

Faculty Tutorial:

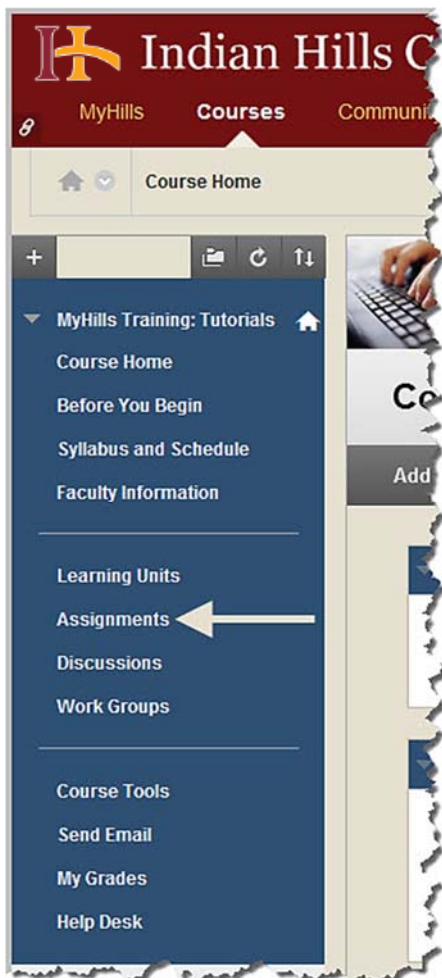
Add the Writing Assessment to a Course

Purpose: To show faculty members how to add the Writing Assessment to their courses.

The following **three** documents are *required* to add the Writing Assessment to a course: the “Writing Assessment Instructions,” the “Instructor Writing Assessment Cover Sheet,” and the “Student Writing Assessment Cover Sheet.” A **fourth** document, the “Writing Assessment Overview,” contains instructions for students on how to submit the assessment *online* in a MyHills course. It is *strongly recommended* that you use this document, as well. These four files can be downloaded from the Staff Resources area of the Indian Hills website (www.indianhills.edu/staffresources).

Add a Folder to a Content Area

First, let’s create a “Writing Assessment” folder. From within a course, select a Content Area, such as “Learning Units” or “Assignments,” from the **blue** Course Menu.



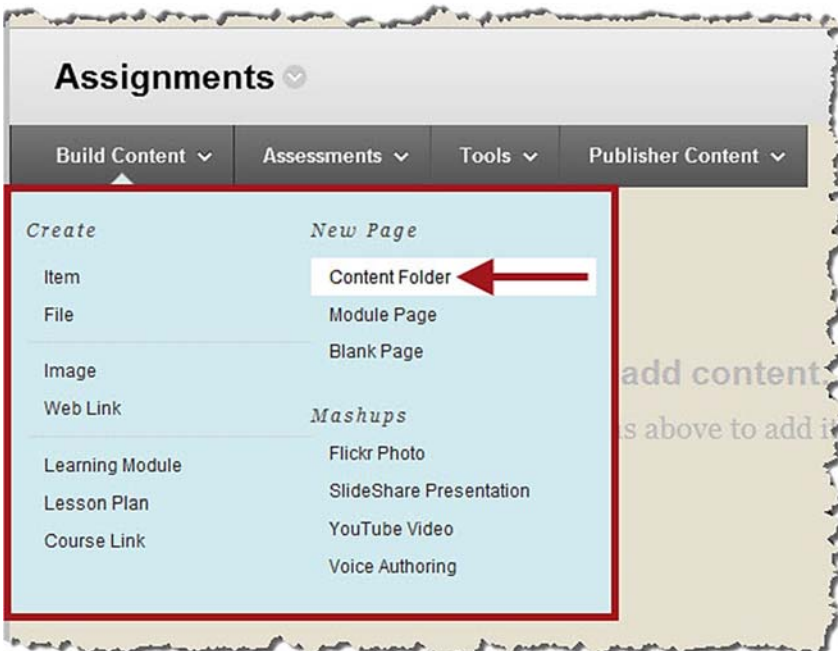
The Content Area will open.



Hover your cursor over "Build Content."



In the sub-menu that opens, select "Content Folder."

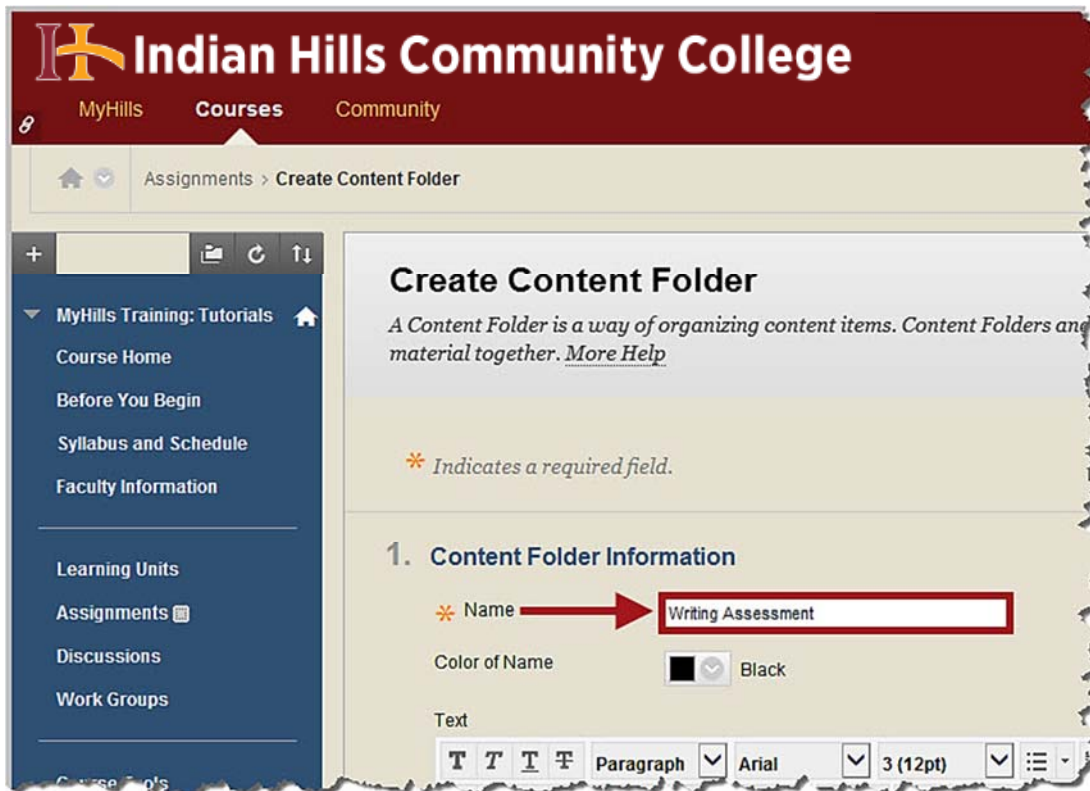


The “Create Content Folder” page will open.



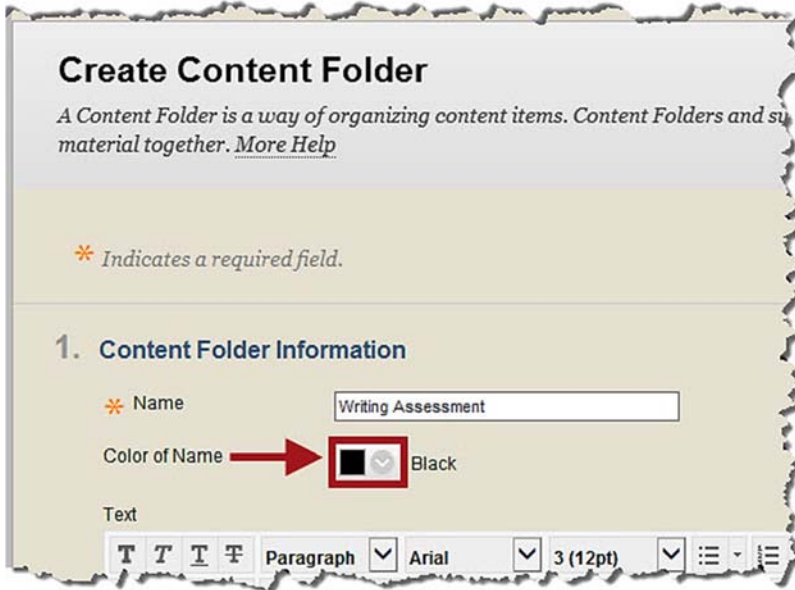
Under “Content Folder Information,” type “**Writing Assessment**” in the “Name” box.

Note: The orange asterisk indicates that “Name” is a required field.

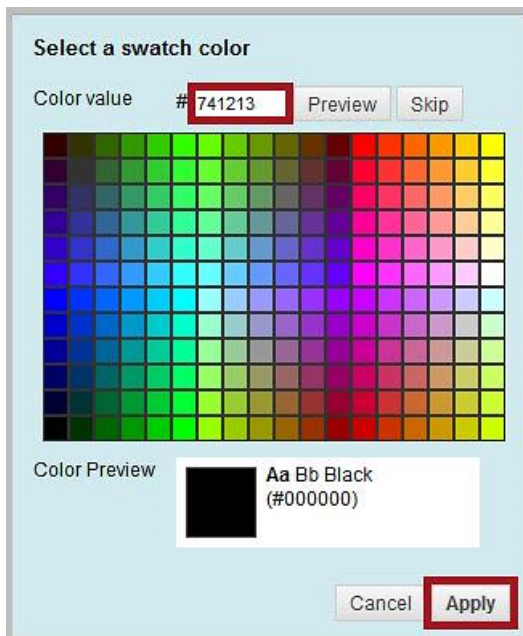


If you would like the folder “Name” to be consistent with the color palette set for Indian Hills Community College, you may change the color by clicking the box next to “Black.”

Note: Please use the Indian Hills color palette or leave the color black.



In the window that opens, type “741213” in the “Color value” box. Then, click “Apply.”



The “Color of Name” should now be **maroon**.



Create Content Folder
A Content Folder is a way of organizing content items. Content Folders and subfolders are used to organize content items together. [More Help](#)

* Indicates a required field.

1. Content Folder Information

* Name

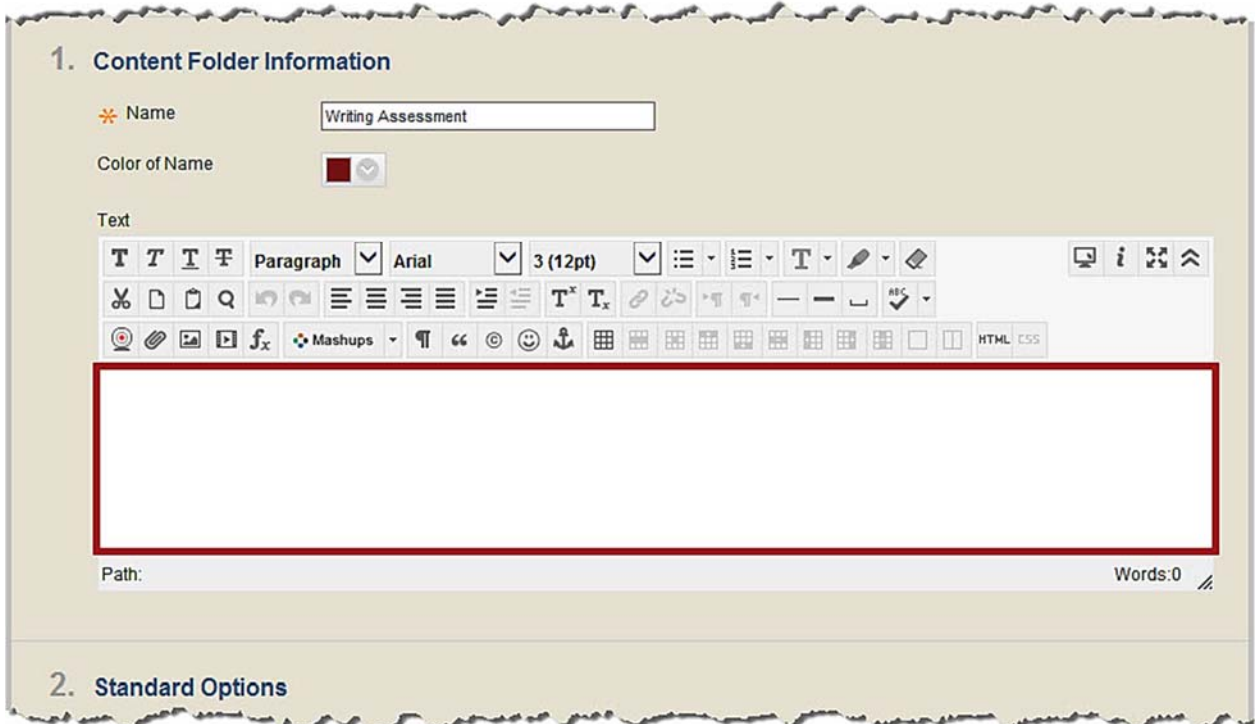
Color of Name  

Text

T *T* T **T** Paragraph 3 (12pt) 


You may add additional information about the folder in the “Text” box. If added, this information will appear in the content area, under the name of the folder.

Note: This is not a required field. The “Text” box can remain empty.







