

Faculty Tutorial:

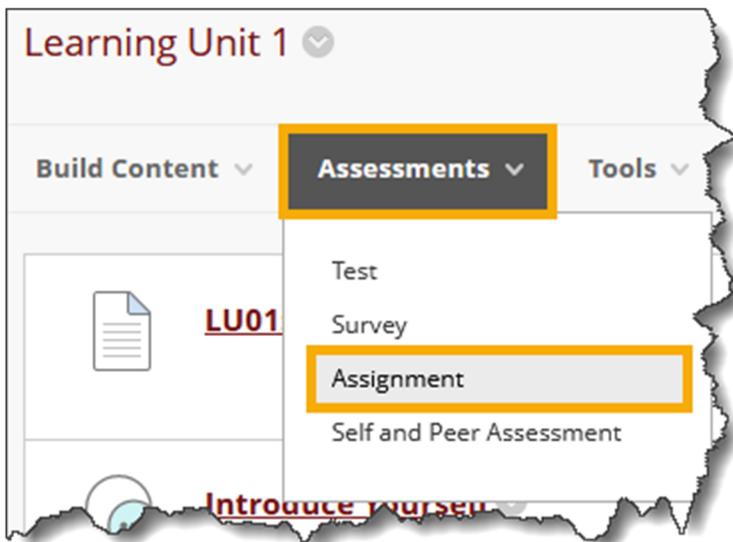
Create an Assignment and Grade an Assignment

Purpose: To show instructors how to create an “Assignment” in MyHills.

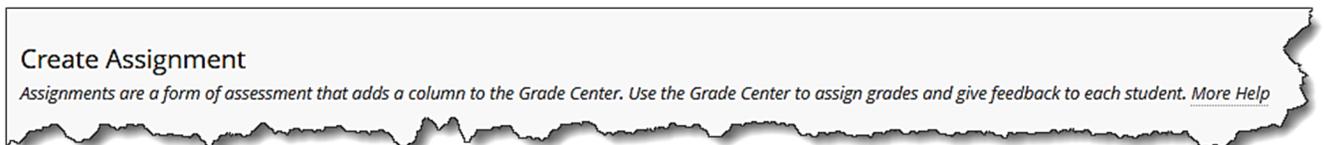
From within a course content area, hover your cursor over “Assessments.”

Note: This tutorial shows instructors how to add an assignment to the “Learning Unit 1” folder, which is located in the “Learning Units” area of the course. It is recommended that assignments that repeat or span several learning units should be added using the same process shown here, but should be added to the “Assessments” area of the course.

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



The “Create Assignment” page will open.

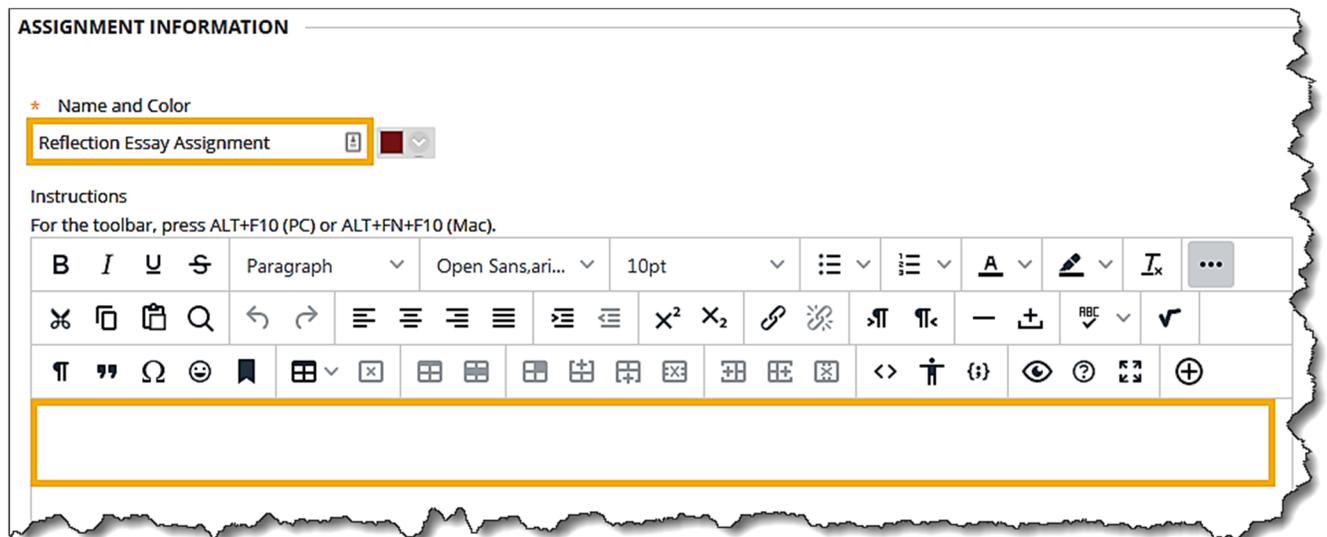


Type the title of the assignment in the box located to the right of “Name and Color.” Be sure to select a title that will make sense to students, as they will click the title you type here to open the assignment. You may type instructions for the assignment in the “Instructions” text box.

