

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.

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Hover your cursor over "Build Content."

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

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The "Create Content Folder" page will open.

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Under "Content Folder Information," type "Writing Assessment" in the "Name" box.

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Assignments > Create	Content Folder
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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.

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



The "Color of Name" should now be maroon.



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 re	quired field. The '	"Text" box c	an remain	empty.
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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			
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Choose the option you prefer for "Track Number of Views."

Note: "No" will be selected by default.

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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.

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Once you have selected your options, click "Submit."



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 A 0 Assignments 2 0 Assignments © 🔻 MyHills Training: Tutorials 🛛 🏫 **Course Home** Build Content 🗸 Assessments ~ Tools ~ Publisher Content ~ **Before You Begin** Writing Assessment < Syllabus and Schedule **Faculty Information**

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.

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Hover your cursor over "Build Content."

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

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Lesson Plan	SlideShare F	Presentation		
Course Link	YouTube Video			
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The "Create File" page will open.



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

B Indian Hil	Is Community College
Assignments > Writing A	ssessment > Create File
+ C 14	Create File
Course Home Before You Begin Syllabus and Schedule	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 c cascading style sheets (CSS), can be developed offline and uploaded into a course from in order. <u>More Help</u>
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Assignments Discussions Work Groups	 Select File Select a local file by clicking Browse My Computer or one from within Course I 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 p Course page heading.
Course Tools Send Email My Grades	Name Writing Assessment Overview Color of Name Solution Black Find File Browse My Computer Browse Content Collection
Help Desk	

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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.

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



The color should now be **maroon**.



Next, click "Browse My Computer" to locate the file you would like to upload.

Note: The "Writing Assessment Overview" is a PDF.

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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."

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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

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.

. Standard Options		
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Select Date and Time Restric	ions 🗌 Display After	8
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	Enter dates as mm/dd/yyyy. Time may be entered in an	y increment.

Then, click "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.

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Assignments > Writing A	ssessment
+ C 14	Writing Assessment ©
Course Home Before You Begin Syllabus and Schedule Faculty Information	Build Content V Assessments V Tools V Publisher Content V

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 submenu 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 (<u>www.indianhills.edu/staffresources</u>), 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.

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Course Home Before You Begin Syllabus and Schedule Faculty Information	Build Content ~ Create Item File	Assessments V Tools V New Page Content Folder Module Page	Publisher Content 🗸 🛛
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The "Create File" page will open.



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

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Assignments > Writing A	ssessment > Create File
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Faculty Information	* Indicates a required field.
Assignments Discussions Work Groups	 Select File Select a local file by clicking Browse My Computer or one from within Course I 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 p Course page heading.
Course Tools Send Email	Writing Assessment Instructions Color of Name Black
My Grades Help Desk	* Find File Browse My Computer Browse Content Collection

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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.

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



The color should now be **maroon**.

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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 <u>one</u> 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.

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File name: writing_assessme	nt_instru	All Files (*.*)

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."

Select a local file Course. Enter a display the file u Course page hea	by clicking Browse Name for the file and within the Course envi ding.	My Computer or one from within Course Files by clicking Browse I choose a Color for the text to appear in the list of content. Click No to ironment or Yes to display it as a separate piece of content with no
🔆 Name	Writing Assessmen	it Instructions
Color of Name		
🜟 Find File	Browse My Com	puter Browse Content Collection
Selected File	File Name File Type	writing_assessment_instructions.pdf
	Add Metadata	
	Select a Differen	nt File

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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.

File Options	
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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.

. Standard Options		
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Track Number of Views	⊖ Yes ⊙ No	
Select Date and Time Restric	ions 🗌 Display After	8
	Enter dates as mm/dd/yyyy. Time may be entered in an	y increment.
	Display Until	
	Enter dates as mm/dd/yyyy. Time may be entered in an	y increment.

Then, click "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.

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Assignments > Writing Assessment			
 MyHills Training: Tutorials MyHills Training: Tutorials Course Home Before You Begin Syllabus and Schedule Faculty Information 	Writing Assessment Build Content Assessments Tools Publisher Content Image: Series of the s		
Learning Units Assignments Discussions	Writing Assessment Instructions		

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 neccassary 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."

