

# How to Set Up Assignments in Sakai

In order for students to submit files in Sakai, the instructor must first add the Assignments tool to the site AND create an assignment. Follow the steps below to do both of these things!

## Step 1: Add Assignments to your Sakai site

1. To add the Assignments tool to your course site:
  - Go to **Site Info > Manage Tools**, select the **Assignments** tool, click **Continue**, then **Finish**
2. On the course menu, click the **Assignments** button to go into the Assignments area.

## Step 2: Add an Assignment

1. At the top of the Assignment List, click on the **Add** button to add a new Assignment. Enter details for the assignment as described below:
2. **Title (required)**  
Enter a brief descriptive title. *Example: Week 1 Homework*
3. **Open Date/time (required)**  
The date and time when your students can see and begin submitting the assignment.
4. **Due Date/time (required)**  
The assignment due date/time will be displayed to students.  
**TIP:** Do not use 12:00 AM as a deadline, it confuses students; instead use 11:30 PM or 11:55 PM.
5. **Accept Until Date/time (required)**  
Choose a date/time through which **late** assignments will be accepted. If you do not want to accept late assignments, set this to the same date/time as the Due Date.

Submissions received after the due date (if allowed) will be designated **LATE** on the instructor's grading screen.

The Accept Until Date/time does not display to students. Students see only the Due Date/time. Students will not be aware of the Accept Until Date/time, unless you inform them.

**Add new assignment**

2 Title \*

3 Open Date \*

Students can not save or submit the assignment until the open date.

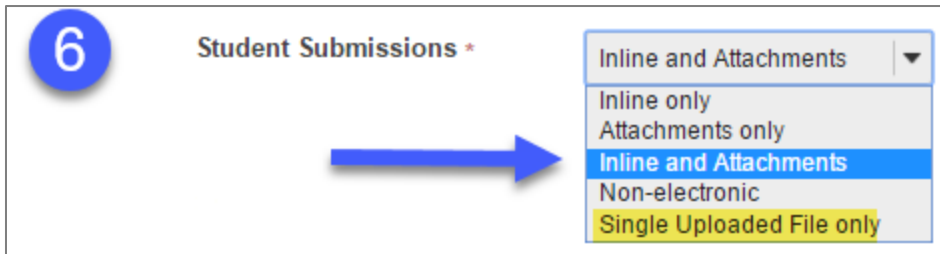
4 Due Date \*

5 Accept Until \*

Assignments cannot be submitted after the close date.

6. **Student Submissions** (required)

Choose the format for student submissions. The default option (***Inline and Attachments***) and the last option (***Single Uploaded File only***) are the most commonly used.



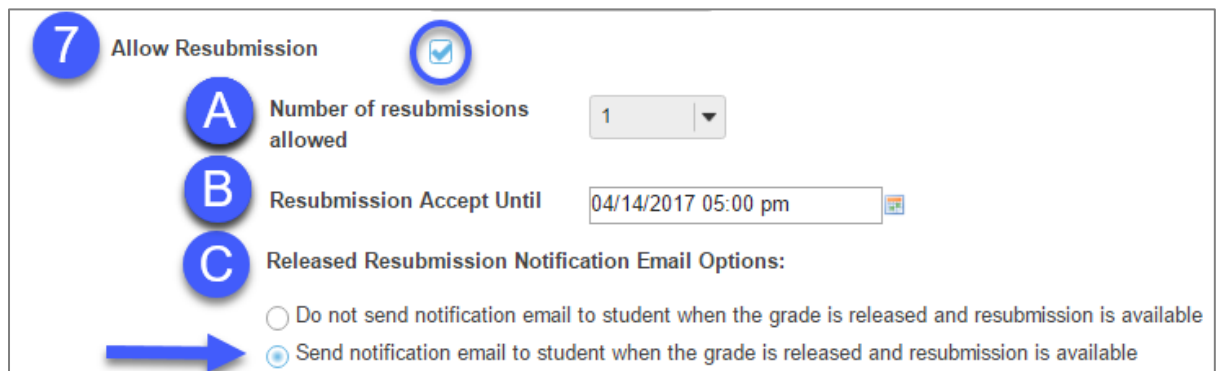
- ***Inline and Attachments:*** (default) Students can either enter content into a text editor box, or attach files, or both.
- ***Inline only:*** Students must enter their content into the text editor box. They cannot attach any files.
- ***Attachments only:*** This format removes the text editor box and leaves only the attachment option. Students may attach one or several files.
- ***Non-electronic:*** (not commonly used) This is for assignments that students will submit in person, but you want to post assignment details, along with student grades, in Sakai. (Alternatively, you could not use the Assignments tool and simply enter the grades into the Sakai Gradebook.)
- ***Single Uploaded File only:*** If you want students to submit just one attachment, this is the option to choose.