You can edit your instructions using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.

Note: The orange asterisk indicates that this is a required field.

Note: The Assignment tool allows students to attach files and type or copy/paste text into the text box. So, it is important that you clarify for students exactly what you expect of them. For example, be sure to tell them to “attach” an essay and not use the text box. Otherwise, you may find some students pasting their entire essays into the text box for you to grade.



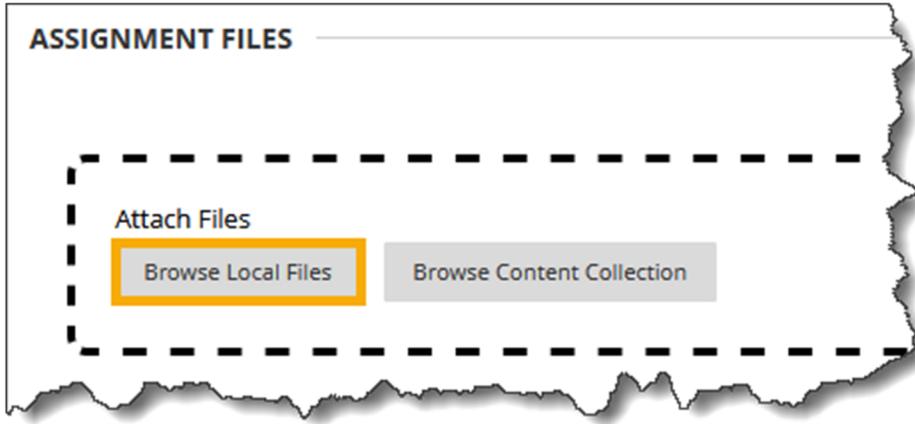
If you would like the title color of the file to be consistent with the color palette set for Indian Hills Community College, you may change the “Color of Name” by clicking the drop-down arrow next to “Black.”

Note: Please see the tutorial “Add a Content Folder” for more information on adding changing the color of a title.

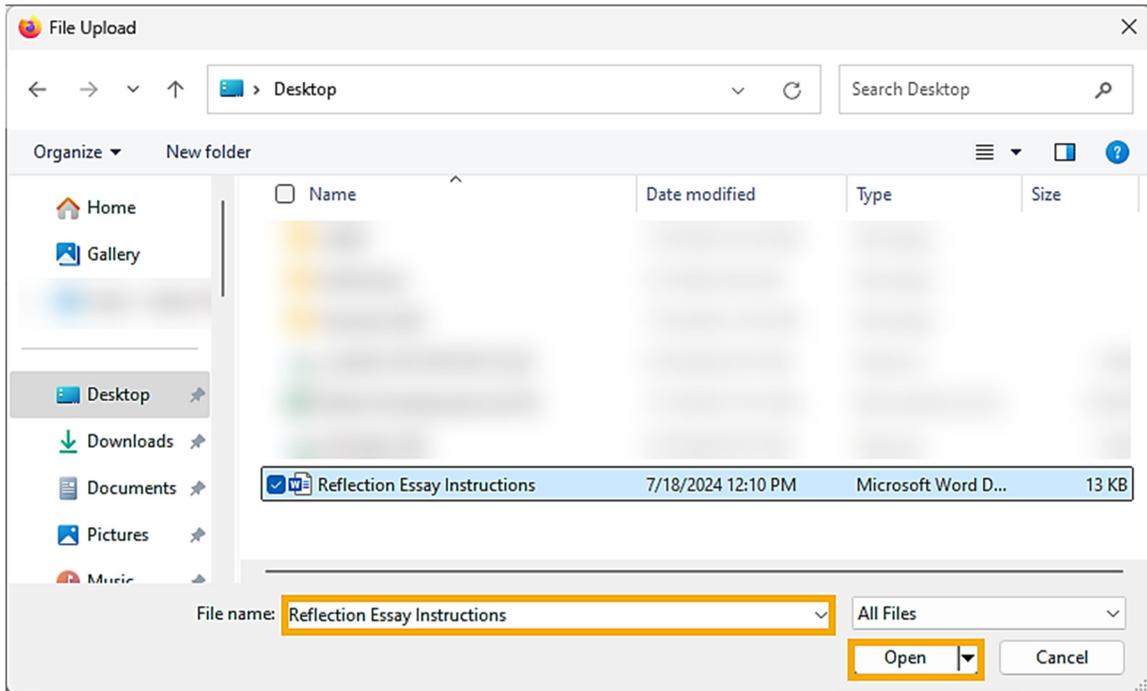
Note: Please use the Indian Hills color palette or leave the color black.

Reminder that the color code for maroon is #741213 and the color code for blue is #2E5073

If you would like to attach a file to the assignment, (instructions, for example) click “**Browse Local Files,**” which is located under “Assignment Files.”



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



The attached file will appear under “Assignment Files.”

ASSIGNMENT FILES

Attach Files

Browse Local Files Browse Content Collection

Attached files

File Name	Link Title	File Action	Item's Alignments
Reflection Essay Instructions.docx	Reflection Essay Instruction	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

Enter the number of points possible for the assignment under “Grading.” This is a required field.