1. Content Folder Information


* Name


Color of Name 

Text

T *T* T **T** Paragraph 3 (12pt)   

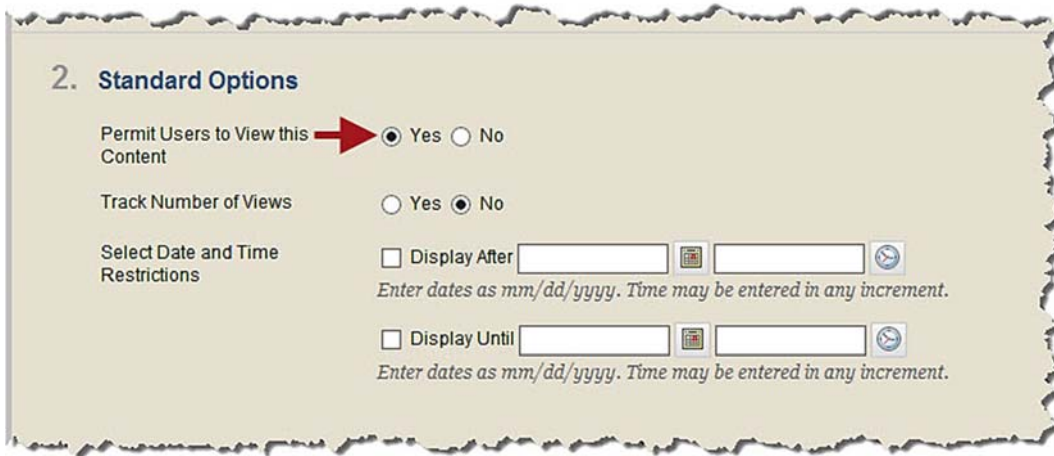




Path: Words:0 

2. Standard Options

Under “Standard Options,” keep “Yes” selected next to “Permit Users to View this Content,” so that the “Writing Assessment” folder is available to students.



2. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

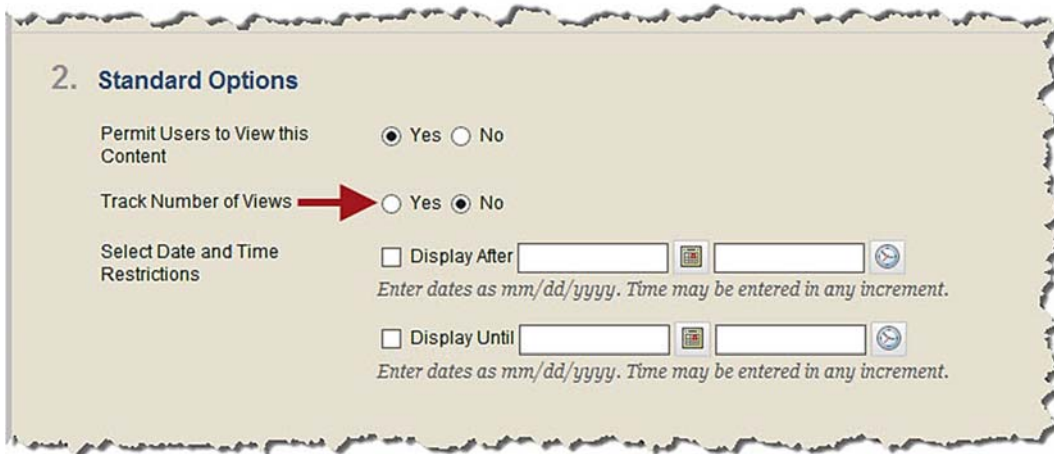
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Choose the option you prefer for “Track Number of Views.”

Note: “No” will be selected by default.



2. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

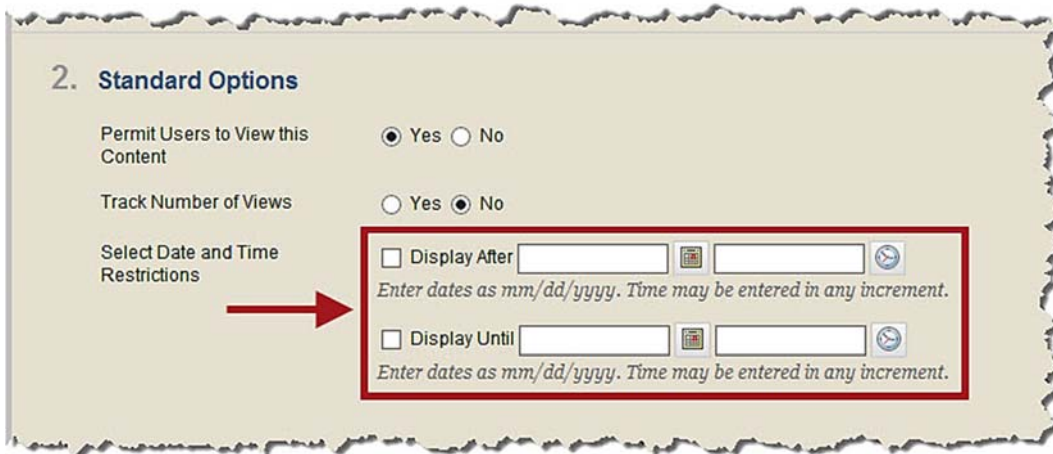
Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

If you would like to set up time and date restrictions for the folder, check the box next to “Display After” and/or “Display Until.” Then, click the calendar icon to select a date and the clock icon to select a time.







2. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

A red arrow points from the 'Select Date and Time Restrictions' label to the red-bordered box containing the 'Display After' and 'Display Until' fields.


Once you have selected your options, click “**Submit.**”



Cancel Submit

A red arrow points down to the 'Submit' button.

You will be taken back to the Content Area. A **green** “Success...” message will appear at the top of the page.



Indian Hills Community College

MyHills Courses Community

Assignments

Success: Writing Assessment created. ←

MyHills Training: Tutorials Course Home

Assignments

The “Writing Assessment” folder should now appear on the page.



Add the “Writing Overview”

Now, let’s add content to the “Writing Assessment” folder. First, let’s add the “Writing Assessment Overview.” Select the “**Writing Assessment**” folder to open it.

Note: It is not required that you add the “Writing Assessment Overview” to the “Writing Assessment” folder in your MyHills course. However, it is *strongly* recommended since it contains instructions for students on how to submit the assessment *online* in a MyHills course.



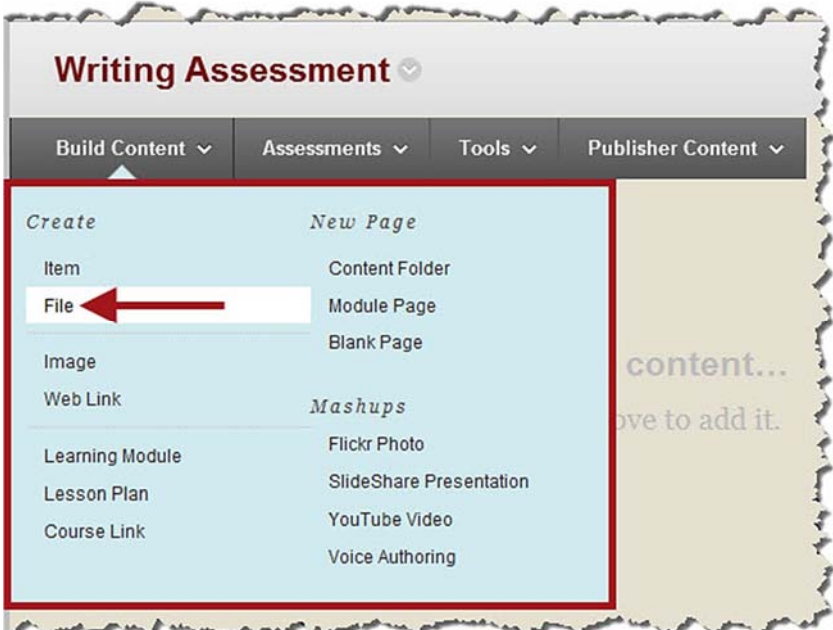
The "Writing Assessment" folder will open.



Hover your cursor over "Build Content."



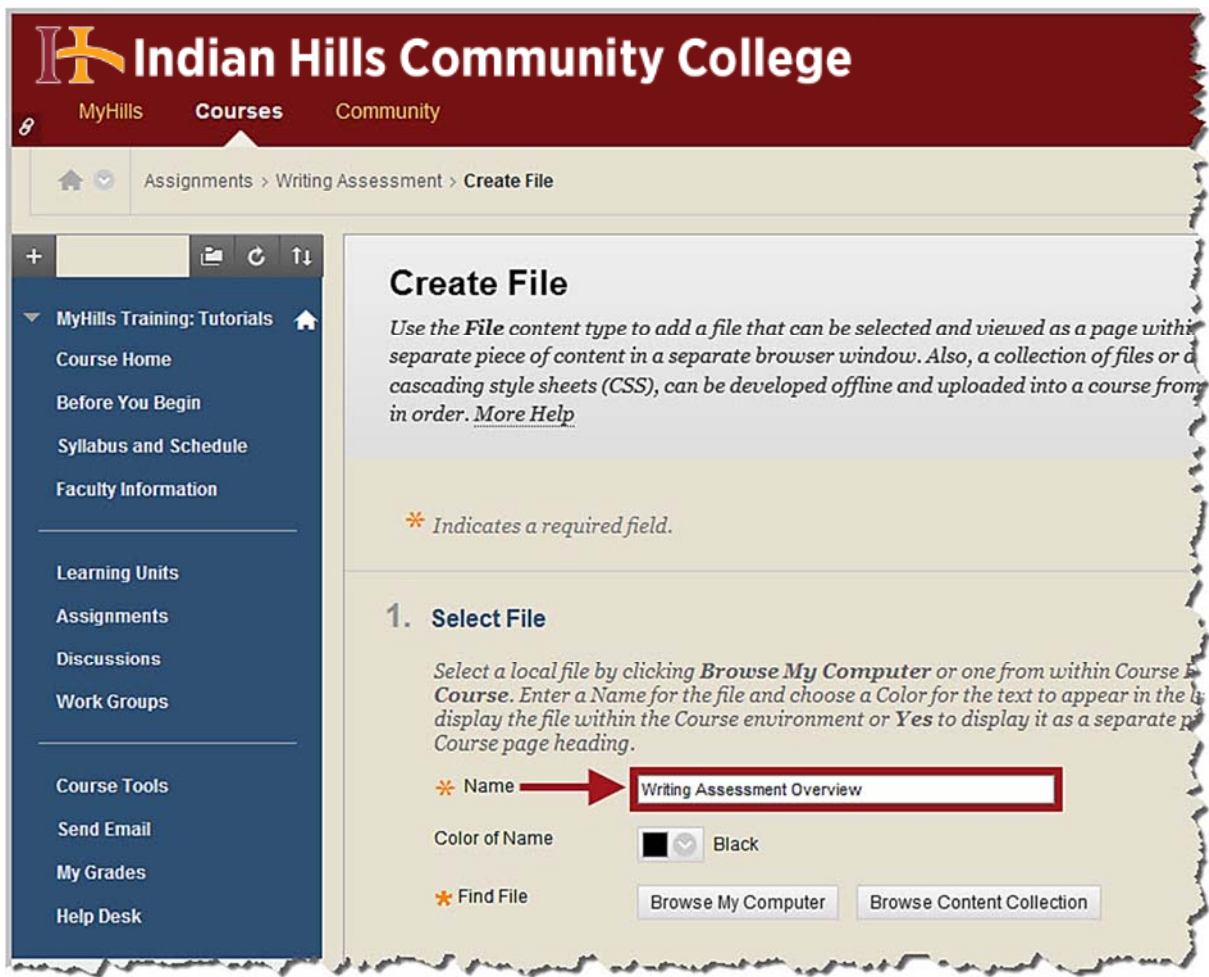
In the sub-menu that opens, select "File."



The "Create File" page will open.



Under "Select File," type "Writing Assessment Overview" in the "Name" box.



If you would like the “Writing Assessment Overview” link color to be consistent with the color palette set for Indian Hills Community college, you may change the color by clicking the box next to “Black.”

Note: Please use the Indian Hills color palette or leave the color black.

Create File

Use the **File** content type to add a file that can be selected and viewed as a page with separate piece of content in a separate browser window. Also, a collection of files or cascading style sheets (CSS), can be developed offline and uploaded into a course from in order. [More Help](#)

* Indicates a required field.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Course. Enter a Name for the file and choose a Color for the text to appear in the display the file within the Course environment or Yes to display it as a separate Course page heading.

* Name

Color of Name

* Find File

In the window that opens, type “741213” in the “Color value” box. Then, click “Apply.”

Select a swatch color

Color value #

Color Preview Aa Bb Black (#000000)

The color should now be **maroon**.

Create File

Use the **File** content type to add a file that can be selected and viewed as a page with separate piece of content in a separate browser window. Also, a collection of files or cascading style sheets (CSS), can be developed offline and uploaded into a course from in order. [More Help](#)

* Indicates a required field.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Course. Enter a Name for the file and choose a Color for the text to appear in the display the file within the Course environment or **Yes** to display it as a separate Course page heading.

* Name

Color of Name →

* Find File

Next, click “**Browse My Computer**” to locate the file you would like to upload.

Note: The “Writing Assessment Overview” is a PDF.

1. Select File

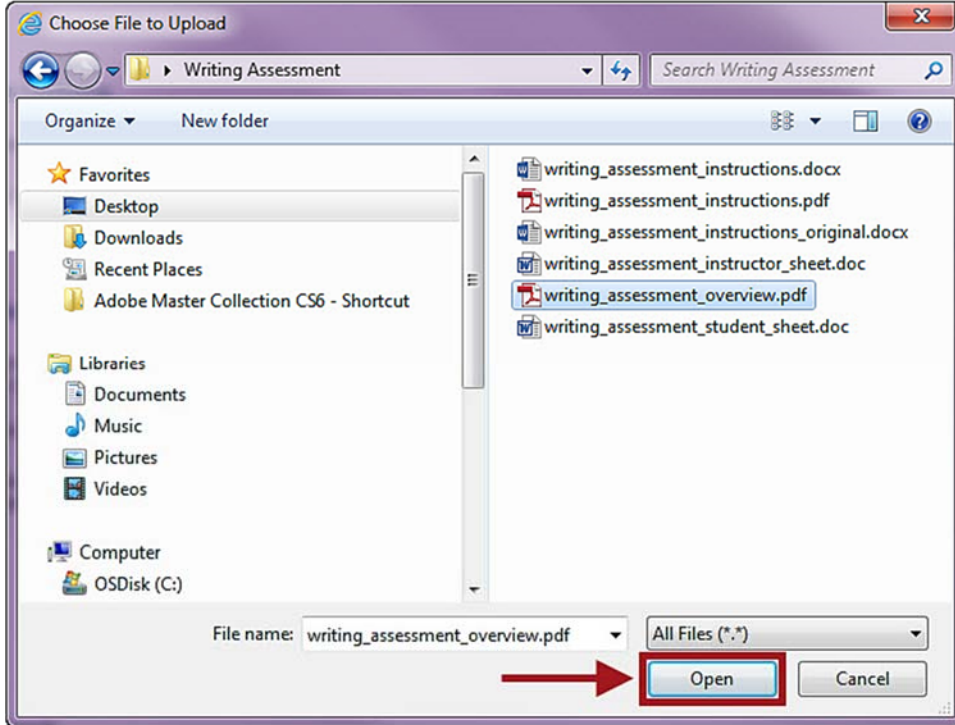
Select a local file by clicking **Browse My Computer** or one from within Course Course. Enter a Name for the file and choose a Color for the text to appear in the display the file within the Course environment or **Yes** to display it as a separate Course page heading.