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Course Home Before You Begin Syllabus and Schedule Faculty Information	Build Content ~ Create Item File	Assessments V Tools V New Page Content Folder Module Page	Publisher Content → C	
Learning Units Assignments Discussions Work Groups	Image Web Link Learning Module Lesson Plan Course Link	Blank Page Mashups Flickr Photo SlideShare Presentation YouTube Video		
Course Tools Send Email My Grades Help Desk	of from from an	Voice Authoring		

The "Create File" page will open.



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

MyHills Courses	Ils Community College
Assignments > Writing /	Assessment > Create File
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 MyHills Training: Tutorials Course Home Before You Begin Syllabus and Schedule 	Use the File content type to add a file that can be selected and viewed as a page withis separate piece of content in a separate browser window. Also, a collection of files or a cascading style sheets (CSS), can be developed offline and uploaded into a course from in order. <u>More Help</u>
Faculty Information	* Indicates a required field.
Assignments Discussions Work Groups	 Select File Select a local file by clicking Browse My Computer or one from within Course is Course. Enter a Name for the file and choose a Color for the text to appear in the b display the file within the Course environment or Yes to display it as a separate p Course page heading.
Course Tools Send Email	Name Student Writing Assessment Cover Sheet
My Grades Help Desk	K Find File Browse My Computer Browse Content Collection

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."

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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**.

1.	Select File				
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	* Name Student Writing Assessment Cover Sheet				
	Color of Name				
	🜟 Find File	Browse My Computer	Browse Content Collection		

Next, click "Browse My Computer" to locate the file you would like to upload.

Note: It is <u>essential</u> 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.

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Course. Enter a N	Name for the file and choose a Color for the text to appear i this the Course amircoment or Vac to dimlay it as a series
Course page head	ing.
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File name: writing assessm	ent inst	ructions ndf 👻 All Files (*,*)

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."

Sel	lect a local file bi	1' 1' D	
Con	Name for the file urse environmer	and choose a Color fo at or Yes to display it	y Computer or one from within Course Files by clicking Browse Course. Enter r the text to appear in the list of content. Click No to display the file within the as a separate piece of content with no Course page heading.
*	Name	Student Writing Ass	essment Cover Sheet
Col	lor of Name		
*	Find File	Browse My Com	puter Browse Content Collection
Sel	lected File	File Name	writing_assessment_student_sheet.doc
		File Type	DOC
		Add Metadata	
		Select a Differen	it File

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.

File Options	
Open in New Window	Yes 🔿 No
Add alignment to content	🔿 Yes 💿 No
Oten dead Ordinan	

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.

. Standard Options		
Permit Users to View this Cor	tent Yes No	
Track Number of Views	⊖ Yes ⊙ No	
Select Date and Time Restric	ions 🗌 Display After	8
	Enter dates as mm/dd/yyyy. Time may be entered in an	y increment.
	Display Until	
	Enter dates as mm/dd/yyyy. Time may be entered in an	y increment.

Then, click "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" <u>must</u> be an MS Word document so that students can complete the Writing Assessment.

B MyHills Courses C	Ils Community College
Assignments > Writing A	ssessment
+ C 14	Writing Assessment ©
Course Home	Build Content 🗸 Assessments 🗸 Tools 🗸 Publisher Content 🗸
Before You Begin Syllabus and Schedule Faculty Information	Writing Assessment Overview
Learning Units Assignments	Writing Assessment Instructions
Discussions Work Groups	Student Writing Assessment Cover Sheet
Course Tools) اگر ماهو مدهای همچناندور در امواهور بسیمی بد اهدو میدمیزیر مدهون و در افرایست

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."

B Indian Hil	Is Community College
Assignments > Writing A	ssessment
+ C 11 MyHills Training: Tutorials A Course Home Before You Begin	Writing Assessment S Build Content V Assessments V Tools V Publisher Content V
Syllabus and Schedule Faculty Information Learning Units Assignments Discussions	Writing Assessment Overview Writing Assessment Instructions

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

		unity Col	lege	
+ C 14	Writing Ass	sessment ©		
Course Home	Build Content 🗸	Assessments 🗸	Tools 🗸	Publisher Content 🗸
Syllabus and Schedule Faculty Information	Writing A	Test Survey Assignment	_	
Learning Units Assignments	Writing A	Self and Peer Asse	ssment	ل سود مسو ی در موسی کرد

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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."

