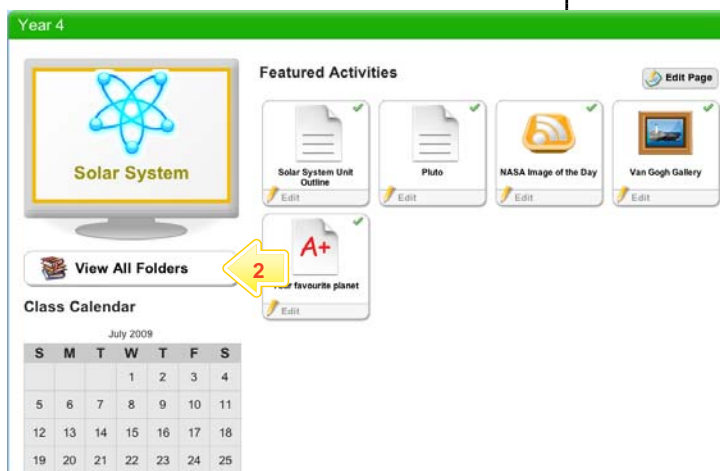
Assignment

Create a new Assignment

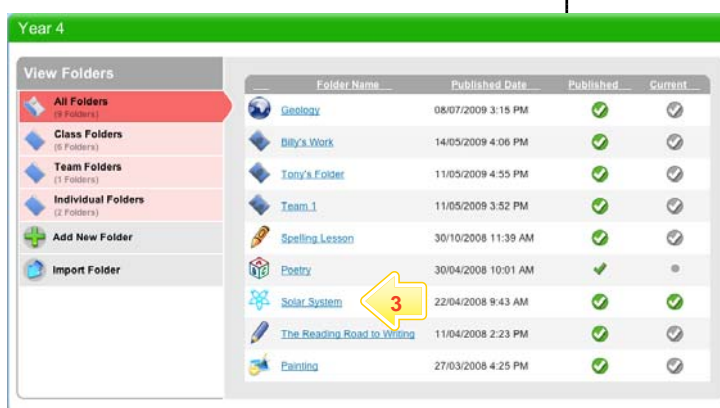
The Studywiz Assignment reflects a conventional assignment structure. It allows Teachers to upload a worksheet or task for students to complete. Students submit their assignment through Studywiz for private teacher comment, revision and assessment. Teachers can mark assignments online and make the marks available to the Student and their Parents through Studywiz.



- 1 Below the Class or Group in which you want to create the activity, click the **View Class Page** button.

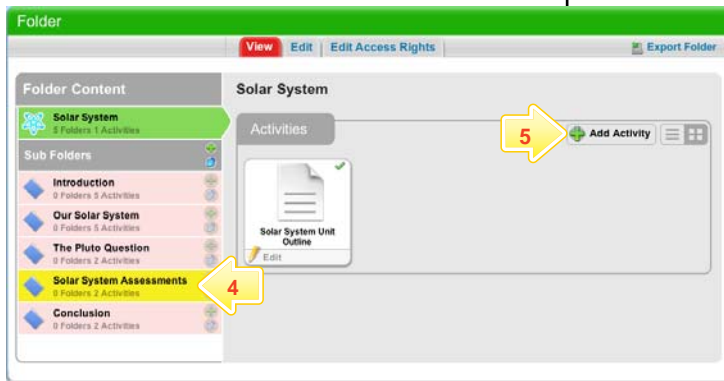


- 2 Click the **View All Folders** button.



- 3 Click the Folder to which you want to add the activity.

Assignment



4 If you want to save the activity in a sub folder, click the sub folder.

5 Click the **Add Activity** button.



6 Click **Assignment**.

7 In the **From** and **To** fields, set the times and dates between which you want the Assignment to be available.

8 Complete the **Assignment Title**, **Short Description** and **Keywords** fields. Separate keywords with spaces or commas.

