Assignment

studywiz spark

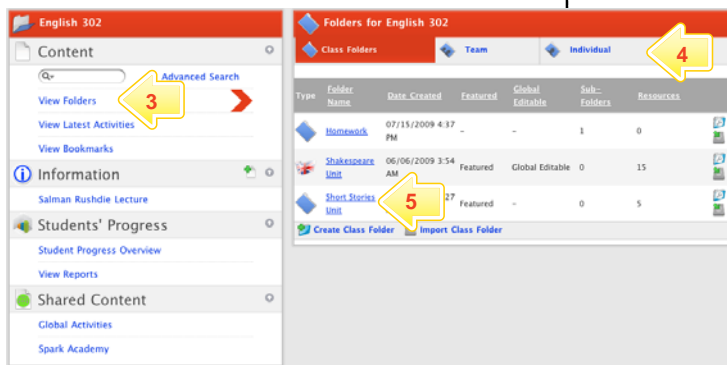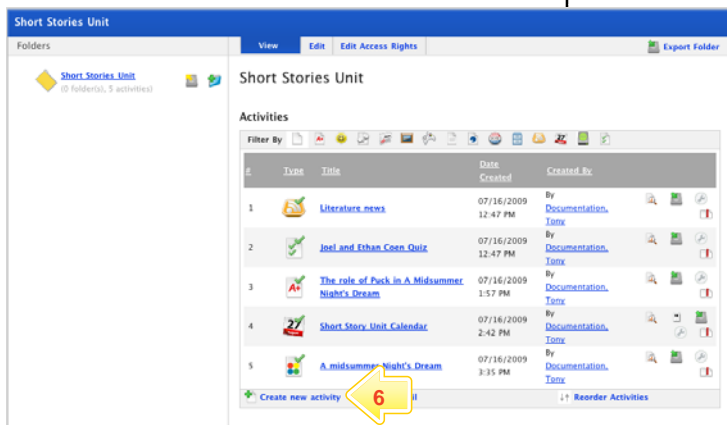## Create a new Assignment

The Studywiz Spark 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 Spark for private teacher comment, revision and assessment. Teachers can mark assignments on line and make the marks available to the Student and their Parents through Studywiz Spark.
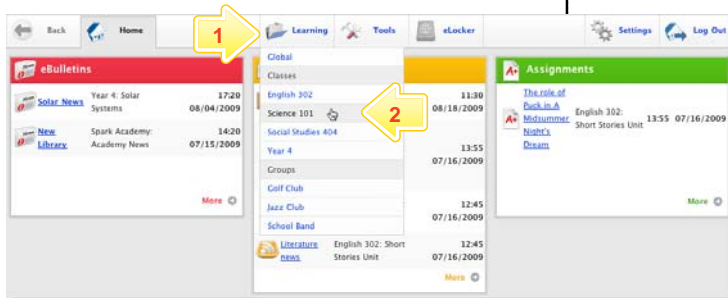
1   Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

2   From the **Learning** drop-down, select the Class or Group in which you want to save the activity. The Class or Group page appears.
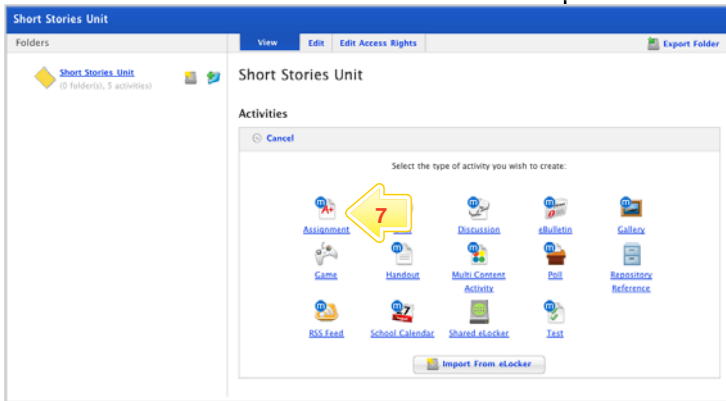