1. /	Ass	ign	me	nt lı	nfor	mat	ion																
	<mark>*</mark> N	ame	and	d Col	or		Writing	Ass	sessr	nent					0	Blac	:k <			_	Ċ.		
	Instru	uctio	ns																				
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	Ж	D	Û	Q	10	01	=	E	Ξ	≣	ì	***	\mathbf{T}^{x}	\mathbf{T}_{x}	0	25	۲¶	91-	-		·	10 V	5
	۲	10	1.0	P	fr	0 M	ashups		T	66	C	(;)	£	Ħ	1	開	m		開	T	H	間日	r

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**.

* Name and Color Writing Assessment	Ass	ign	me	nt lı	nforma	tion							
Instructions	* 1	lame	e and	1 Col	or	Writin	g As	sessmer	nt			-	
	Instr	uctio	ns										

Leave the "Instructions" text box **<u>empty</u>** and do **<u>not</u>** 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).

		ame	and	Colo	r	Writing	Asse	ssmen	t			0											
	Instru	Ictio	ns ┥	-		_																	
	т	Т	T	Ŧ	Para	graph	~	Arial		~	3 (12)	ot)	~	≔	• 13	-	T-	ø	- <		i	23	~
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	Path	:																			W	ords:	0
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2.	Path	ign	mer	nt F	les	4															W	ords:	D

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.

Make the Assignm This assignment canno	ent Available of be made available until it is assigned to an indiv	idual or group of studen
Number of Attempts	 Allow single attempt Allow unlimited attempts Number of attempts: 	
Limit Availability	Display After III	ntered in any increment
	Display Until 📓 📕	ntered in any increment

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.

Allow unlimited attempts Number of attempts:
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

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.

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.

If any students are enrolled in more than one group receiving the same assignment they will submit more than o attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignn Recipients				
Recipients All Students Individually	If any students attempt for thi	are enrolled in more than on s assianment. It may be neces	te group receiving the same assignment sary to provide these students with a	it they will submit more than one n overall arade for the assianmen
All Students Individually	Bacipianta			n oo or an graac jor me accignmen
	Recipients	All Students Individ	dually	
O Groups of Students		Groups of Students	ls	

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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 Cen When screen read table cell for the g a grade: click the the Grade Center.	ter : Full ler mode is on the rade. When scree cell, type the grad <u>More Help</u>	Grade Cent table is static, and en reader mode is o de value, and press	EF © grades may be en (f, grades can be t the Enter key to s	ntered on the Gro typed directly in submit. Use the o	ade Details to the cells arrow keys	page, accessed by s on the Grade Cente or the tab key to na	selecting the er page. To enter wigate through
Create Column	Create Calcul	ated Column 🗸	Manage 🗸	Reports 🗸	Filter	Discover Content	Work Offline
→ Move To Top	Email 💝		Sort Co	olumns By: Layo	ut Position	Order: Ascend	ling 😻
Grade Information Bar) Email ⊗		Sort C	olumns By: Layo	ut Position	Order: Ascend	ling 😒 er 12, 2013 11:16 AM
Grade Information Bar	e Email ≫ r First Name		Sort Co	olumns By: Layo	ut Position	Order. Ascend Last Saved:Septemb 3: Quiz LU05:	ing ☆ er 12, 2013 11:16 AM : Quiz
Move To Top Grade Information Bar Last Name	b Email ⊗ r First Name Stuart	♥ ♥ Course Grad	Sort Co Writing Asses	olumns By: Layo UU01: Quiz	ut Position LUO 	Order: Ascend Last Saved:Septemb 3: Quiz LU05: 	ing ≥ er 12, 2013 11:16 AM : Quiz
Move To Top Grade Information Bar Last Name Dent Learner	First Name Stuart Janet	 ⊘ Course Grad C A 	Sort C Writing Asses Q	olumns By: Layo UU01: Quiz	ut Position	Crder: Ascend Last Saved:Septemb 3: Quiz LU05 	ing 📎 er 12, 2013 11:16 AM : Quíz
Move To Top Grade Information Bar Last Name Dent Learner Selected Rows: 0	D Email ≫ First Name Stuart Janet	 ✓ Course Grad C A ✓ 	Sort Co Writing Asses	olumns By: Layo U01: Quiz 15.00 18.00	ut Position LU0 Ge	Order. Ascend Last Saved:Septemb 3: Quiz LU05 	ling 😒 er 12, 2013 11:16 AM : Quiz

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



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The "Download Assignment: Writing Assessment" page will open.