* Name

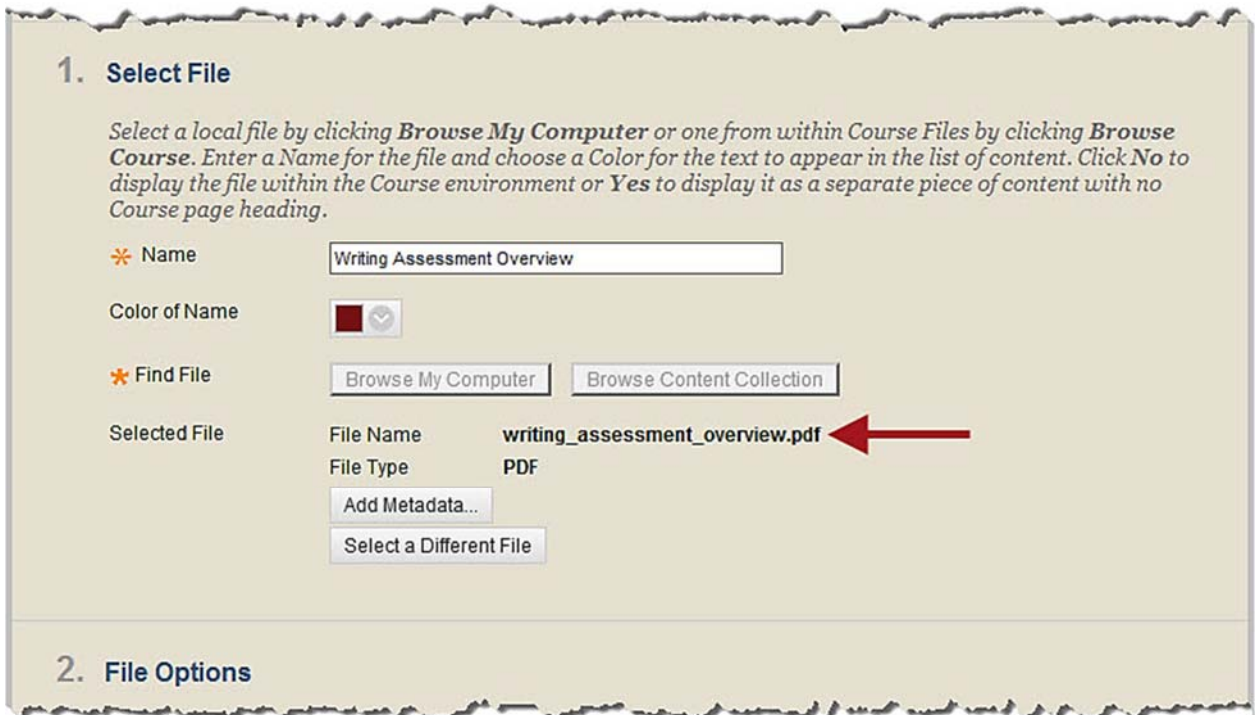
Color of Name

* Find File →

Locate the file on your computer that you would like to upload. Then, click “Open.”



The name of your file should appear to the right of “File Name.”



Under “File Options,” check the radio button next to “Yes” for “Open in a New Window.”

Note: It is VERY important that “Yes” be checked, as this option allows students who are using mobile devices to view course content. “No” will be checked by default.



2. File Options

Open in New Window Yes No

Add alignment to content Yes No

3. Standard Options

Select the options you prefer, under “Standard Options.”

Note: You may set “Date and Time Restrictions” for your file here. Use the “Display After” and “Display Until” options for files that have limited availability.



3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Then, click “Submit.”



Cancel Submit

You will be taken back to the “Writing Assessment” page. A green “Success...” message will appear at the top of the page.

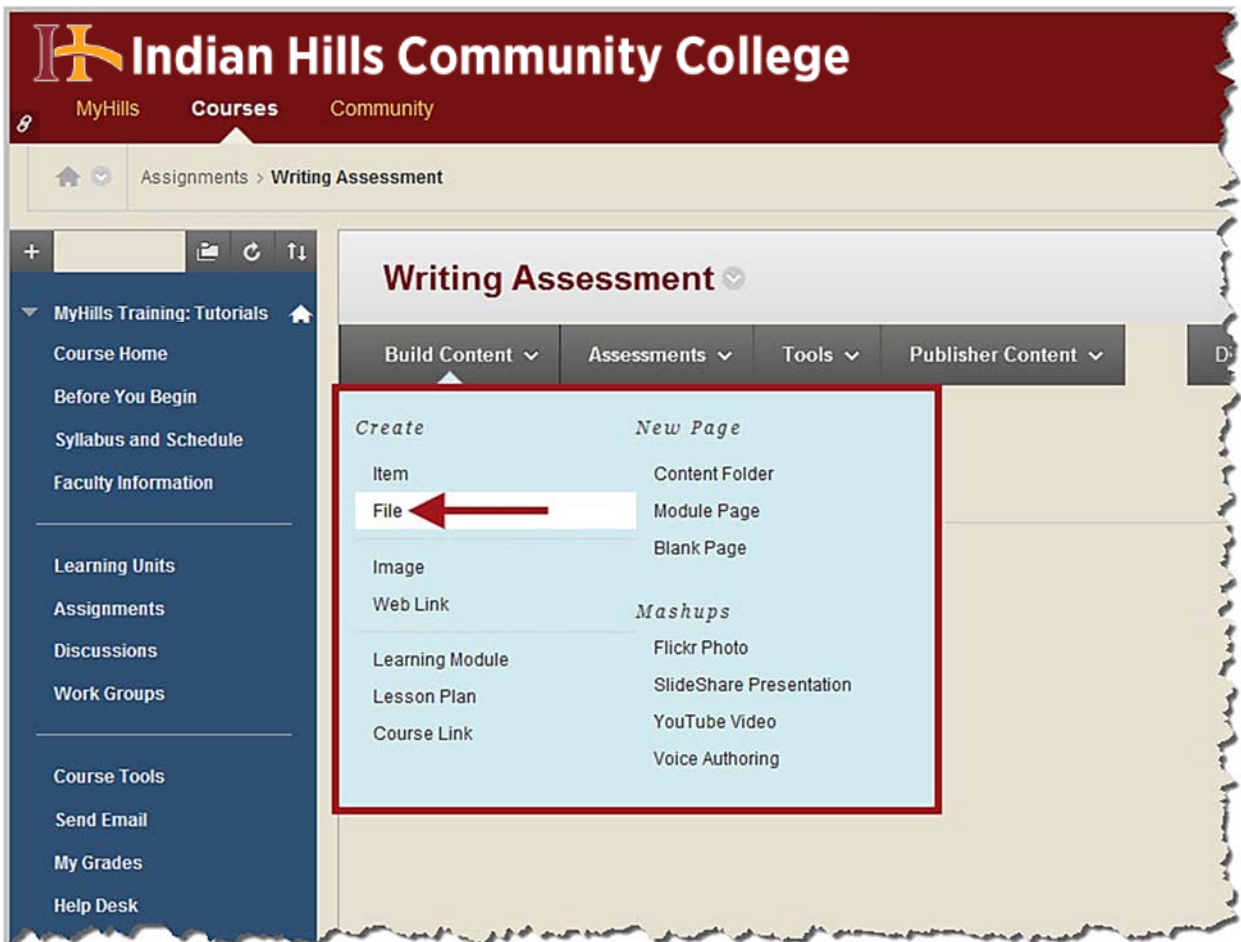


The “Writing Assessment Overview” should now be listed on the “Writing Assessment” page. Click the title of the file to make sure that it opens and that it is the correct file.



Next, let's add the "Writing Assessment Instructions" to the "Writing Assessment" folder. From within the "Writing Assessment" folder, hover your cursor over "Build Content." In the sub-menu that opens, select "File."

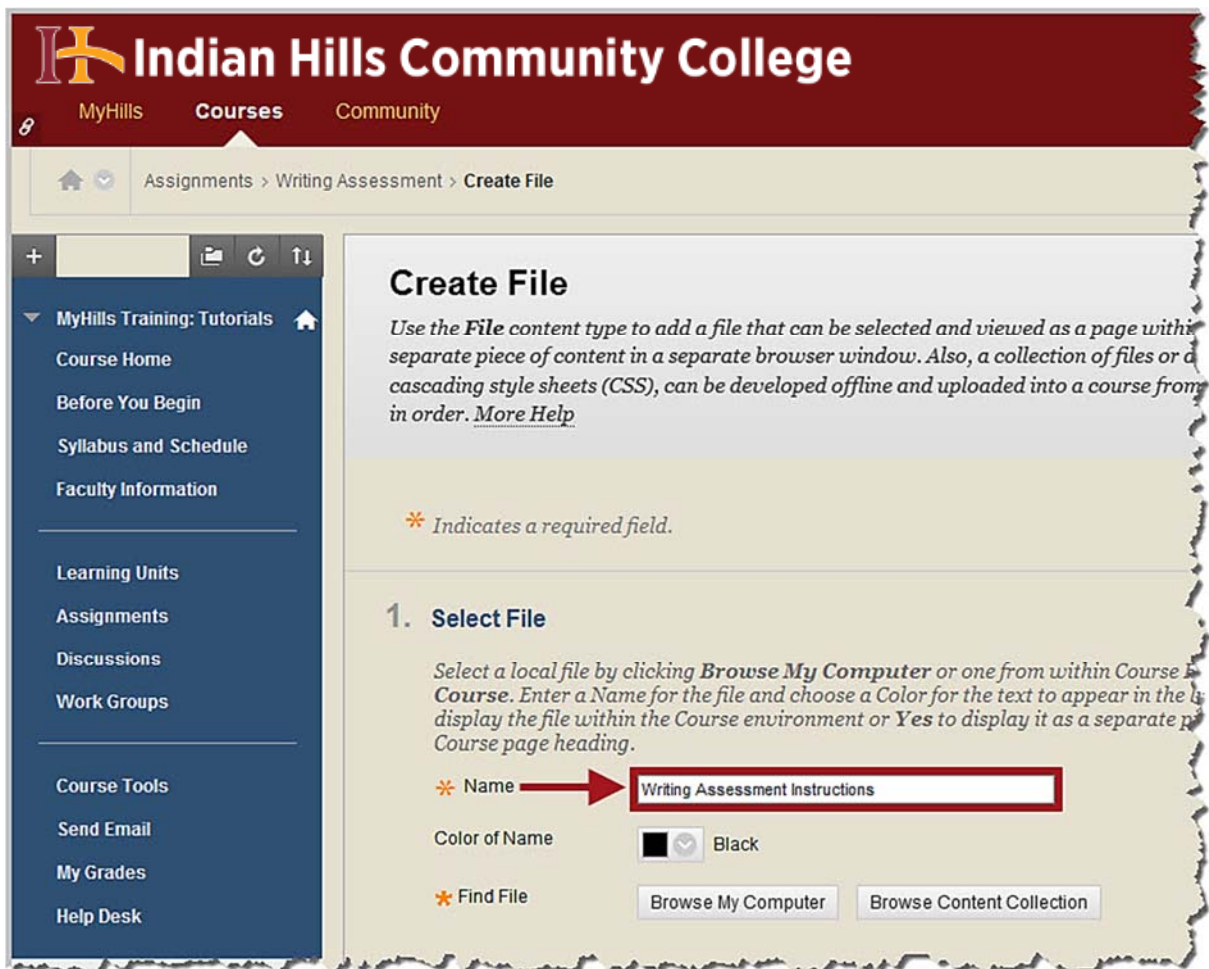
Note: The "Writing Assessment Instructions" document is two pages. The first page gives students brief instructions on how to complete the assessment and the second page contains writing prompts. The instructor should select a prompt (or multiple prompts) for students to write on and submit. If a faculty member picks a prompt that has more to do with the course's subject matter, the students tend to take the assessment more seriously. Also, if the instructor incorporates the writing into his/her course, it makes the assessment more authentic. After downloading the document (www.indianhills.edu/staffresources), you should edit it to include the writing prompt (or multiple prompts) that work best for your course. Remove those prompts that do not apply to avoid confusion for students.



The "Create File" page will open.



Under "Select File," type "Writing Assessment Instructions" in the "Name" box.



If you would like the “Writing Assessment Instructions” link color to be consistent with the color palette set for Indian Hills Community college, you may change the color by clicking the box next to “Black.”

Note: Please use the Indian Hills color palette or leave the color black.

Create File

Use the **File** content type to add a file that can be selected and viewed as a page with separate piece of content in a separate browser window. Also, a collection of files or cascading style sheets (CSS), can be developed offline and uploaded into a course from in order. [More Help](#)

* Indicates a required field.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course **Course**. Enter a Name for the file and choose a Color for the text to appear in the display the file within the Course environment or **Yes** to display it as a separate Course page heading.

* Name

Color of Name Black

* Find File

In the window that opens, type “741213” in the “Color value” box. Then, click “Apply.”

Select a swatch color

Color value # Preview Skip

Color Preview Aa Bb Black (#000000)

Cancel Apply

The color should now be **maroon**.