3   Click **View Folders**.

4   If you want to create the activity in a Team folder or an Individual folder, click the appropriate tab.

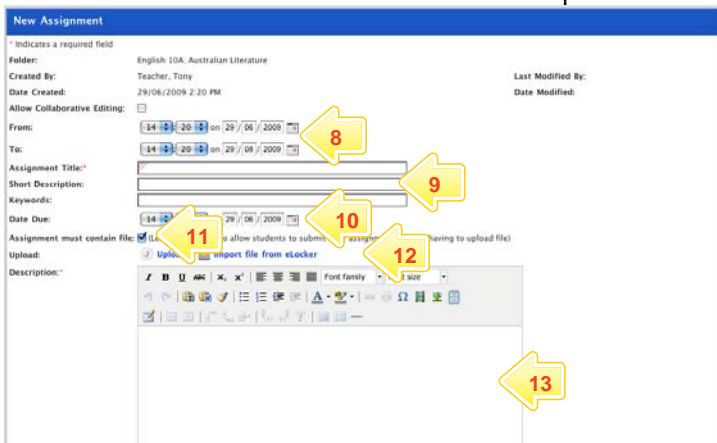**5**   Click the folder in which you want to save the activity.

6   Click **Create new Activity**.

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7   Click **Assignment**.

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

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

10   Select the date the Assignment is due.

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

12   Include a file with the Assignment by clicking either **Upload** or **Import file from eLocker**.

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

14   To set the assignment as a featured activity, select the **Featured Activities** checkbox.

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

16   Click **Save**. The Assignment is saved.

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Set Assignment Events on a Calendar

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

Schedule the events

1 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 Spark **Back** tab. The New Event panel appears.

Schedule an Event

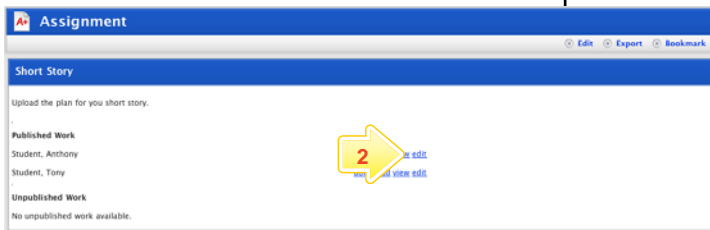**8** In the New Event panel, type an **Event Title** and an **Event Description**.

9 Click **Save**.

10 Repeat the procedure to create additional assignment events.
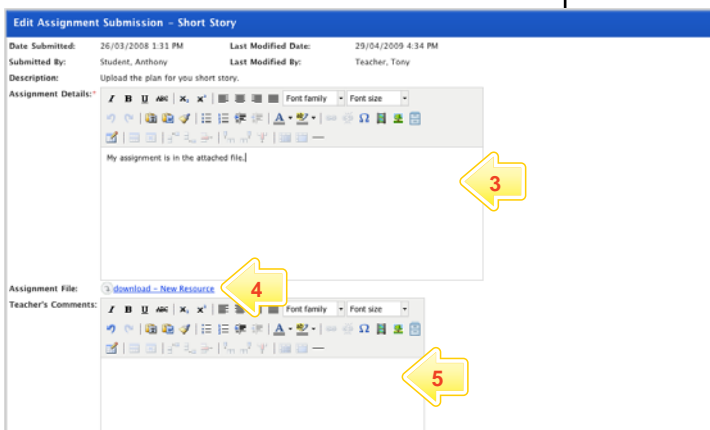
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View Students' Submissions

Students submit their Assignments through Studywiz Spark. 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 publish the student's Assignment for other students to see, select the **Share with whole Class** checkbox.

8 Click **Save**.

Tips and Hints

1 Set an Assignment in a Team Folder for a group of students, along with a Gallery and a Discussion activity, to encourage students to work collaboratively. All students can the view the items in the Gallery, discuss them in the forum and return individual work using the Assignment.

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 Spark 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 Spark deployment.