Best Practices for Assignments

Provide support for students

- Remember that Sakai's Assignments tool may be new to your students.
- Provide a link to Durham Tech's info for students on Submitting Assignments [http://bit.ly/student-submit-assignments] so they'll know what to do.
- Early in the course, give students an opportunity to submit a low-stakes Assignment, so they can become familiar with the process before a major paper is due.

Combat plagiarism

- Use the Turnitin feature within Assignments to check student papers for plagiarism.
- Be sure to review the rules for submitting papers to Turnitin [http://bit.ly/submit-Turnitin-assignment] and share them with students.
- Be aware that it may take 20-30 minutes from the time the student submits a paper for the Turnitin report to appear.
- A high "similarity score" doesn't always mean a paper is plagiarized! Instructors must review Turnitin reports carefully to determine if plagiarism occurred.

Quickly Set up your Graded Assignments

- Unlike Forums/Topics, this is the easiest way to create a graded assignment:
  - DO check beside "Add Assignment to Gradebook"
  - DO NOT create a new gradebook item in the Gradebook for your assignment!

Assignment Feedback and Grading

- **Highlight/bold** the text you type in the instructor comments area, so it will stand out to students.
- Consider attaching a grading rubric [http://bit.ly/grading-rubric-details] to provide detailed feedback.
- Instructor comments will display to students in the Gradebook, but any files you attach when grading will not!
  - *Students must go into the Assignments tool -- and must scroll all the way to the bottom -- to see the instructor's attachments.* If you attach files as part of assignment feedback, it's important to tell students where to find them.
- Apply a grade of zero to students who did not submit.
- Remember to **Release Grades** so students will be able to see their grades and any comments or feedback.