Create File

Use the **File** content type to add a file that can be selected and viewed as a page with separate piece of content in a separate browser window. Also, a collection of files or cascading style sheets (CSS), can be developed offline and uploaded into a course from in order. [More Help](#)

* Indicates a required field.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Course. Enter a Name for the file and choose a Color for the text to appear in the display the file within the Course environment or **Yes** to display it as a separate Course page heading.

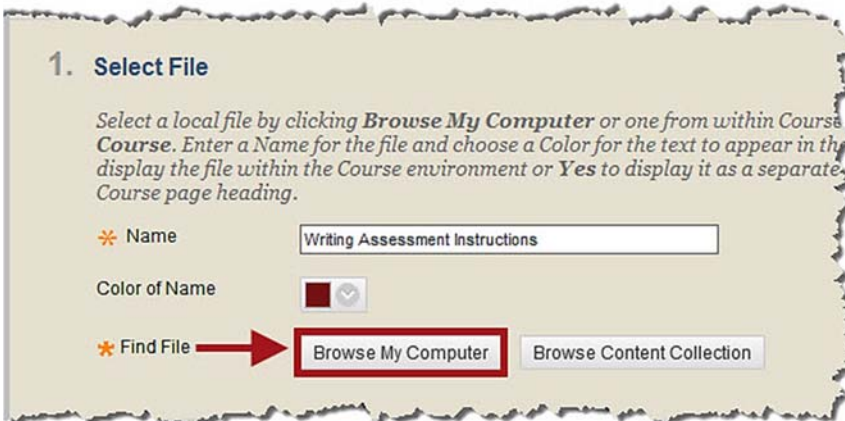
* Name

Color of Name 

* Find File

Next, click “**Browse My Computer**” to locate the file you would like to upload.


Note: Once you have selected the prompt (or multiple prompts) on which you would like your students to write, it is recommended that you save the “Writing Assessment Instructions” as a PDF (.pdf), instead of as an MS Word Document (.doc or .docx), as this allows students to open and view files easier on mobile devices, as well as most other platforms. Also, the “Writing Assessment Instructions” should be condensed to one page, once unnecessary prompts and white space are deleted. However, it is critical that the instructions themselves are not changed in any way (except for removing the prompts that do not apply), as these instructions must remain exactly the same for all students in every course in order for the assessment to be valid college-wide.




1. Select File

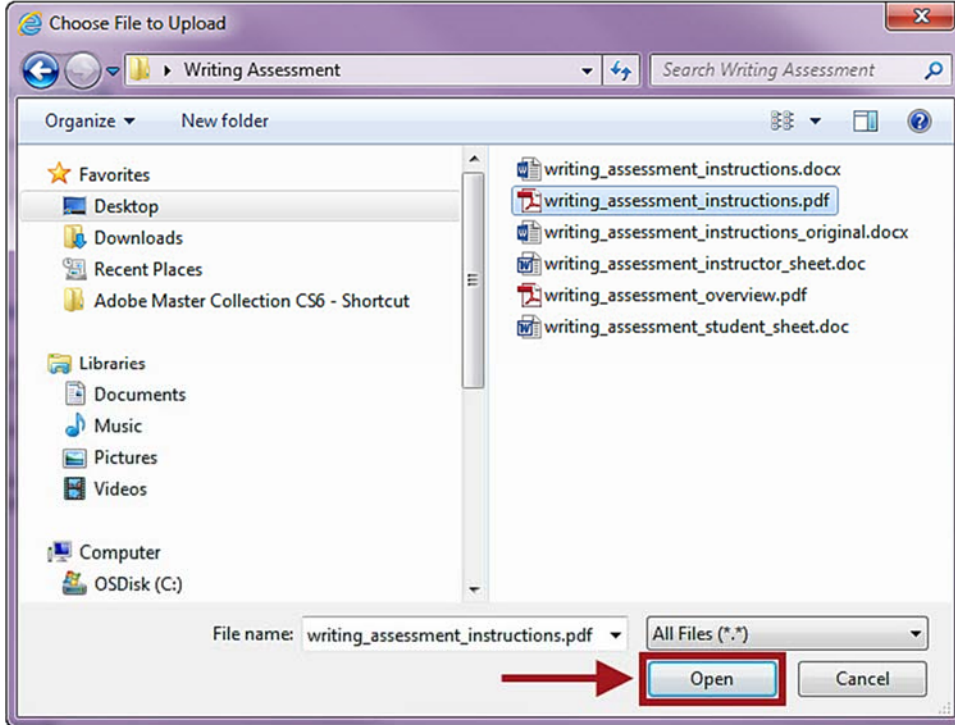
Select a local file by clicking **Browse My Computer** or one from within Course Course. Enter a Name for the file and choose a Color for the text to appear in the display the file within the Course environment or **Yes** to display it as a separate Course page heading.

* Name

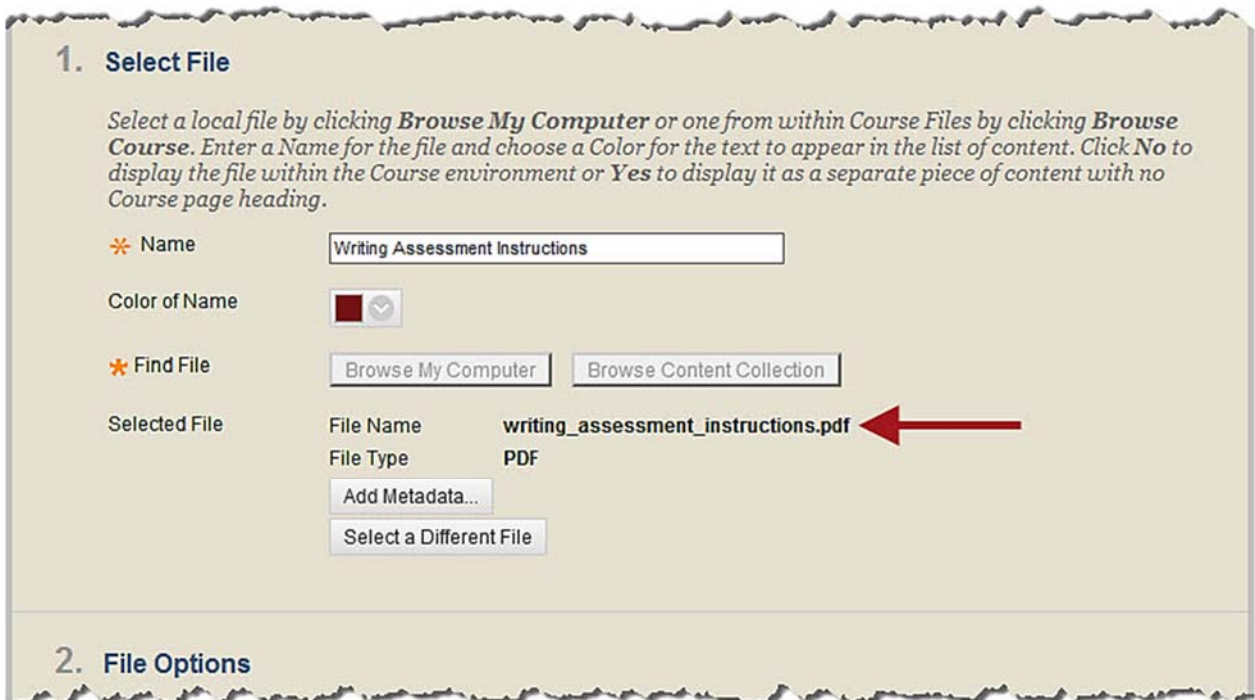
Color of Name 

* Find File 

Locate the file on your computer that you would like to upload. Then, click “Open.”



The name of your file should appear to the right of “File Name.”



Under “File Options,” check the radio button next to “Yes” for “Open in a New Window.”

Note: It is VERY important that “Yes” be checked, as this option allows students who are using mobile devices to view course content. “No” will be checked by default.



2. File Options

Open in New Window Yes No

Add alignment to content Yes No

3. Standard Options

Select the options you prefer, under “Standard Options.”

Note: You may set “Date and Time Restrictions” for your file here. Use the “Display After” and “Display Until” options for files that have limited availability.



3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

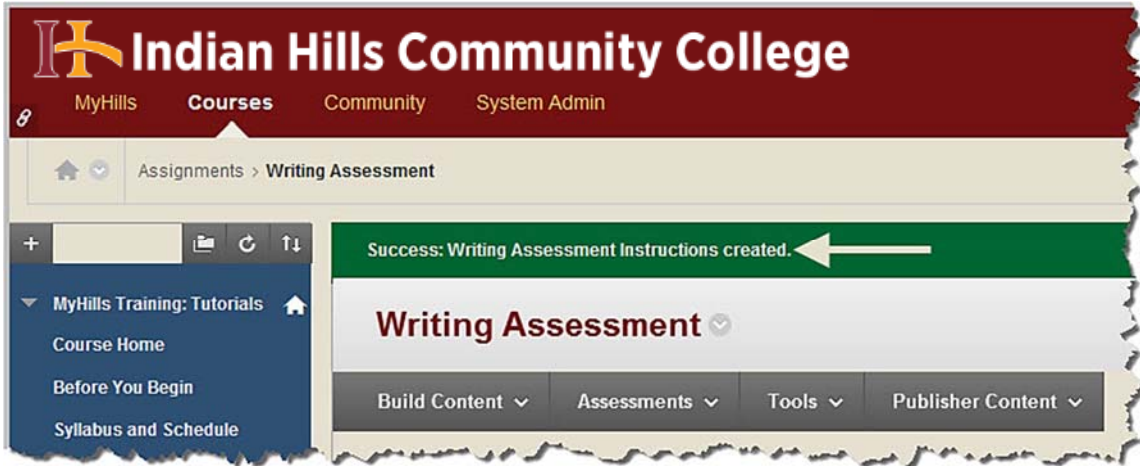
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Then, click “Submit.”



Cancel Submit

You will be taken back to the “Writing Assessment” page. A green “Success...” message will appear at the top of the page.



The “Writing Assessment Instructions” should now be listed on the “Writing Assessment” page. Click the title of the file to make sure that it opens and that it is the correct file.

Note: It is important that you take the time to read through the “Writing Assessment Instructions” yourself, so that you understand what will be expected of your students and can respond to questions.

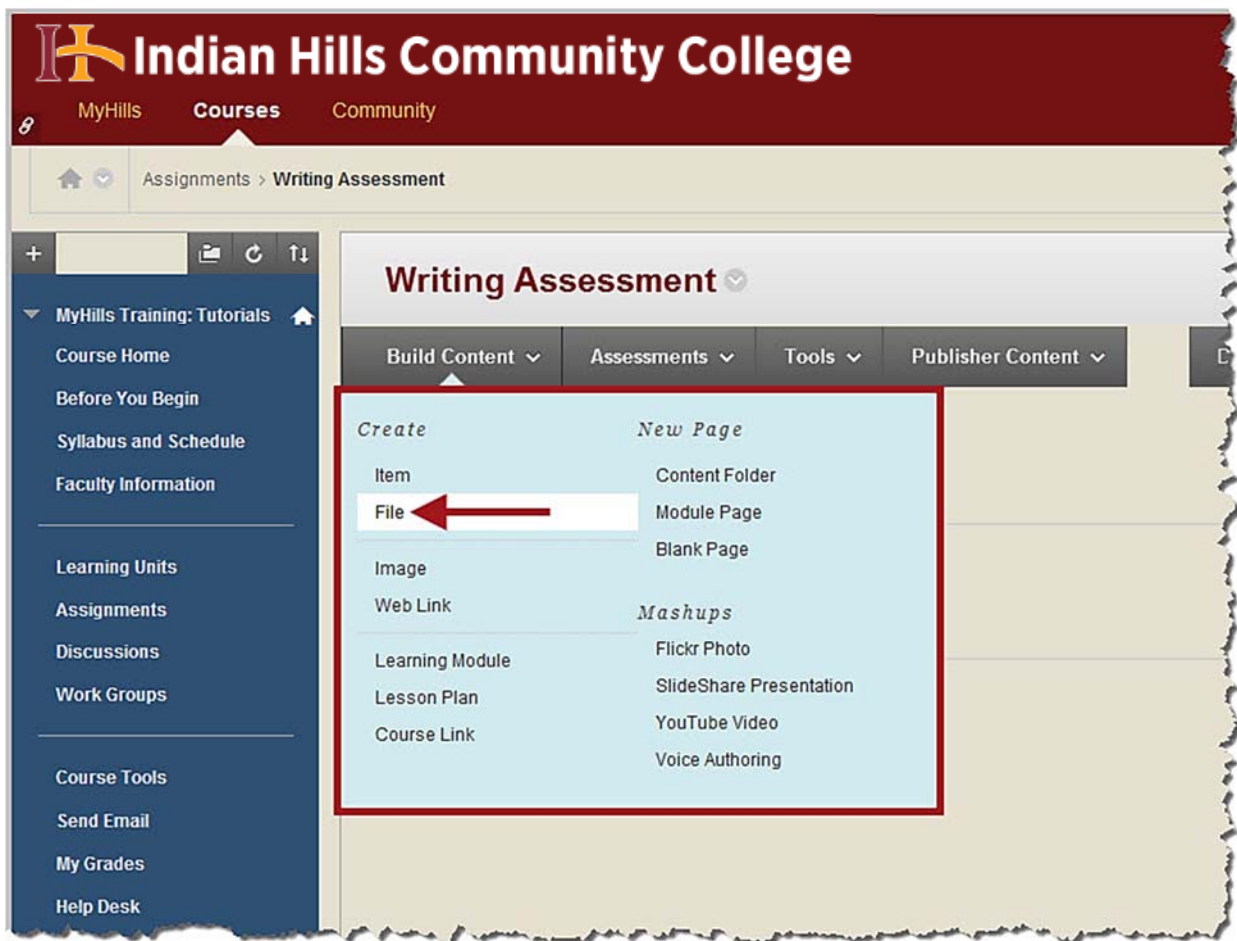


Add the “Student Writing Assessment Cover Sheet”

Next, let’s add the “Student Writing Assessment Cover Sheet” to the “Writing Assessment” folder we created. Each student will complete, and submit, a “Student Writing Assessment Cover Sheet” that includes data necessary for the assessment, along with his/her writing.