🔚 Indian Hil	Is Community College
e MyHills Courses C	ommunity System Admin
Grade Center > Downloa	d Assignment: Writing Assessment
+ 🖆 🖄 ti	Download Assignment: Writing Assessment
 MyHills Training: Tutorials Course Home 	Download and view student assignment submissions by selecting one or more usernames and clicking are packaged as a ZIP file. Click the link to save the file to your computer.
Part Begins	كالمار المحاص في في الما في الموالين المالي المحاص المسلمي المالي المراجب المحالية المحالية المحالية المحالية ا

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.

e packaj	l and view student a ged as a ZIP file. Cli	ssignment submissions by selecting one or more usernames a ck the link to save the file to your computer.	nd clicking Submit . Selected assignmen
			Cancel Submi
Selec	ct Users		
-	Name 🛆	Date	Grade
☑	Dent, Stuart	Thursday, September 12, 2013 11:13:44 AM CDT	Needs Grading

Then, click "Submit."



On the next page, click "Download assignments now."



Save the downloaded zip file to the appropriate location.

Window	is Internet Explorer
Wha grad Size: 3 From:	t do you want to do with ebook_MAS-TRAINING-BB-TUTORIALS_Writing20A 40 KB myhills.indianhills.edu
+	Open The file won't be saved automatically.
•	Save
•	Save as
	Cancel

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. <u>Delete</u> 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.

Organize Include in library	Sh	are with 🔻 Burn New folder		8== •	· 🗖 🤇
🔆 Favorites	N	lame	Date modified	Туре	Size
E Desktop		Writing Assessment_janet_learner_attem	9/12/2013 2:40 PM	Text Document	1 K
\rm Downloads	- 4	Writing Assessment_janet_learner_attem	9/12/2013 2:40 PM	Microsoft Word D	210 K
E Recent Places	E	Writing Assessment_stuart_dent_attempt	9/12/2013 2:40 PM	Text Document	1 K
Adobe Master Collection CS6	ģ	Writing Assessment_stuart_dent_attempt	9/12/2013 2:40 PM	Microsoft Word D	210 K
Libraries					

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.

Organize MAT 100 01 Writing	Assessment Share with ▼ Burn New folder	4 ∳ Sec	arch MAT 100 01 Writing	Assessment
🛠 Favorites	Name	Date modified	Туре	Size
Desktop Downloads Recent Places Adobe Master Collection CS6 Libraries Documents	 Writing Assessment_janet_learner_attem Writing Assessment_stuart_dent_attempt 	9/12/2013 2:40 PM 9/12/2013 2:40 PM	Microsoft Word D Microsoft Word D	210 KE 210 KE

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 <u>critical</u> 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 (<u>www.indianhills.edu/staffresources</u>).

Organize 👻 Include in library 👻	Share with 💌 Burn New folder		8== -	- 🗖 🌘
🔆 Favorites	Name	Date modified	Туре	Size
📃 Desktop	Class Roster.htm	9/12/2013 3:59 PM	HTML Document	35 K
🚺 Downloads	Writing Assessment_janet_learner_attem	9/12/2013 2:40 PM	Microsoft Word D	210 K
💹 Recent Places	Writing Assessment_stuart_dent_attempt	9/12/2013 2:40 PM	Microsoft Word D	210 K
Adobe Master Collection CS6	writing_assessment_instructor_sheet.doc	9/5/2013 9:50 AM	Microsoft Word 9	32 K
Libraries				

Finally, save the "Writing Assessment" folder as a zipped file. Then, send the finished .zip file as an email attachment to Stephanie Holliman-Ginkens (<u>Stephanie.Holliman-</u><u>Ginkens@indianhills.edu</u>) 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: <u>www.indianhills.edu/tutorials</u>.

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

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