7. **Allow Resubmission** (optional)

This option allows students to make changes to their submission – or to submit a revised file – after making their original submission. This can be useful if you want to provide initial feedback to students, and then allow them to revise and resubmit.

If you select this option, **three** choices will appear:

- a. **Number of resubmissions allowed**
- b. **Resubmission Accept Until.** This date/time can be *later* than the Due Date/time and the Accept Until Date/time.
- c. **Released Resubmission Notification Email Options** (*recommended*): Notify students via email when the grade is released, so they can revise based on your feedback and resubmit. (Students can also resubmit before the assignment has been graded.)



**Note about resubmissions and grades/feedback:**

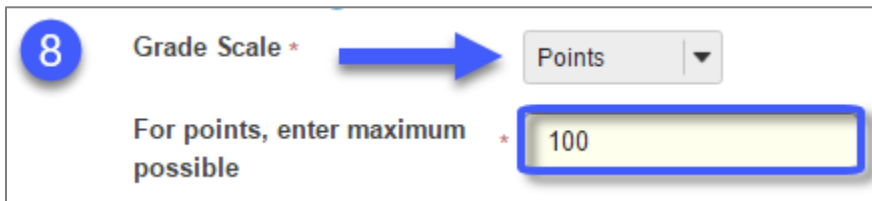
When a student resubmits an assignment, the assignment is “reset” and the student can no longer see the grade or any feedback that the instructor posted for prior submissions. Instructors, however, can see all grades and feedback given for all submission attempts.

**What if I want to allow only *selected students* to resubmit?**

When grading assignments, instructors can *allow any individual student to resubmit*. This is true even if you did not choose the **Allow Resubmission** option when setting up the assignment. Selecting Allow Resubmission when creating the assignment gives ALL students the chance to resubmit. You don’t need to choose this if you will allow only selected students to resubmit.

8. **Grade Scale** (recommended)

If you want to send the grade automatically to the Gradebook, you must select *Points*; then you must type in the *maximum points* allowed.



9. **Assignment Instructions** (required)

Enter assignment instructions in the text editor box.

10. **Hide due date from students** (optional; *not recommended*)

If this is selected, students will not see the assignment due date on the Assignment list, but the due date will still display in the Gradebook for graded assignments.

11. **Add due date to calendar** (optional)

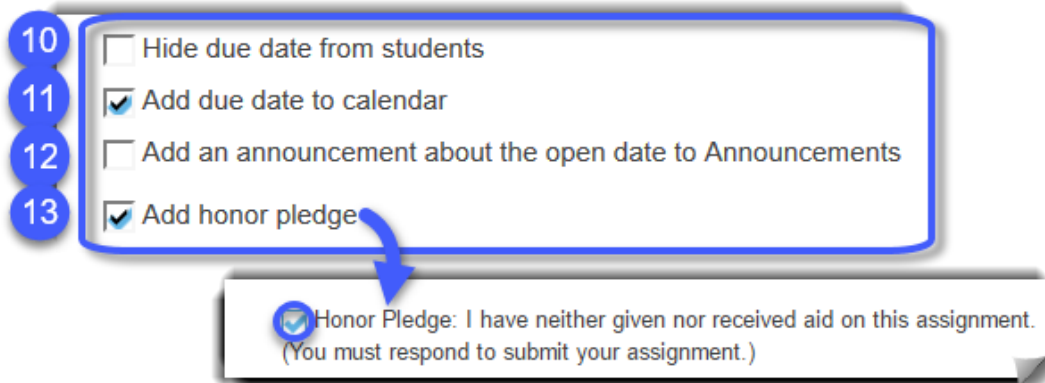
Add the due date and an Assignment link to your Sakai course calendar.

12. **Add an announcement about the open date to Announcements** (optional)

This option is often used to announce changes in a due date, or the availability of a newly posted item.