Note: The Student Writing Assessment Cover Sheet asks students to identify which, if any, writing courses they have taken and where. Please explain to students that the “I completed my college writing at another institution, not IHCC” question pertains to *transfer students* who have taken a writing class at another *college*. Also, please remind students to include their IHCC Student ID number, as it is very important to accurate data entry. Also, Current Program does not mean the course name, but rather the student’s major.

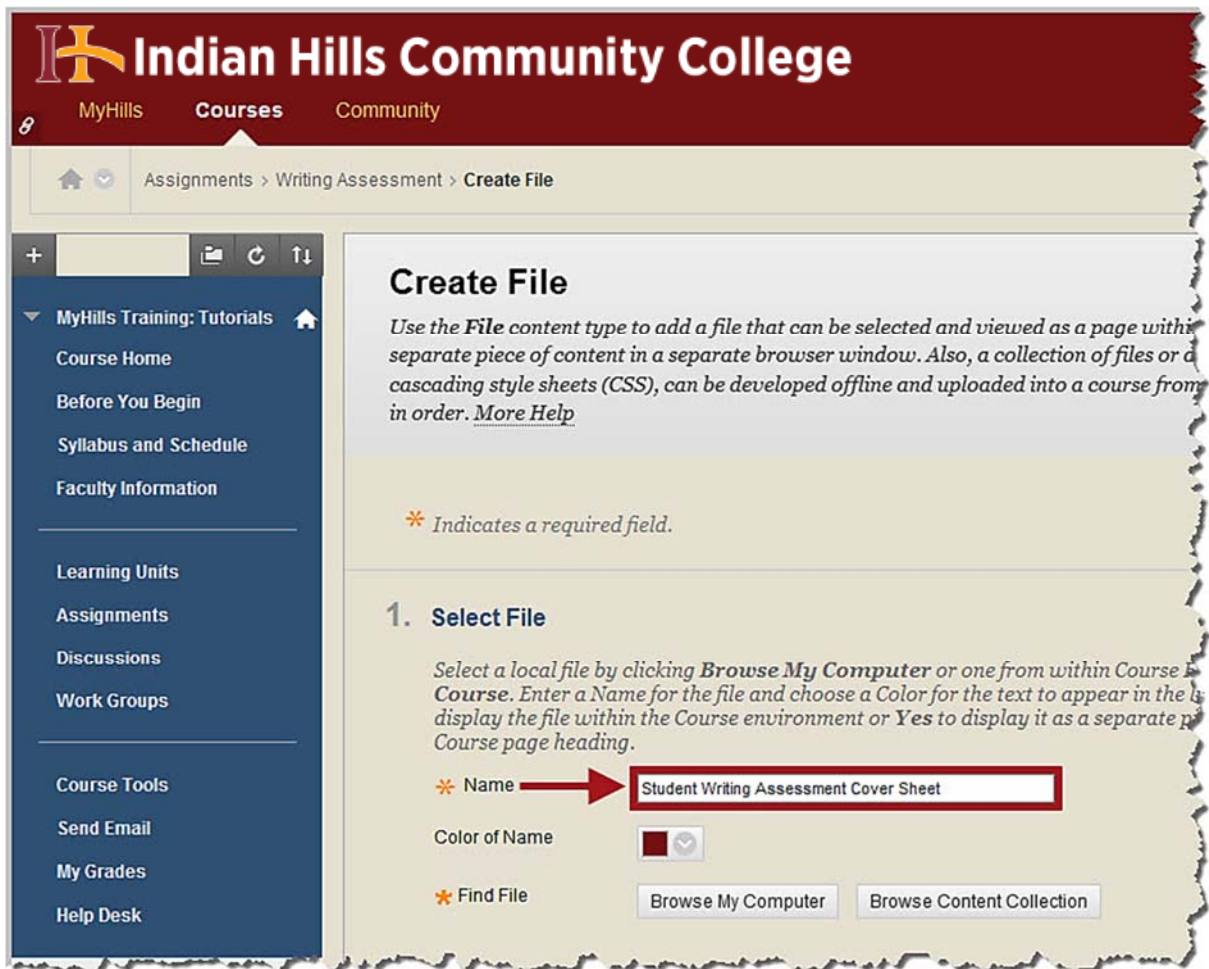
From within the “Writing Assessment” folder, hover your cursor over “Build Content” Then, in the sub-menu that opens, select “File.”



The "Create File" page will open.



Under "Select File," type "Student Writing Assessment Cover Sheet" in the "Name" box.




If you would like the "Student Writing Assessment Cover Sheet" link color to be consistent with the color palette set for Indian Hills Community College, you may change the color by clicking the box next to "Black."

Note: Please use the Indian Hills color palette or leave the color black.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Course. Enter a Name for the file and choose a Color for the text to appear in the display the file within the Course environment or **Yes** to display it as a separate Course page heading.

* Name

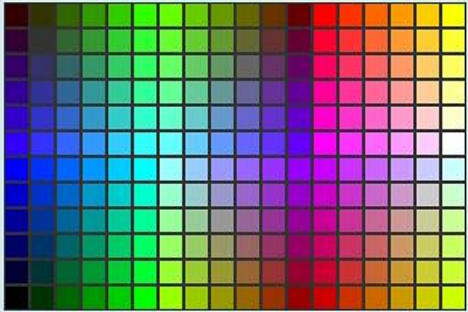
Color of Name  Black


* Find File

In the window that opens, type “**741213**” in the “Color value” box. Then, click “**Apply.**”

Select a swatch color

Color value #





Color Preview  Aa Bb Black (#000000)

The color should now be **maroon**.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within **Course Course**. Enter a Name for the file and choose a Color for the text to appear in the display the file within the Course environment or **Yes** to display it as a separate Course page heading.

* Name

Color of Name  

* Find File

2. File Options


Next, click “**Browse My Computer**” to locate the file you would like to upload.


Note: It is essential for the “Student Writing Assessment Cover Sheet” be an MS Word Document (.doc or .docx), instead of a PDF (.pdf), as students will need to fill out the first page of the document and complete their writing on the second page of the document.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within **Course Course**. Enter a Name for the file and choose a Color for the text to appear in the display the file within the Course environment or **Yes** to display it as a separate Course page heading.

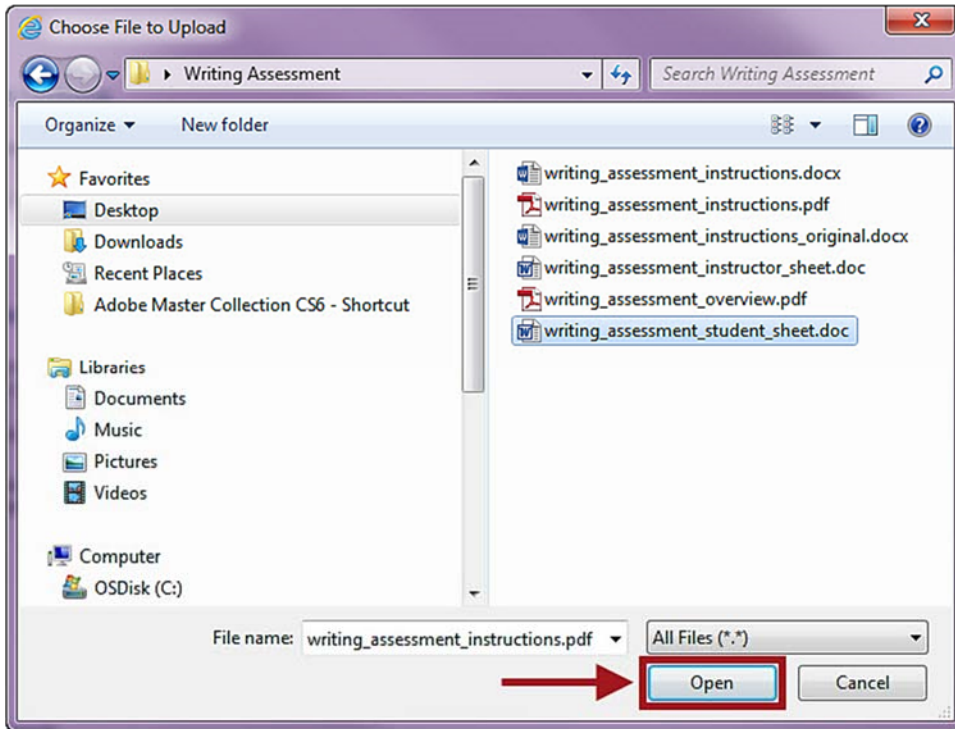
* Name

Color of Name 

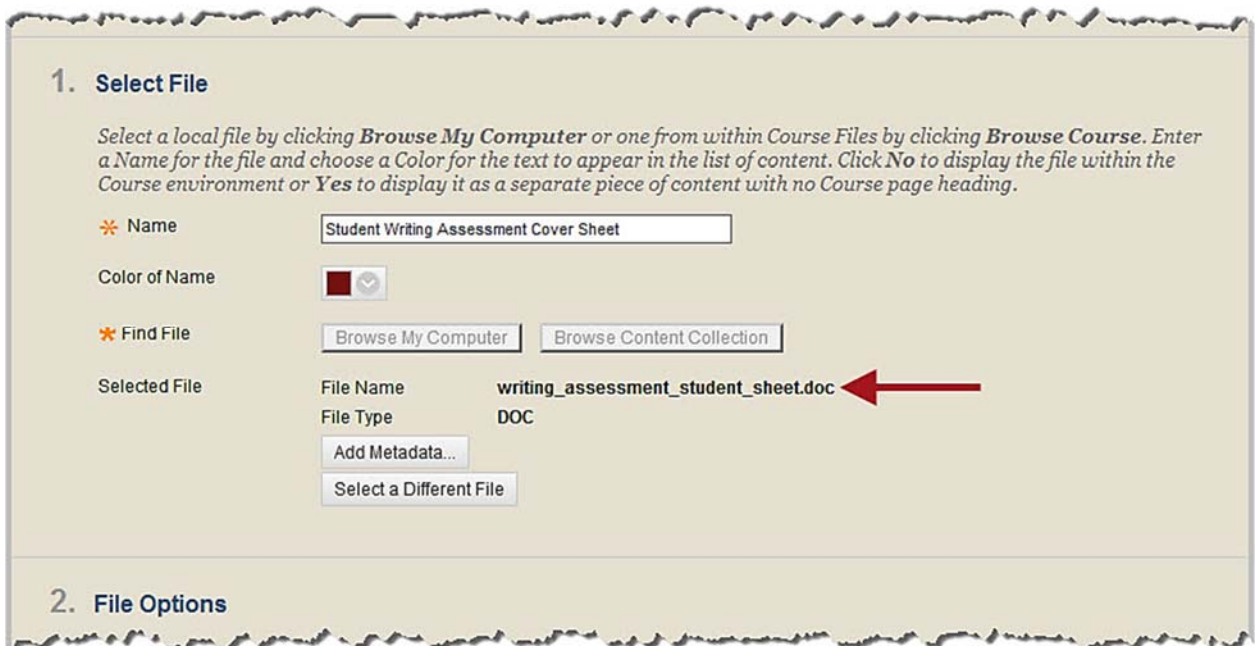
* Find File 

2. File Options

Locate the file on your computer that you would like to upload. Then, click “Open.”



The name of your file should appear to the right of “File Name.”



Under “File Options,” check the radio button next to “Yes” for “Open in a New Window.”

Note: It is VERY important that “Yes” be checked, as this option allows students who are using mobile devices to view course content. “No” will be checked by default.



2. File Options

Open in New Window Yes No

Add alignment to content Yes No

3. Standard Options

Select the options you prefer, under “Standard Options.”

Note: You may set “Date and Time Restrictions” for your file here. Use the “Display After” and “Display Until” options for files that have limited availability.



3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No


Select Date and Time Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

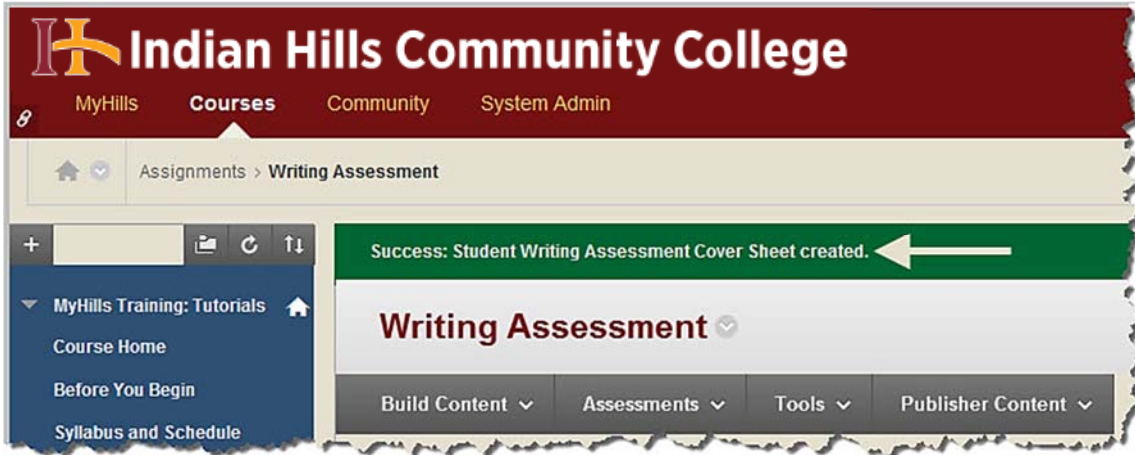
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Then, click “Submit.”