Note: This section also contains additional options for the assignment, including “Add Rubric,” “Submission Details,” “Grading Options,” and “Display of Grades.” These options are not required, but may help you customize how your assignment is graded and displayed.

For example, the Submission Details area allows you to set the “Number of Attempts,” and gives the option to add SafeAssign to help check for plagiarism. See the tutorial “Create an Assignment with SafeAssign” for more details.

GRADING

* Points Possible

50

Associated Rubrics

Add Rubric ▾

Name	Type	Date Last Edited	Show Rubric to Students
Submission Details			
Grading Options			
Display of Grades			

Under “Availability,” keep the box checked next to “Make the Assignment Available.”

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.

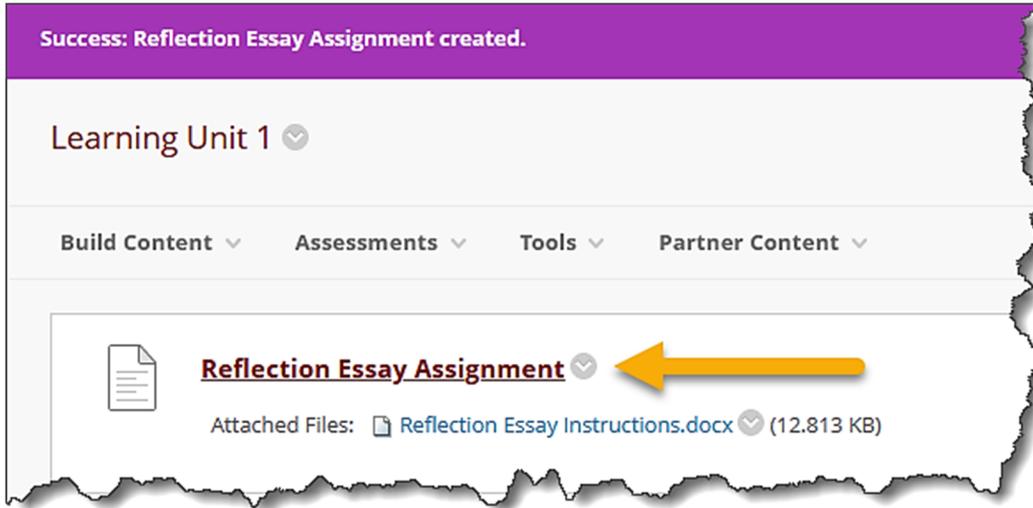
If you would like to know how many times an assignment has been viewed, click the box next to “Track Number of Views.” Then, later, you can run a report to view usage statistics. See the appropriate tutorial for details on how to run a report for “Track Number of Views.”

The screenshot shows the 'AVAILABILITY' section of a form. At the top, the title 'AVAILABILITY' is followed by a horizontal line. Below this, there is a checked checkbox labeled 'Make the Assignment Available'. A yellow arrow points to this checkbox. Underneath, there is a section titled 'Limit Availability' enclosed in a yellow border. This section contains two rows of controls. The first row has an unchecked checkbox labeled 'Display After', followed by a date input field, a calendar icon, a time input field, and a clock icon. Below these fields is the instruction 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.' The second row is identical, with an unchecked checkbox labeled 'Display Until'. Below this row is the same instruction. At the bottom of the 'Limit Availability' section, there is an unchecked checkbox labeled 'Track Number of Views', with a yellow arrow pointing to it.

After setting up your assignment, click “Submit.”

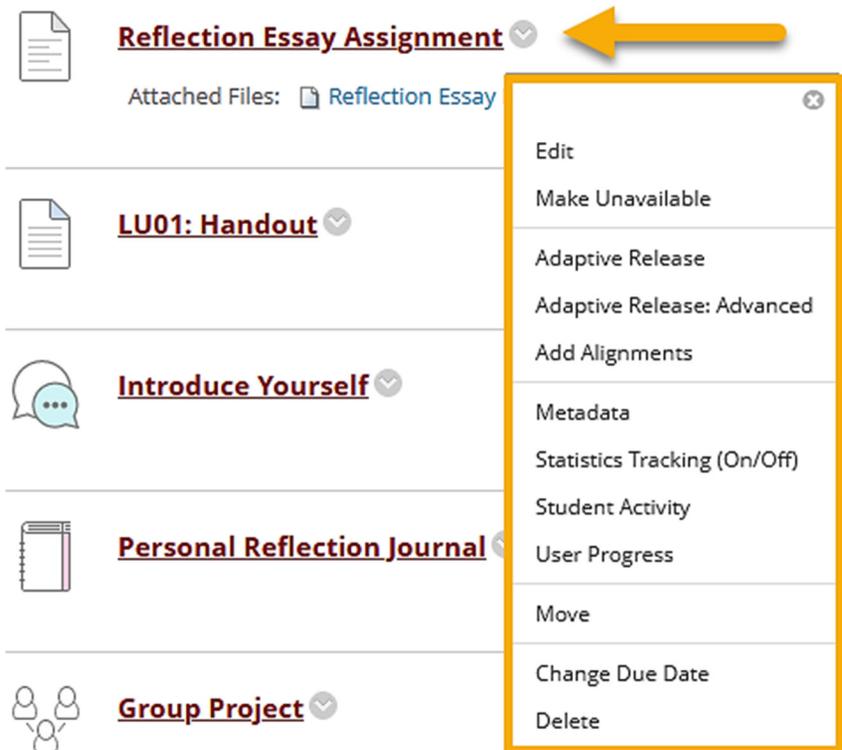
The screenshot shows two buttons at the bottom of the form. On the left is a grey button labeled 'Cancel'. On the right is a black button with white text labeled 'Submit', which is highlighted with a yellow border.

