

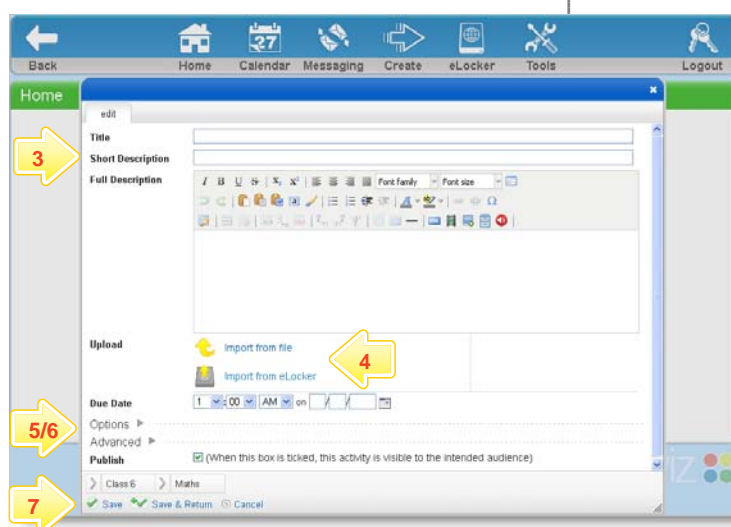
Assignment

Create a new Assignment

The Studywiz Assignment 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 Roll the pointer over the **Create** button.
- 2 Click **Assignment**.

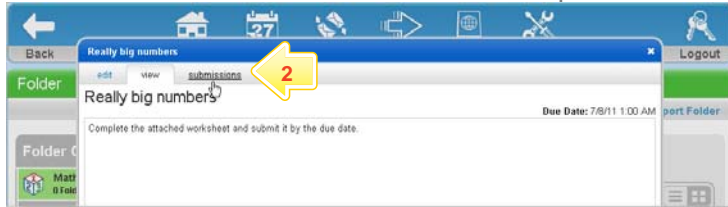


- 3 Fill in the **Title**, **Short Description** and **Full Description** fields.
- 4 If you want to add a file, upload it or import if from your eLocker, using the **Import from File** or **Import From eLocker** control:
 - If you are uploading a file, navigate to the file location, select the item and click the **Open** button.
 - If you are importing a file from your eLocker, just click the eLocker item.
- 5 Expand the **Options** section to:
 - allow late submissions
 - allow student comments
 - add results to Markbook
 - allow plagiarism checks
 - set keywords
 - set the Activity as Featured.
- 6 Expand the **Advanced** section to:
 - require students to submit a file
 - set Assignment dates
 - allow collaborative editing
 - set precedence.
- 7 If the Activity is ready, select **Publish**.
- 8 Save the Activity.

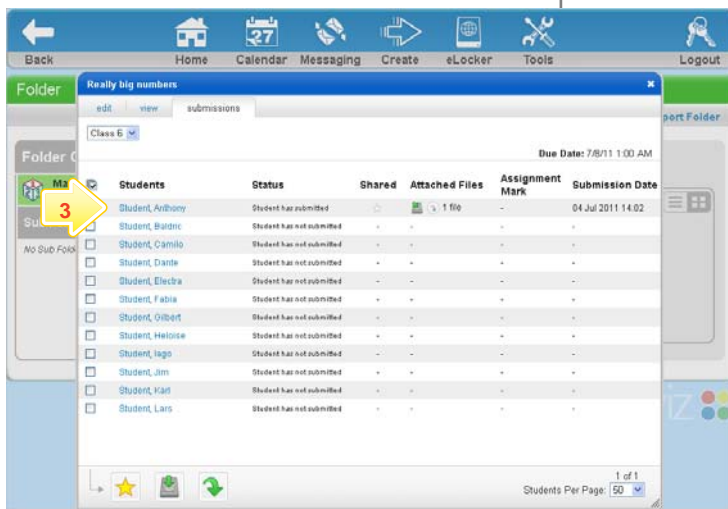
Assignment

View Students' Submissions

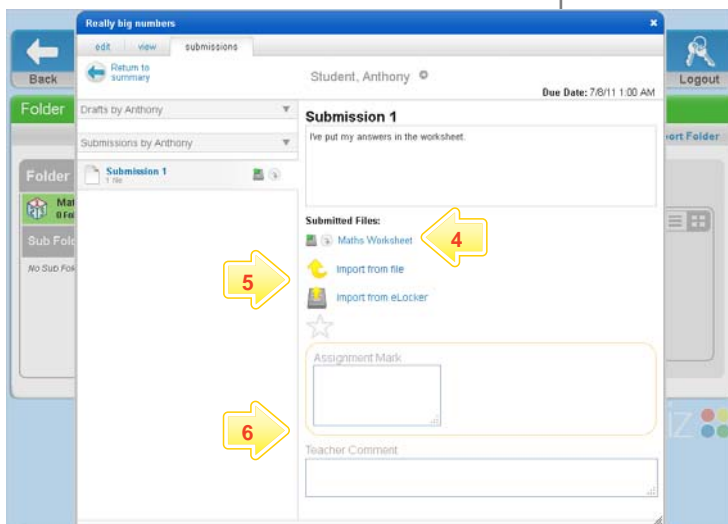
Students submit their Assignments through Studywiz. You can then view and mark students' submissions online.



- 1 Locate and open the Assignment that you want to mark.
- 2 Click the **Submissions** tab.



- On the Submissions tab you can download students' latest submissions, share submissions or click through to see greater detail for each student.
- 3 Click a student's name.



- 4 Open any submitted files and mark them.
 - 5 Upload the marked file (optional).
 - 6 Add a mark and comment.
- Marks and comments are saved automatically when you click outside the marking fields.
- Hint** Click the arrow to the sides of the student's name to move to the next or previous student.

Tips and Hints

- 1 Upload multiple files to your Assignment Activities.
- 2 Share submissions for other students to see.

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.