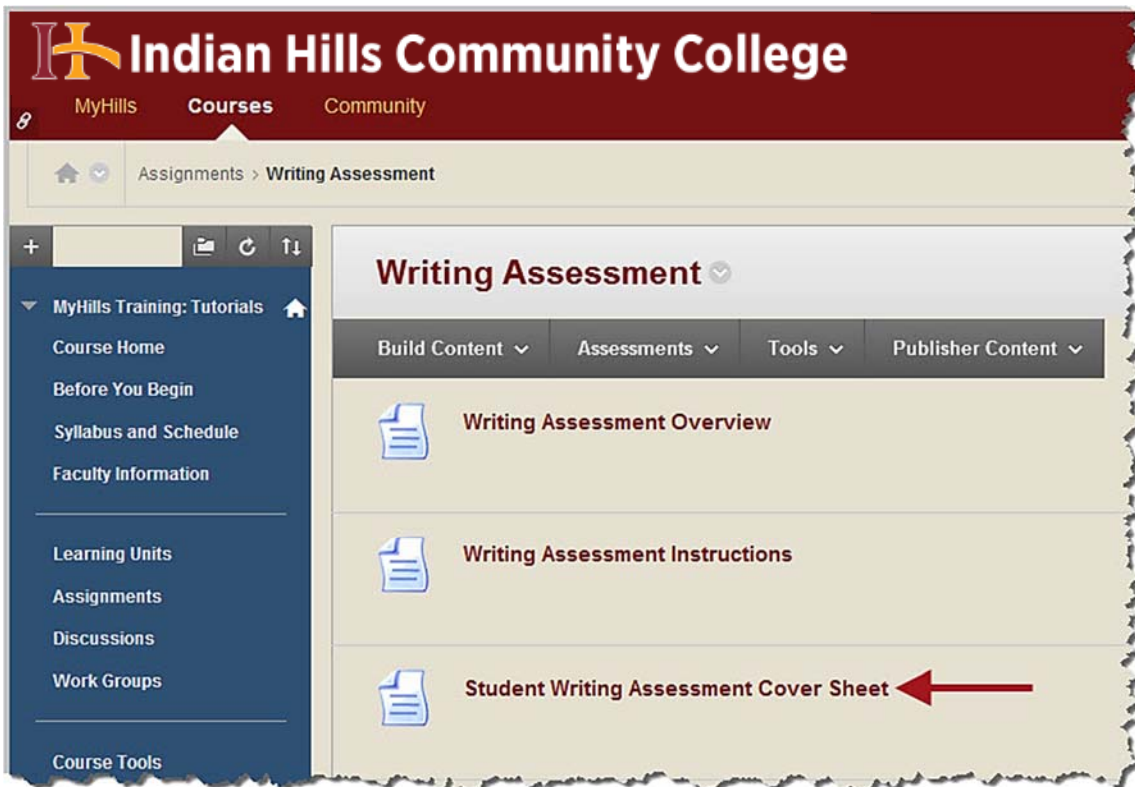
Cancel Submit

You will be taken back to the “Writing Assessment” page. A green “Success...” message will appear at the top of the page.



The “Student Writing Assessment Cover Sheet” should now be listed on the “Writing Assessment” page. Click the title of the file to make sure that it opens and that it is the correct file.

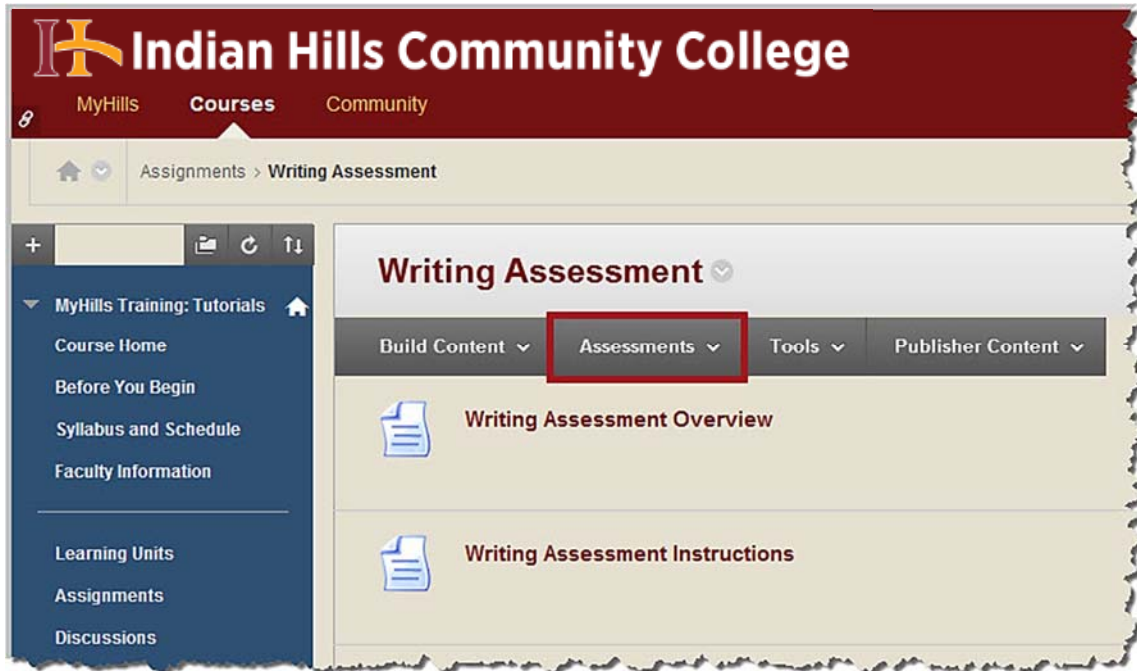
Note: Remember, the “Student Writing Assessment Cover Sheet” must be an MS Word document so that students can complete the Writing Assessment.



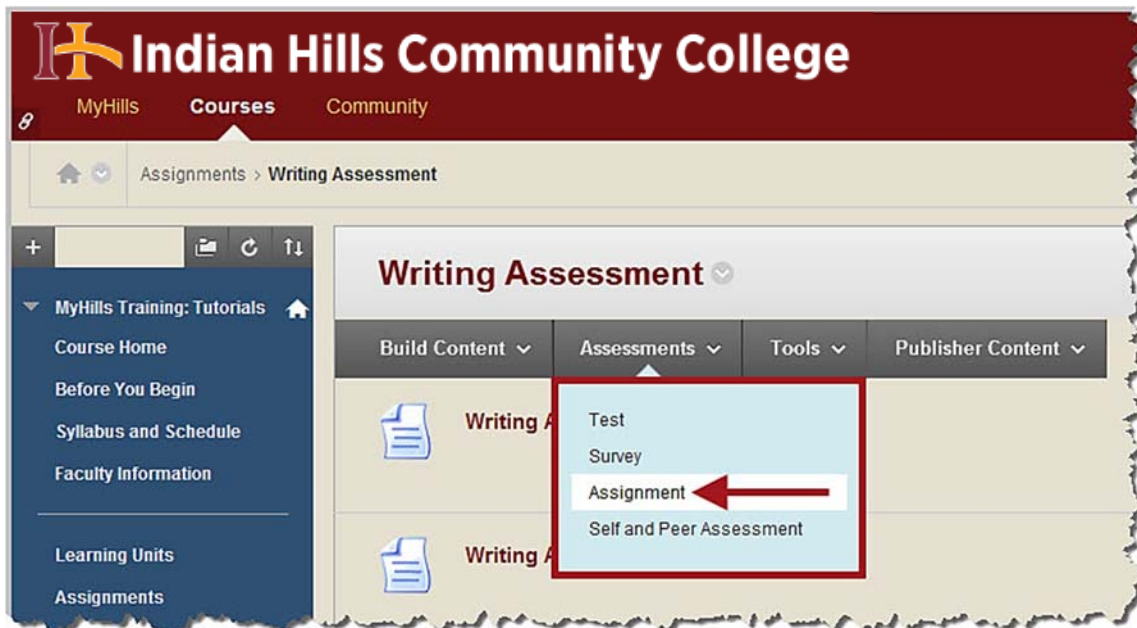
Add the “Writing Assessment” Assignment

Now, let’s add the “Writing Assessment” assignment to the “Writing Assessment” folder. Each student will complete, then submit, the “Student Writing Assessment Cover Sheet” as an assignment via the “Writing Assessment” assignment tool we are about to create.

From within the “Writing Assessment” folder, hover your cursor over “Assessments.”



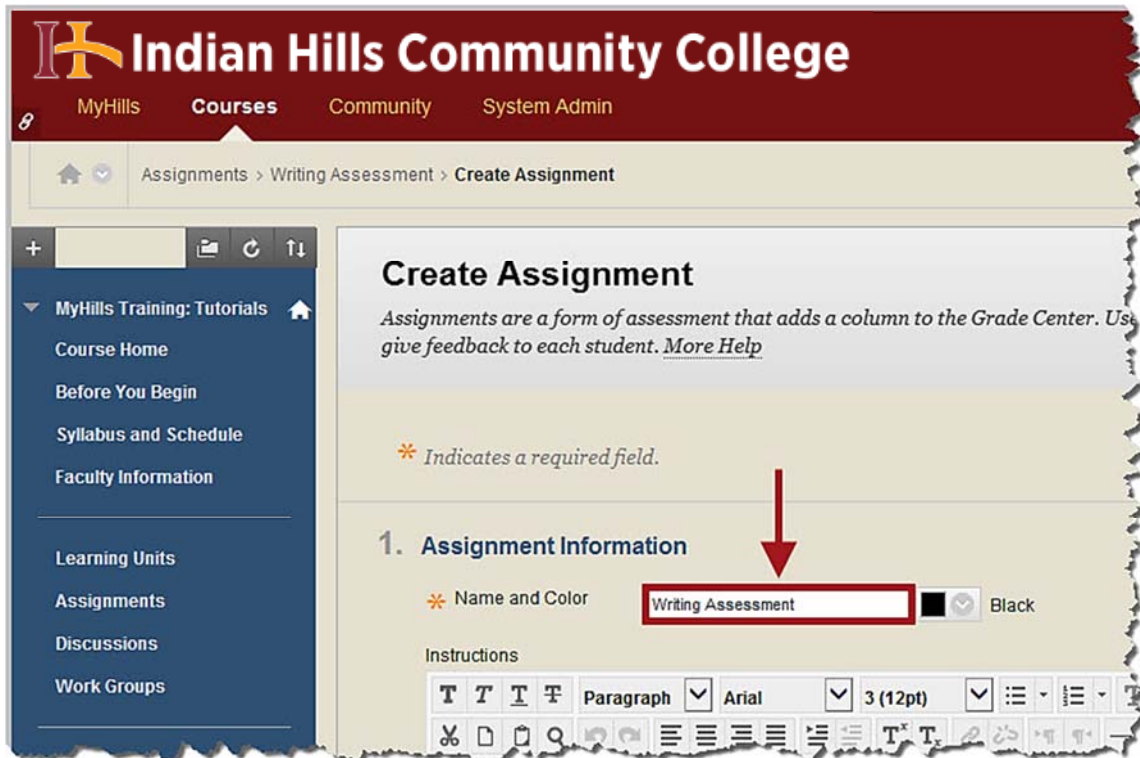
In the sub-menu that opens, select “Assignment.”



The "Create Assignment" page will open.

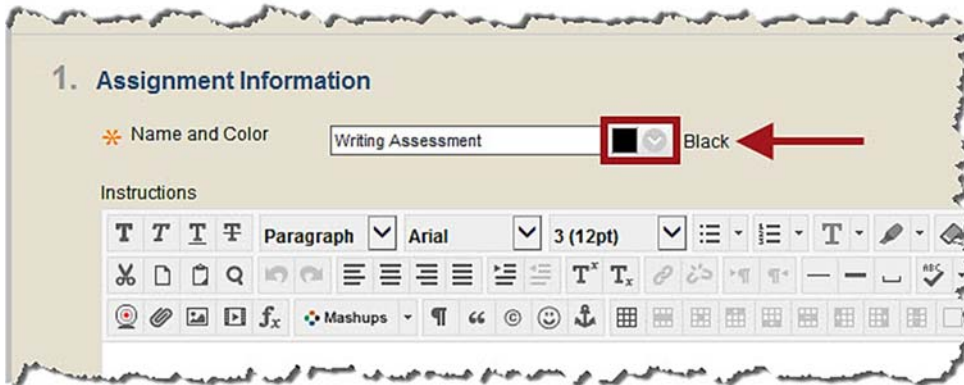


Under "Assignment Information," type "Writing Assessment" in the "Name and Color" box.

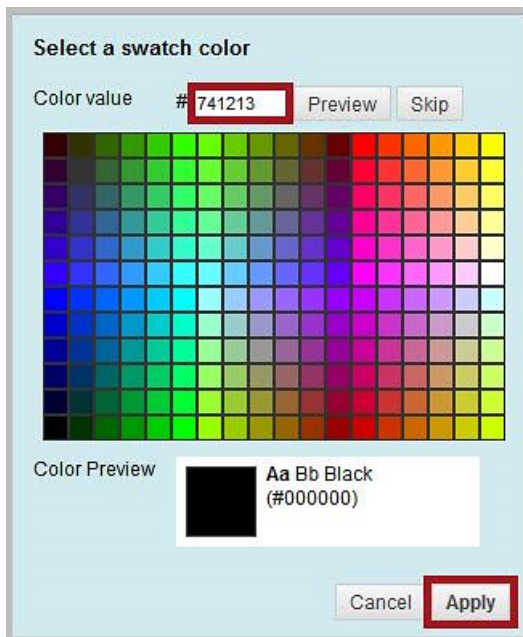


If you would like the “Student Writing Assessment Cover Sheet” link color to be consistent with the color palette set for Indian Hills Community College, you may change the color by clicking the box next to “Black.”

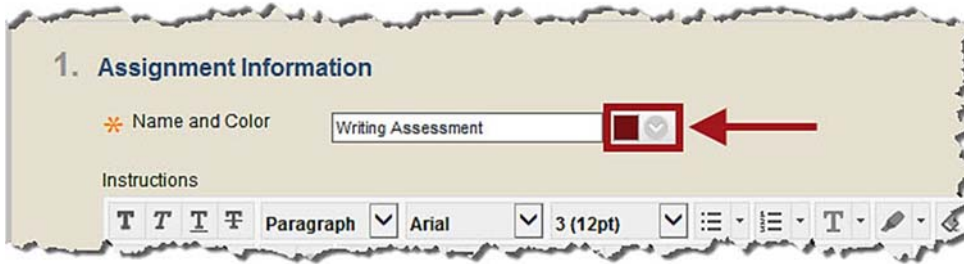
Note: Please use the Indian Hills color palette or leave the color black.