You will be taken back to the course content area. A “Success” message will be at the top of the page and the assignment you created will appear on the page.



If you would like to edit or delete the assignment, hover your cursor over the assignment (which will highlight it) and click the drop-down arrow that appears.

In the sub-menu that opens, select “Edit” to edit the assignment. Select “Delete” to delete the assignment from the course.

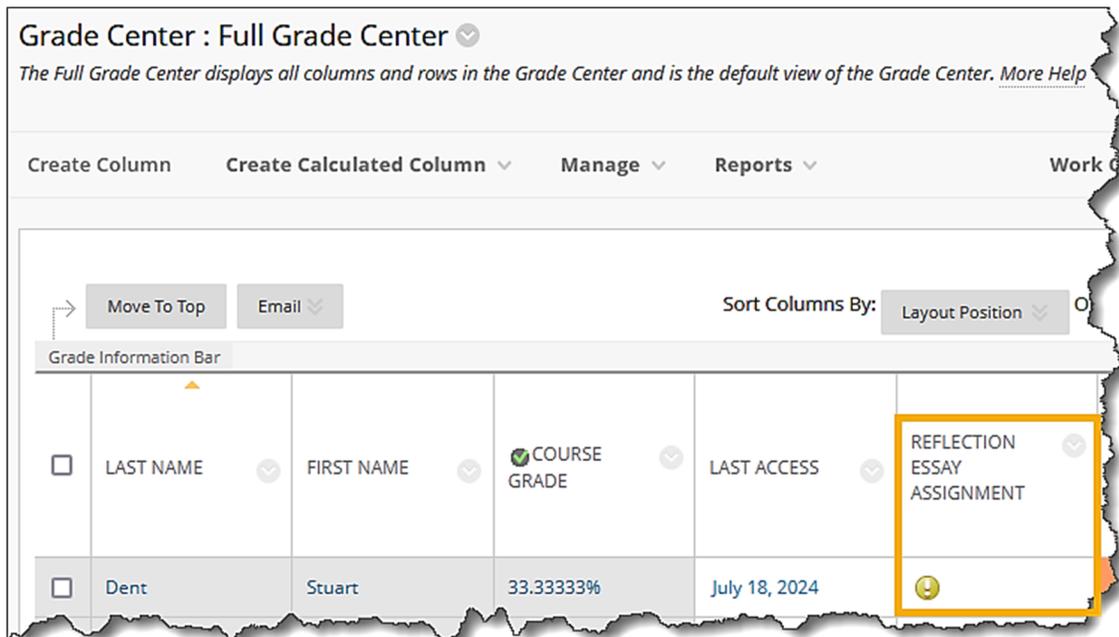


Congratulations! You now know how to create an assignment!

Grade an Assignment

Now that you know how to add and edit an assignment, let's look at the available options for grading a MyHills assignment.

From within your Grade Center, click the drop-down arrow that appears next to the title of the assignment you would like to grade. In the menu that opens, select **"Grade Attempts."**

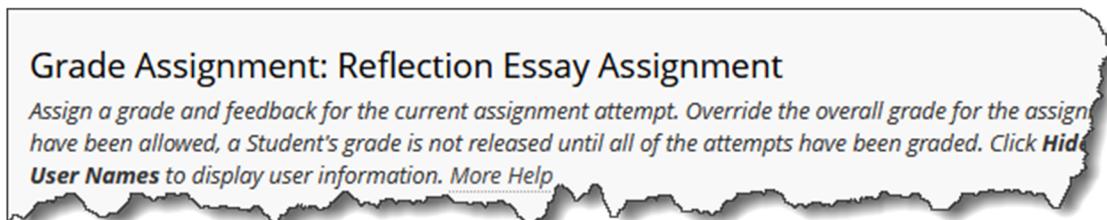


The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there are navigation options: 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', and 'Work C'. Below these is a 'Grade Information Bar' with 'Move To Top' and 'Email' buttons. The main table has columns for 'LAST NAME', 'FIRST NAME', 'COURSE GRADE', and 'LAST ACCESS'. The 'REFLECTION ESSAY ASSIGNMENT' column header is highlighted with a yellow box. Below the header, a row shows a student named 'Dent' with a 'Stuart' first name, a '33.33333%' course grade, and a 'July 18, 2024' last access date. A yellow box also highlights the 'REFLECTION ESSAY ASSIGNMENT' header and the student's name in the row below it.