9 Select the Date the Assignment is due.

10 If you require your students to upload a file, select the Assignment must contain file checkbox.

11 Include a file with the Assignment by clicking either **Upload** or **Import From eLocker**.

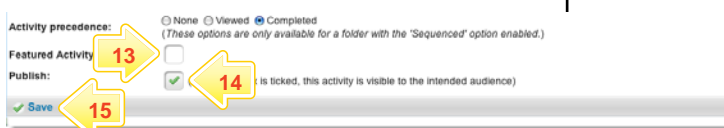
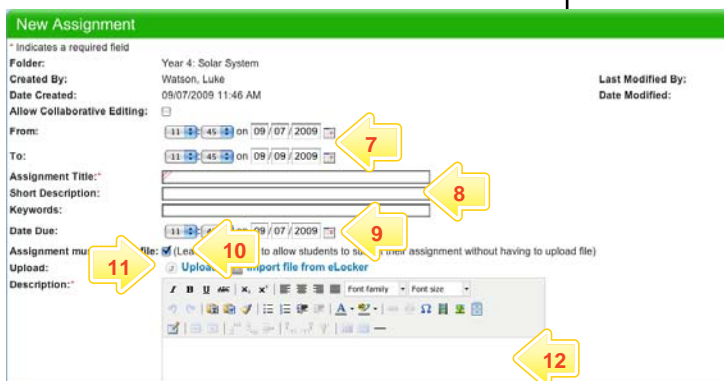
12 In the **Description** field, type the Assignment instructions and other details.

13 To set the assignment as a featured activity, select the **Featured Activity** checkbox.

Hint If Plagiarism Check is enabled on your deployment, select the **Enable Plagiarism Checks** checkbox.

14 If the Assignment is ready to publish, select the **Publish** checkbox.

15 Click **Save**.



Assignment

Set Assignment Events on a Calendar

You can set Assignment start, end and due dates on Studywiz Calendars that are in the same folder as the Assignment.

Schedule the Events

1 On the Edit Assignment page, from the **Associate Events** drop-down list, select the event you want to schedule.

2 Click **Create Event**.

If there is a calendar already available that you want to use, select the calendar and continue from step 8 below.

If there isn't a calendar available, you can create one without leaving the Assignment creation process.

Create a Calendar

3 Click **Create New Calendar**.

4 Enter the details for the new Calendar.

5 Ensure that the **Publish** checkbox is selected.

6 Click **Save**. The Edit Calendar panel appears.

7 Click the Studywiz **Back** button. The New Event panel appears.

Schedule an Event

8 In the New Event panel, type an **Event Title** and an **Event Description**.

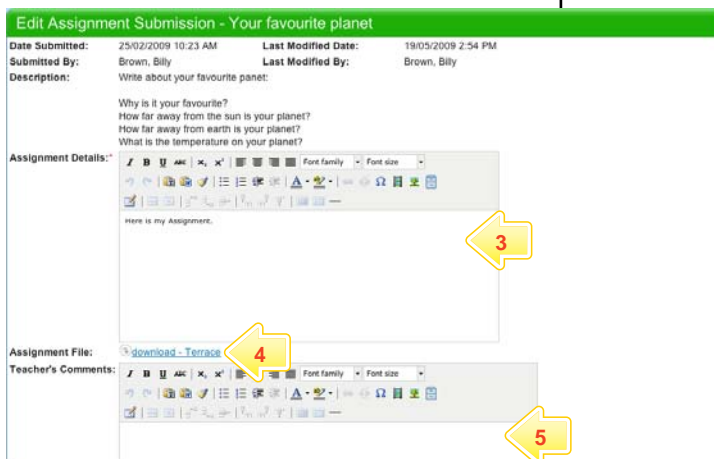
9 Click **Save**.

10 Repeat the procedure to create additional assignment events.

Assignment

View Students' Submissions

Students submit their Assignments through Studywiz. The Assignments can then be viewed and marked online by Teachers.



1 Locate and open the Assignment that you want to mark.

2 Click **Edit**.

Hint Download all the Assignment submissions together by clicking the **Download All** button.

3 If the Assignment has been submitted within the activity itself, it will appear in the **Assignment Details** field. Read the Assignment submission within the field.

4 If the Assignment has been submitted as a separate file, it will appear alongside the Assignment File label. Click the **download** link to download it.

5 In the **Teacher's Comments** field, type your comments about the student's work.

6 In the **Grade** field, type a grade for the student's work.

7 If you want to share the student's Assignment for other students to see, select the **Share with the Class** checkbox.

8 Click **Save**.

Tips and Hints

- 1 Set a prerequisite for an Assignment by clicking the **Add Prerequisite** button. This allows you to specify a Test or QAssessment that your students must complete before they can attempt the new activity.
- 2 Students often like to have their work published and to see other students' assignments.
- 3 To upload numerous files into the Assignment, first Zip the files together and then upload the one Zip file into the assignment. Students can then download the Zip file and extract the multiple files that it contains.

If you have any ideas for Studywiz Assignments, you're invited to share them with other teachers at the Studywiz Global Community – <http://studywizgc.org/>. Log in using the button on your Studywiz deployment.