In the window that opens, type “741213” in the “Color value” box. Then, click “Apply.”

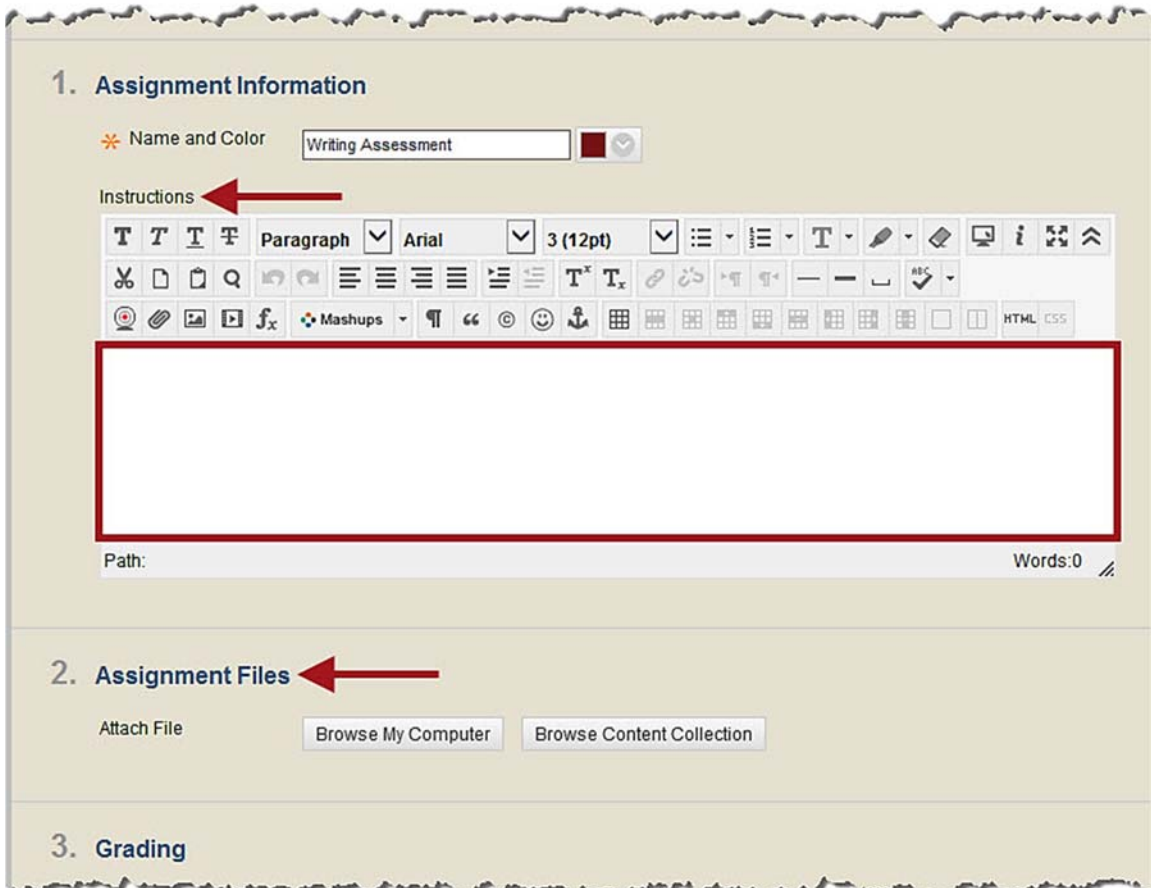


The color should now be **maroon**.



Leave the "Instructions" text box **empty** and do **not** attach any files.

Note: Instructions for the assignment have already been provided in the "Writing Assessment Instructions" PDF (uploaded earlier in this tutorial). Do not provide any additional instructions, as it is critical that the instructions themselves are not changed in any way (except for removing the prompts that do not apply to the course).



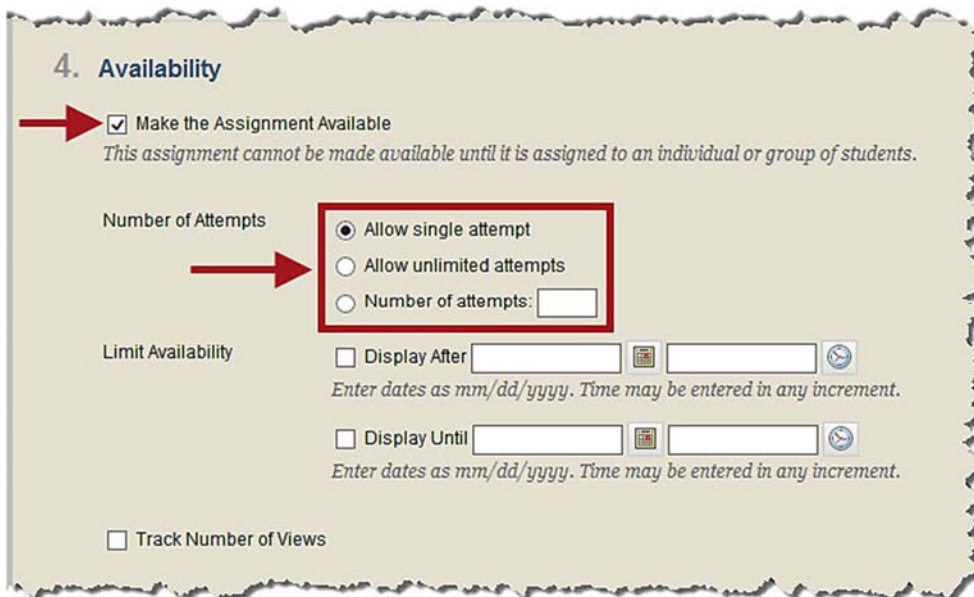
Enter the number of points possible for the assignment under “Grading.”

Note: This is a required field. You may enter “0” as the “Points Possible,” however, it is recommended that points be assigned for the assessment, as long as it relates to the student learning outcomes of the course, so that students complete it.



Under “Availability,” keep the box checked next to “Make the Assignment Available.” Also, select one of the options for “Number of Attempts.” The first option allows a student to submit the assignment one time, the second option allows a student to submit the assignment an unlimited number of times, and the third option allows the instructor to type the number of times a student can submit the assignment in the box.

Note: The message “This assignment cannot be made available until it is assigned to an individual or group of students” is referring to the “Recipients” section of this page, which is described later in this tutorial. Also, “Allow single attempt” will be selected by default.



Instructors may also limit access to an assignment using “Limit Availability.” A “Display After” date and time, a “Display Until” date and time, or both may be entered. Students will only be able to access an assignment during the dates it is available.

Number of Attempts

- Allow single attempt
- Allow unlimited attempts
- Number of attempts:

Limit Availability

- Display After
- Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

Check the box next to “Due Date” and enter the date and time by which the assignment should be submitted. It is recommended that instructors always assign a “Due Date” because assignments will then appear for students in their “To Do” module on the “Course Home” page.

Note: Be sure to add the Writing Assessment to your Course Schedule so that students are aware of the assessment and its due date.

5. Due Dates

Submissions are accepted after this date, but are marked *Late*.

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Keep “All Students Individually” selected for the “Recipients” of the assignment.

Note: “All Students Individually” is the default option.

6. Recipients

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

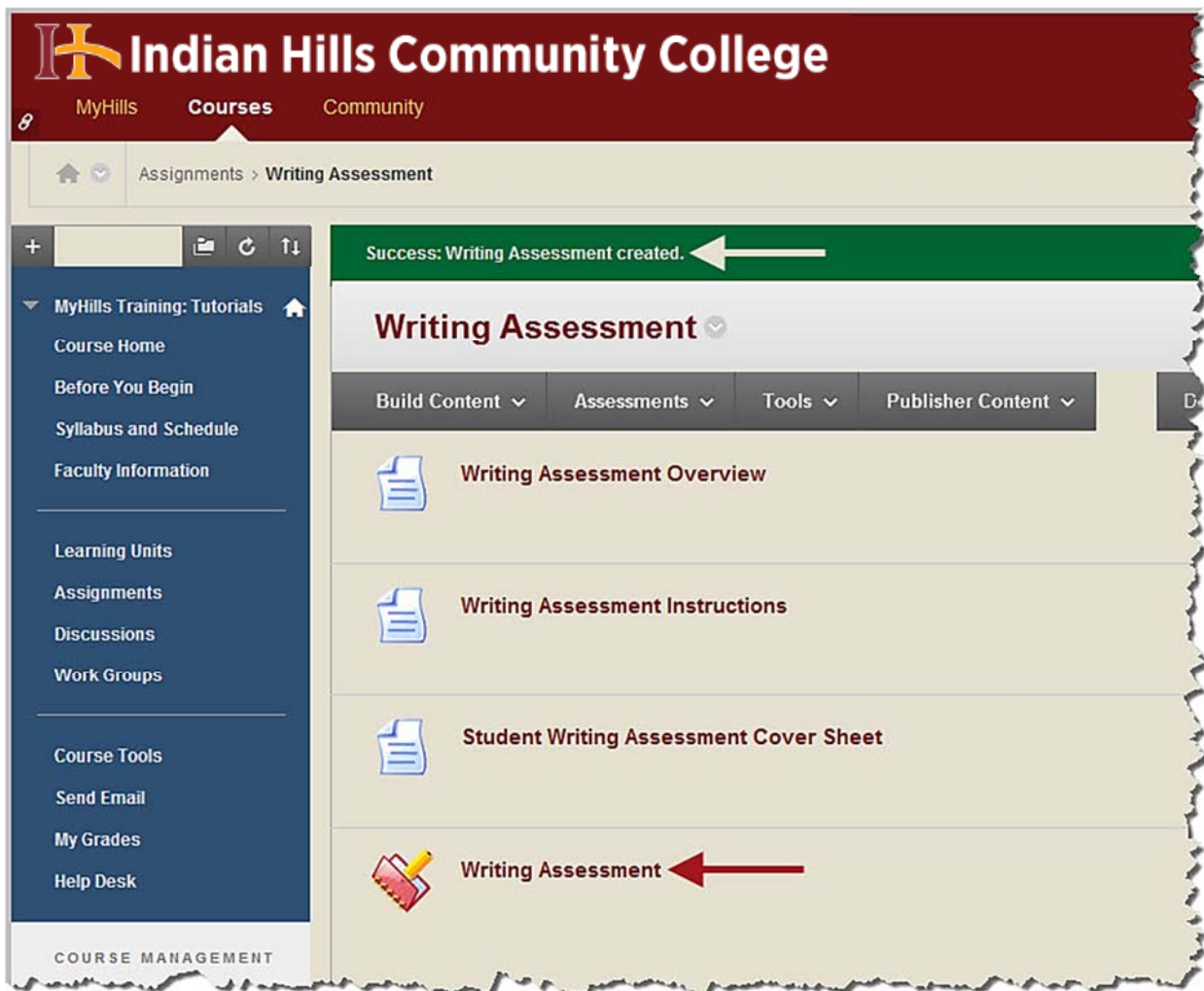
Recipients All Students Individually

Groups of Students

After setting up your “Writing Assessment” assignment, click “Submit.”



You will be taken back to the “Writing Assessment” page. A **green** “Success” message will be at the top of the page. The “Writing Assessment” assignment you created will be the last item on the page.



Download the Completed Writing Assessments

Once all of the Writing Assessments have been submitted, you can download them from the course's Grade Center. From within the Grade Center, click the arrow that appears next to "Writing Assessment."

Note: Assessments can be downloaded once they are submitted or after they are graded.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: September 12, 2013 11:16 AM

Last Name	First Name	Course Grad	Writing Asses	LU01: Quiz	LU03: Quiz	LU05: Quiz
Dent	Stuart	C	⊕	15.00	--	--
Learner	Janet	A	⊕	18.00	⊕	--

Selected Rows: 0 Move To Top Email Icon Legend

In the menu that opens, select "Assignment File Download."