	LAST NAME	FIRST NAME	COURSE GRADE	LAST ACCESS	REFLECTION ESSAY ASSIGNMENT
<input type="checkbox"/>	Dent	Stuart	33.33333%	July 18, 2024	<input type="checkbox"/>

The "Grade Assignment" page will open.

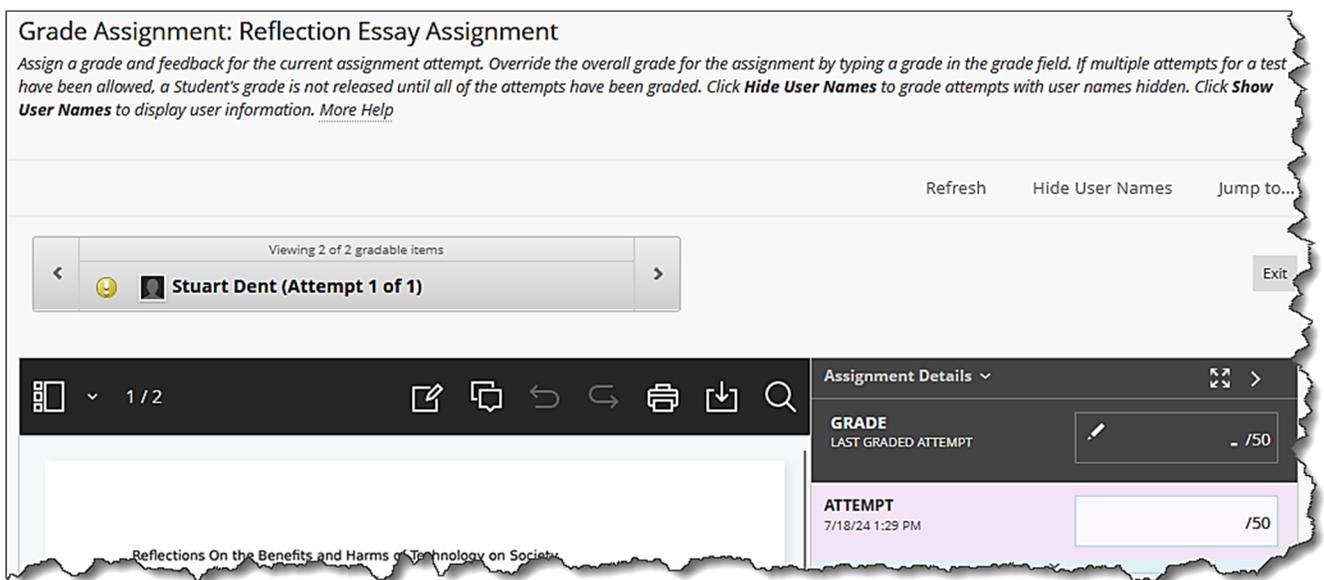
Note: You may also grade assignments from the "Needs Grading" page. Please see the tutorial "Grade Center: Needs Grading" for more information.



The screenshot shows the header of the 'Grade Assignment: Reflection Essay Assignment' page. The title is 'Grade Assignment: Reflection Essay Assignment'. Below the title is a descriptive text: 'Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment. If you have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to display user information. More Help'.

At the top of the page, the name of the student whose assignment you are grading will be listed next to "User." You can also see which assignment attempt, out of the total number of attempts, you are viewing for that student.

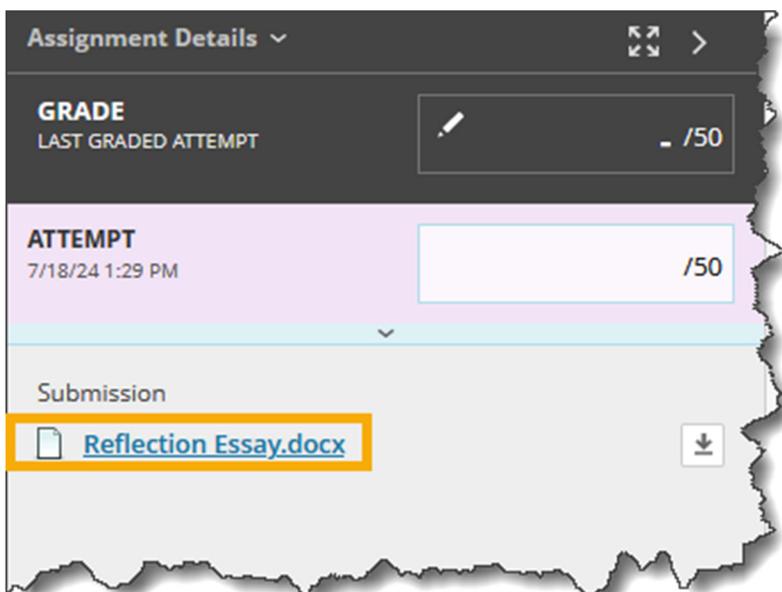
Note: Students will be in alphabetical order by last name. If you would like to grade assignments anonymously, click "Hide User Names" on the right side of the page.



