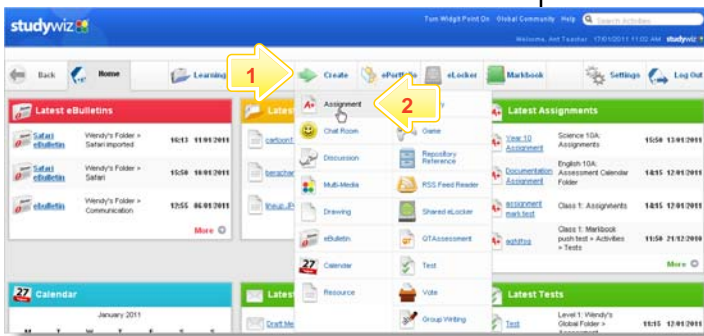


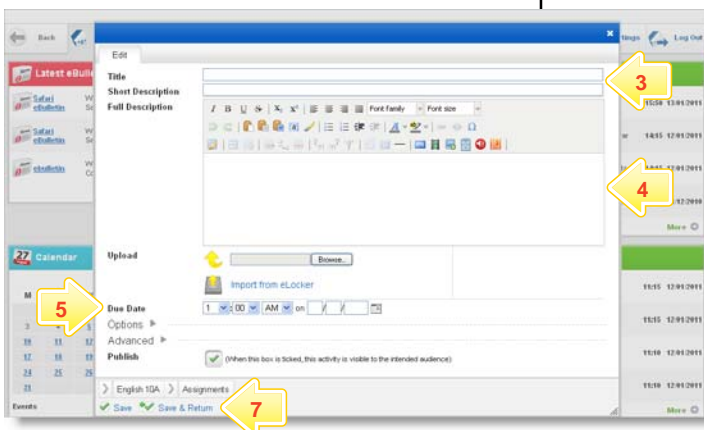
Assignment

Create an Assignment

The Studywiz Assignment Activity allows Teachers to upload a worksheet or set a task for students to complete. Teachers can set a very simple Assignment, using just the Assignment fields, or can upload files for their students to use. Students can submit just one response, or can submit drafts and final versions as required by their teachers.



- 1 Roll the mouse pointer over the **Create** tab. The Activity list appears.
- 2 Click **Assignment**. The floating activity creation panel appears.



- 3 Give the Assignment a **Title** and **Short Description**.
- 4 In the **Full Description** field, type instructions for your students to follow.
- 5 Set a **Due Date**. This date will appear on students' calendars.
- 6 Complete or change any of the other fields to suit your needs. You can upload files, and expand the **Options** and **Advanced** sections for more control over the Assignment.

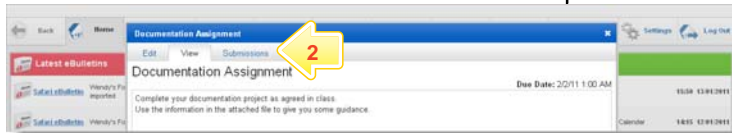
Hint Use the Crumbtrail to change the Activity's location.

- 7 Click **Save & Return**. The Assignment is saved and the panel closes.

Assignment

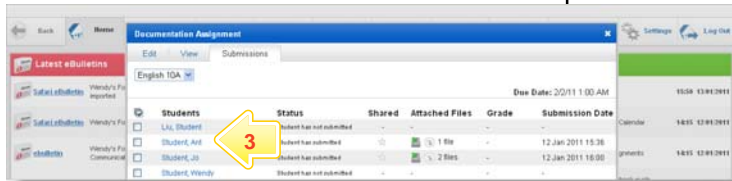
Mark an Assignment

Follow these steps to mark your students' Assignment submissions.

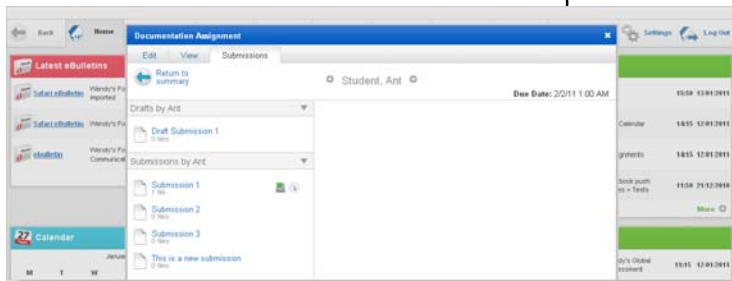


1 Locate and open the Assignment that you want to mark.

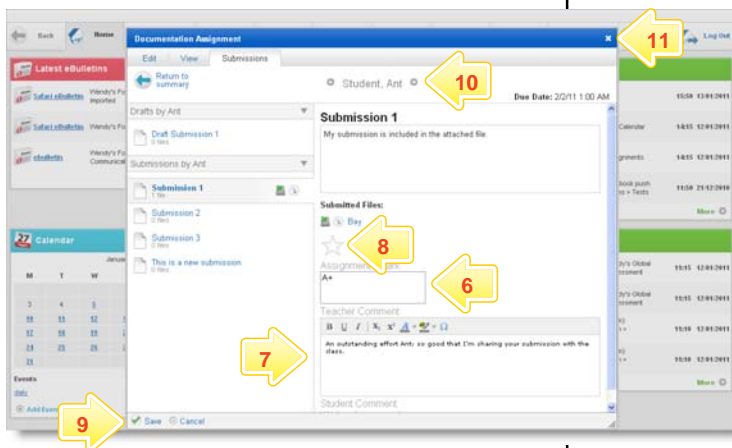
2 Click the **Submissions** tab.



3 Click the name of the first student who has submitted their work.



4 In the Submissions section, click a submission.



5 Read the student's submission and download any files that they have included.

6 Click in the **Assignment - Mark** field and enter the student's mark.

7 Click in the **Teacher Comment** field and type your comments and feedback.

8 If you want to share the student's submission with the rest of the class, click the **Share submission** star.

9 Click **Save**.

10 Click the arrow to move to the next student.

11 When you have finished marking all the Assignment submissions, click the **Close** button.

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. Students can then 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 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.