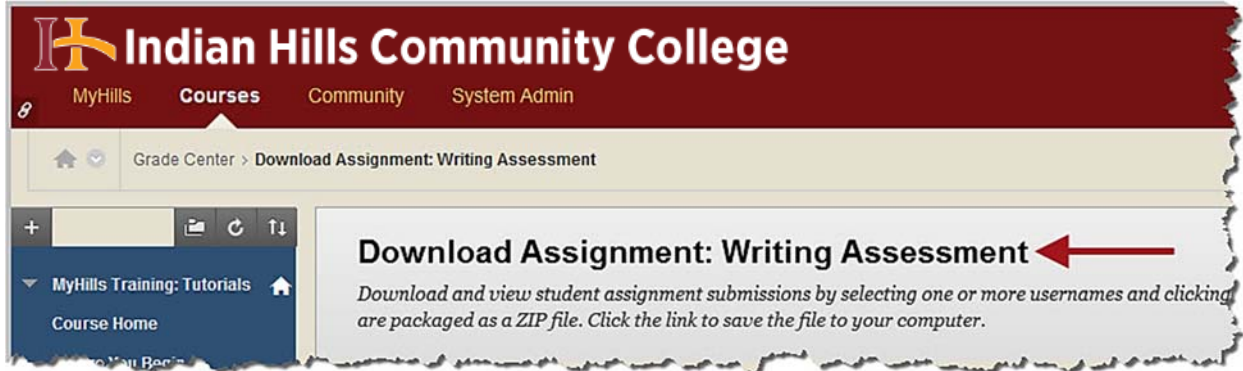
Grade Information Bar Last Saved: September 12, 2013 11:16 AM

Last Name	First Name	Course Grad	Writing Asses	LU01: Quiz	LU03: Quiz	LU05: Quiz
Dent	Stuart	C	⊕	15.00	--	--
Learner	Janet	A	⊕	18.00	⊕	--

Selected Rows: 0 Move To Top Email Icon Legend Edit Rows Displayed

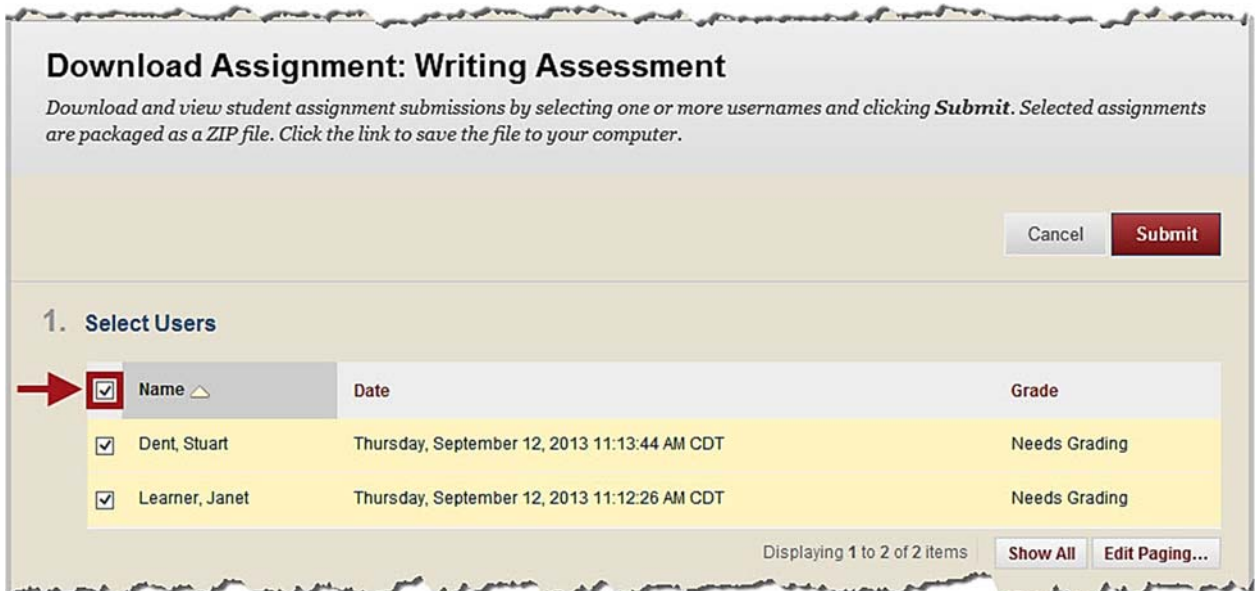
- Quick Column Information
- Grade Attempts
- Grade Anonymously
- Assignment File Download
- Assignment File Cleanup
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Show/Hide to Users
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide Column

The “Download Assignment: Writing Assessment” page will open.

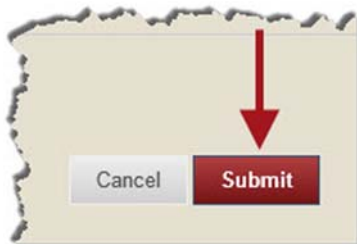


To download every submission, check the box to the left of “Name” under “Select Users.” A checkmark should appear in the box to the left of every student name in the course.

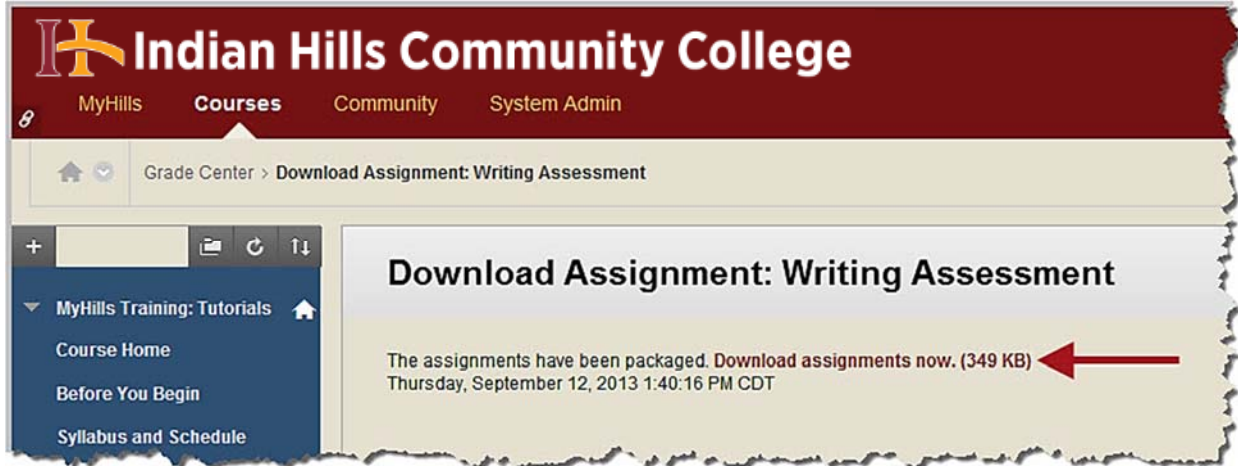
Note: You may also select individual boxes to download submissions.



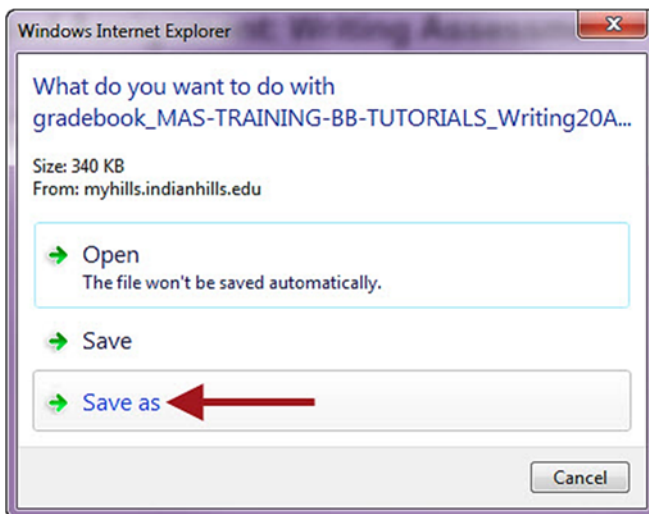
Then, click “Submit.”



On the next page, click “Download assignments now.”



Save the downloaded zip file to the appropriate location.

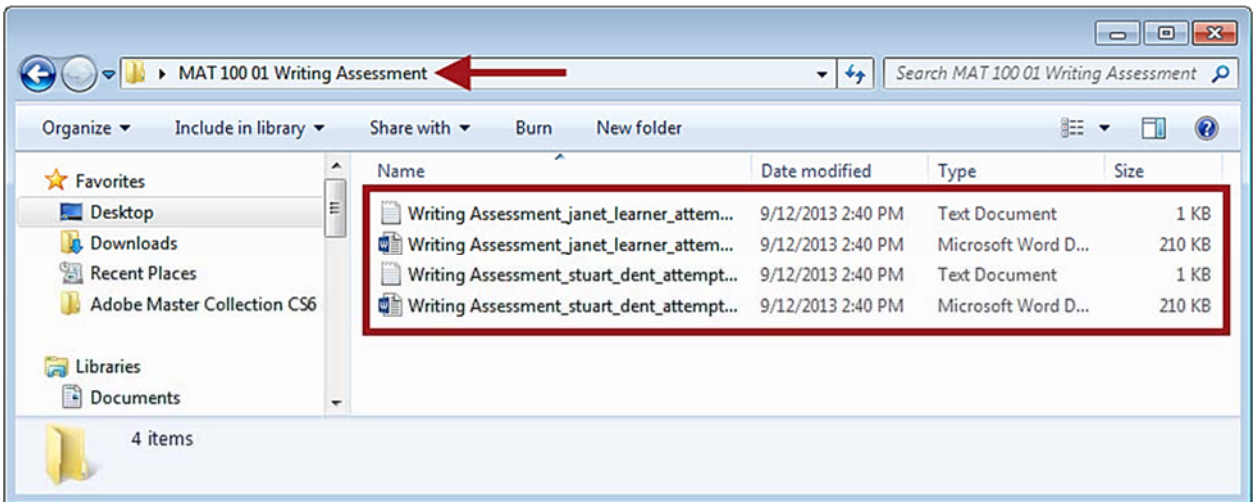


Select “OK” to return to the Grade Center.



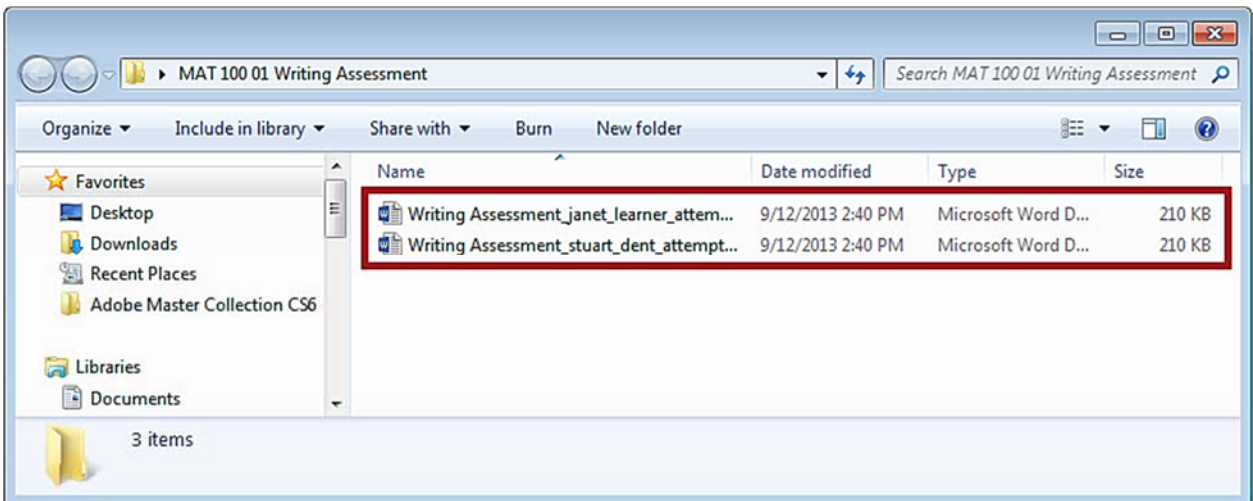
Next, extract the saved zip file by double-clicking it, and name the resulting folder your course number followed by “writing assessment.” In the “Writing Assessment” folder, each submission will include two files. The “Text Document” (.txt) will give general information about the submission, as well as show submission text and/or comments the student submitted along with the file. The MS Word document should be the completed “Student Writing Assessment Cover Sheet” that was submitted. Delete each “Text Document,” from this folder, as they are not needed for the Writing Assessment.

Note: There is still a copy of each “Text Document” in the zipped file, if you should need it for your course.



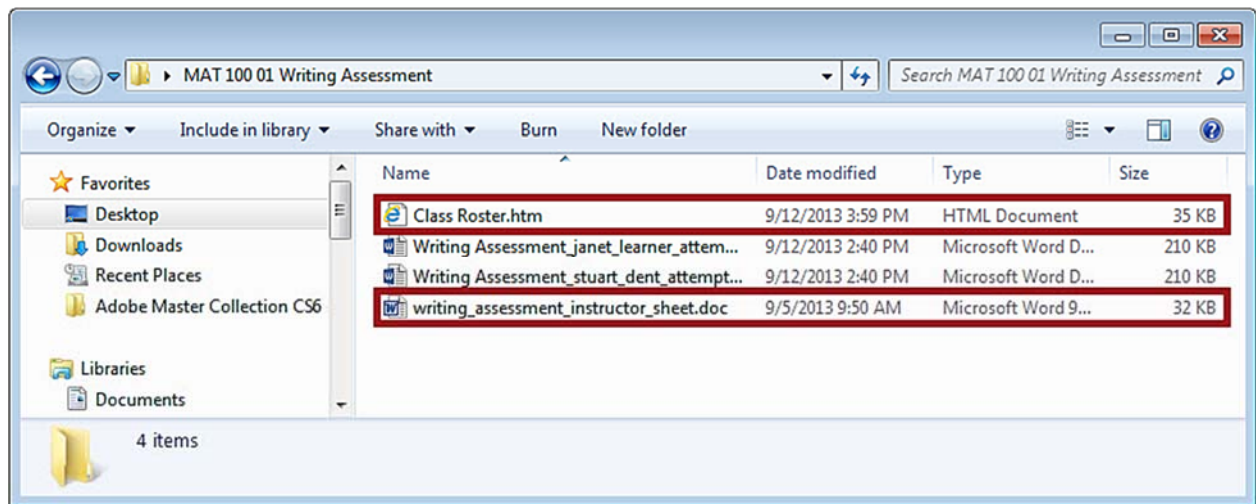
Open each of the completed files to be sure that the necessary information, as well as the student’s actual writing, are included in each document.

Note: Remember, students must include their IHCC Student ID number, as it is very important for accurate data entry.



Next, complete the “Writing Assessment Instructor Sheet.” Then, save it, and a copy of your *WebAdvisor Course Roster*, to the “Writing Assessment” folder.

Note: It is critical that you save a copy of the *WebAdvisor Course Roster* sheet, as it provides information necessary for accurate records. Open your “Course Roster” in WebAdvisor. Then, select “File.” In the menu that opens, choose “Save as...” The “File name” should be automatically populated with “Class Roster.” Choose .htm (webpage) for the file “type.” Save the file to the “Writing Assessment” folder, along with the completed “Writing Assessment Instructor Sheet. The “Writing Assessment Instructor Sheet” can be downloaded from the Staff Resources area of the Indian Hills website (www.indianhills.edu/staffresources).



Finally, save the “Writing Assessment” folder as a zipped file. Then, send the finished .zip file as an email attachment to Stephanie Holliman-Ginkens (Stephanie.Holliman-Ginkens@indianhills.edu) or place the file in the “IR Information” folder on the common drive.

IMPORTANT: If you place the file in her folder on the common drive, please let her know so that she can remove it promptly!

Congratulations! You now know how to add the Writing Assessment to a course in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk

For questions related to the Writing Assessment itself, please contact Stephanie Holliman
Phone: (641) 683-5751 | **Email:** shollima@indianhills.edu