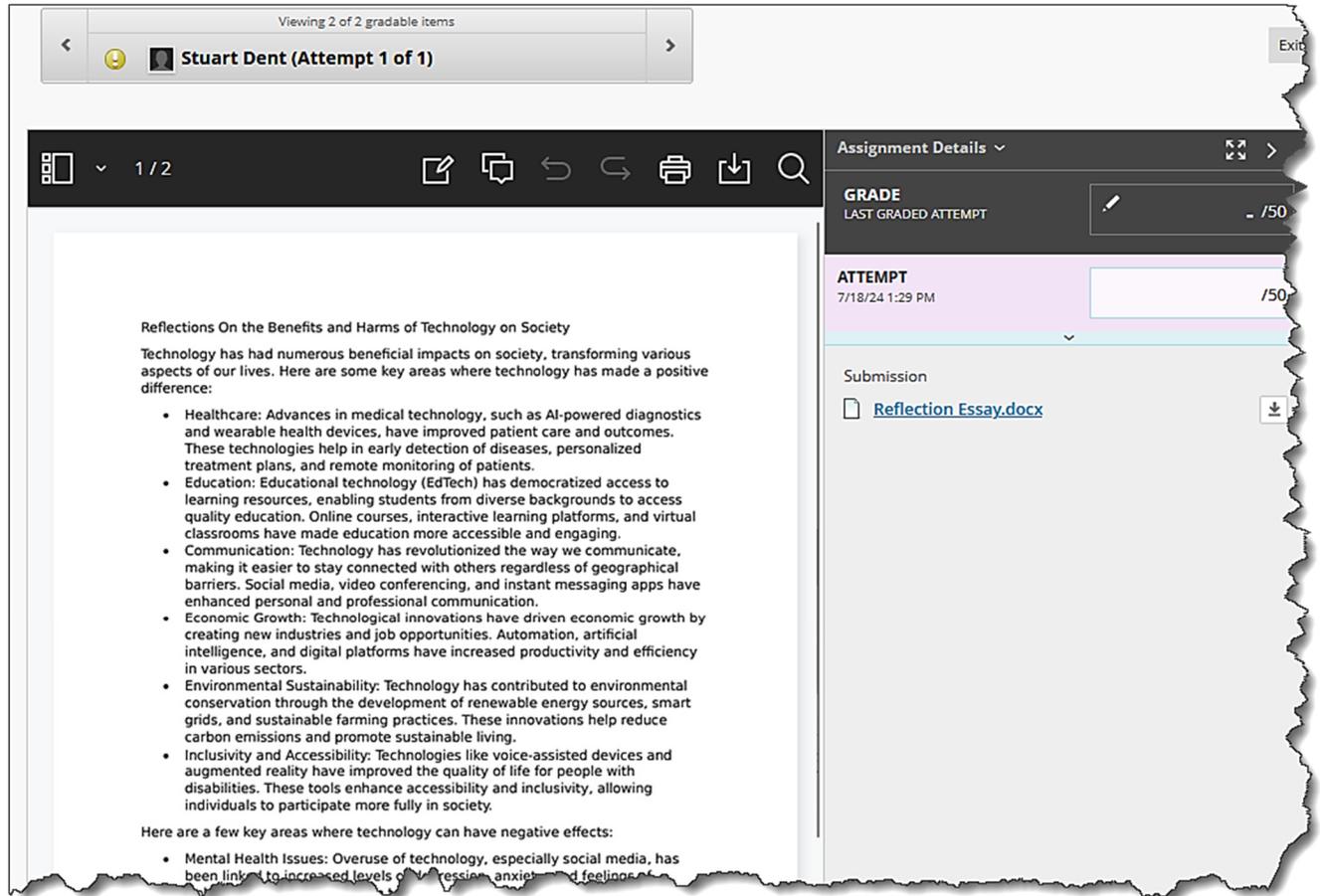
The “Assignment Details” section includes the assignment “Name,” the “Due Date” (if one has been assigned), the “Assignment Instructions,” links to “Assignment Files” (if applicable), and “Class Statistics.”

If multiple attempts for the assignment were submitted, a drop-down arrow will appear next to “ATTEMPT.” Then, in the list that appears, select the attempt you would like to view.

The submitted file(s) and/or “Submission Text” for the attempt you chose should now be listed under “SUBMISSION.”



The selected file will now be visible in the box on the left side of the page.



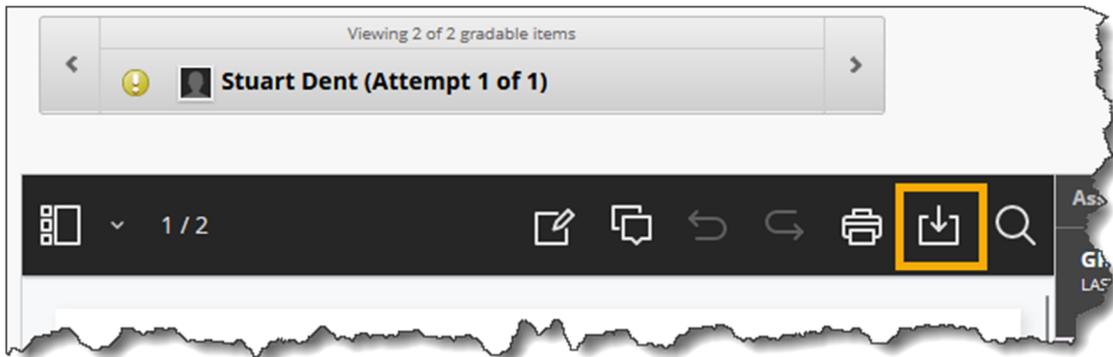
Option 1: Grade the File in MyHills

Use the arrow buttons or the scroll bar to navigate through the pages of the assignment. Use the "+" and "-" buttons to enlarge or reduce the text of the assignment, as needed.

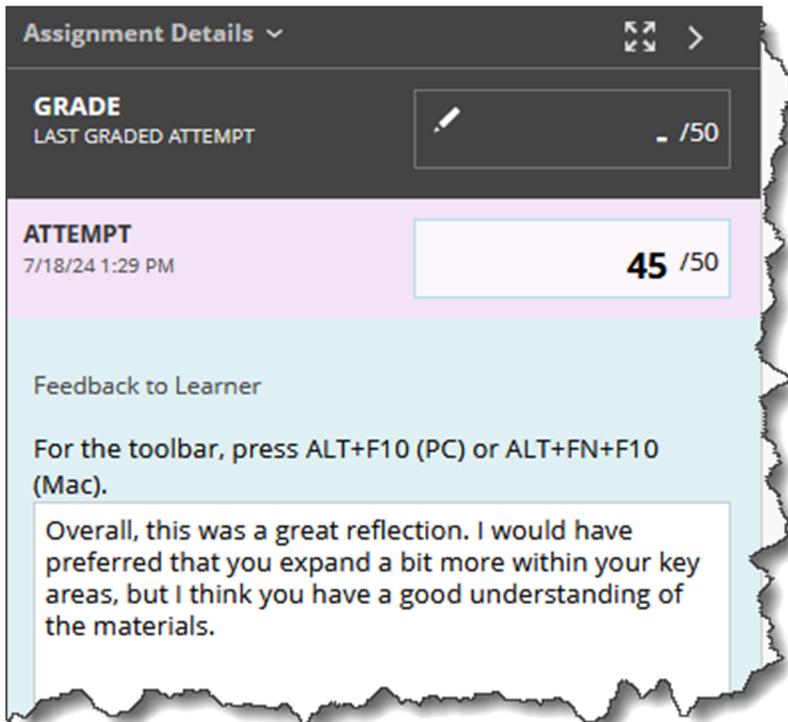
Click the "Add Comment" button, if you would like to add feedback to the assignment without having to download the file. There are several tools that can be used to insert feedback into the student's assignment.



If you would like to download the document to which you added feedback, click the **“Download”** button located next to the **“Add Comment”** button.



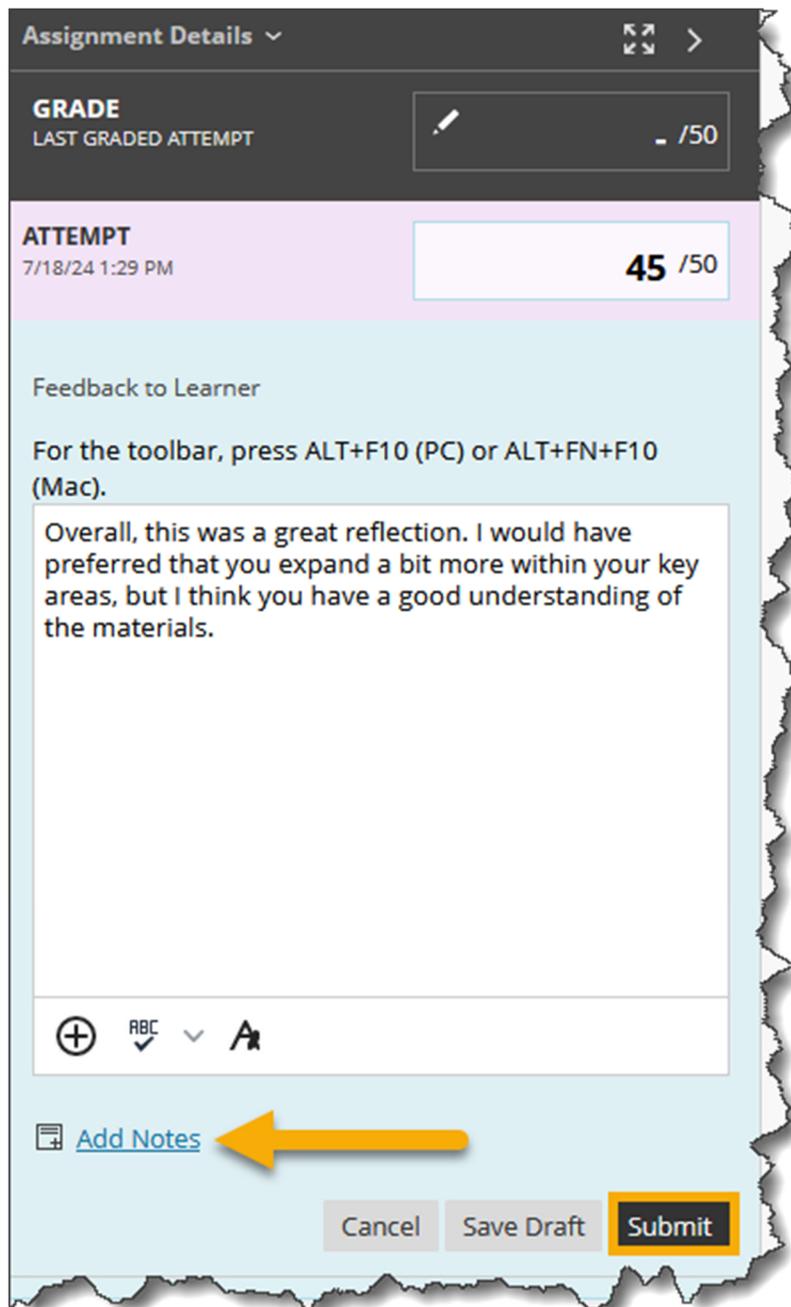
When you are ready to grade the assignment, type the score in the **“ATTEMPT”** box. The **“GRADE”** box will be automatically populated once you click **“Submit.”** You may add additional feedback in the **“Grader Feedback”** box.



You may also type a grade in the **“GRADE”** box and leave the **“ATTEMPT”** box blank. However, the grade will appear as an **“override”** in the Grade Center. Click the **“Override/revert”** (pencil) icon to type a grade in the **“GRADE”** box. This is a useful option anytime the final **“GRADE”** is different from the **“ATTEMPT”** grade.

You have the option to type comments and/or attach files using the “Add Notes” text box. Students do not have access to notes/files in this area.

Note: For example, you could make a note that a lower grade was given because the assignment was turned in late.

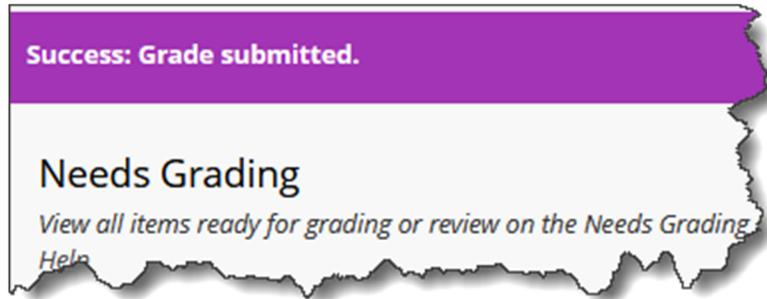


The screenshot shows the 'Assignment Details' interface. At the top, there is a 'GRADE' section with a pencil icon and a score of '- /50'. Below this is an 'ATTEMPT' section for the date '7/18/24 1:29 PM' with a score of '45 /50'. The main area is titled 'Feedback to Learner' and contains the text: 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). Overall, this was a great reflection. I would have preferred that you expand a bit more within your key areas, but I think you have a good understanding of the materials.' Below the text is a toolbar with icons for adding attachments, undo, redo, and bold text. At the bottom, there is an 'Add Notes' button with a yellow arrow pointing to it, and three buttons: 'Cancel', 'Save Draft', and 'Submit'.

Once you have entered the grade, feedback, notes, etc., click “**Submit.**”

A “Success” message will appear at the top of the “Needs Grading” page. Then, the next assignment that needs to be graded will open.

Notes: Once the grade has been “submitted,” the student can view his/her grade(s), feedback, and any uploaded files. Access to these items will depend on the assignment’s settings. Please see the tutorial “Create an Assignment” for more information on assignment settings.



Option 2: Download the File

If you choose the “Download” button next to the “Add Comment” button *and* you added feedback using the method shown in “Option 1,” a pop-up window will appear. Select “**Download file**” to download the original file submitted by the student.

Once downloaded, you can add feedback for the student using a feedback tool such as “Track Changes.” If you need to upload an edited assignment that includes feedback, click the “**Attach Feedback Files**” (paperclip icon), under the “Grader Feedback” box.

Then, in the “Grader Feedback” text box, click “**Browse My Computer.**” Locate, select, and upload the file that includes feedback for the student.

Once you have uploaded the file that includes feedback and you have entered a grade for the assignment in the “ATTEMPT” or “GRADE” box, click “**Submit.**”

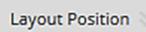
Once you have finished grading all of the submissions, you be taken back to the “Full Grade Center” automatically. The grades you assigned will be listed in the assignment’s grade column.

Grade Center : Full Grade Center 

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column  Manage  Reports  Work C



Sort Columns By: 
Order

Grade Information Bar					
<input type="checkbox"/>	LAST NAME 	FIRST NAME 	 COURSE GRADE 	LAST ACCESS 	REFLECTION ESSAY ASSIGNMENT 
<input type="checkbox"/>	Dent	Stuart	47.50%	July 18, 2024	45.00
<input type="checkbox"/>	Prince	Diana	100.00%	August 1, 2018	--

Selected Rows: 0




Congratulations! You now know how to grade an assignment 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*