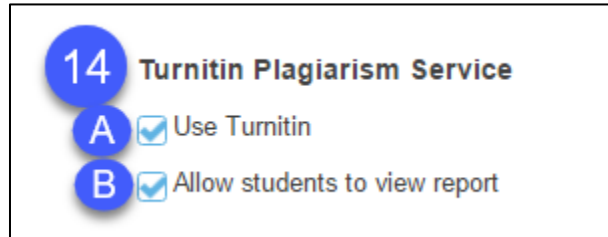
13. **Add honor pledge** (optional)

If this option is chosen, before your students can submit the assignment, they will have to click in a check box as *shown below*:



14. **Turnitin** is a plagiarism-checking and feedback tool that instructors can use for paper and report assignments. Instructors and students can view a plagiarism report showing passages of text that match text found in other sources.

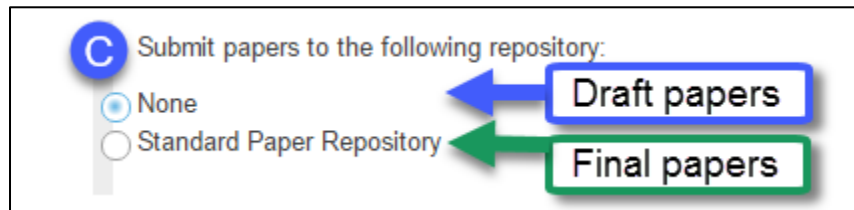
- a. **To use the Turnitin feature:** click the **Use Turnitin** check box; you will see seven choices.
- b. **Allow students to view report** (*recommended*). Both instructors and students can view the results of the originality report.



- c. **Submit papers to the following repository.**

When submitting papers to Turnitin, you can control whether student papers are stored in Turnitin's student paper database, the Standard Paper Repository.

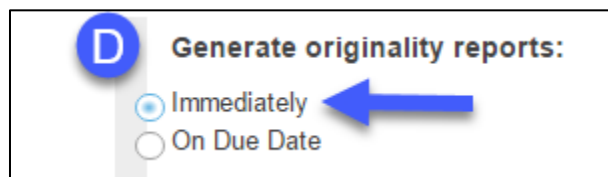
- None.** This is the *default* setting. Use this setting for *drafts and practice papers* that you want students to be able to submit again.
- Standard Paper Repository.** Use this setting *for final papers*.



- d. **Generate originality reports.**

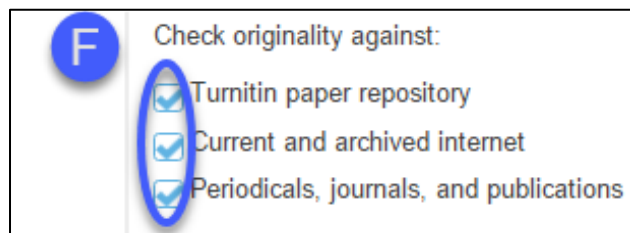
The originality report highlights passages of text in the student submission that match those in Turnitin's database.

- Immediately** (*recommended*). You and/or your students can view the results within 30 minutes after the student submits the assignment.



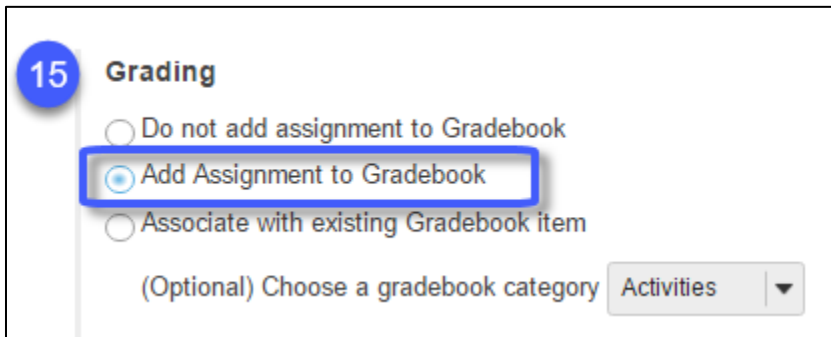
- e. **Exclusion Options** (optional). You can control (filter out) these Turnitin options now or while viewing student Originality Reports.

- f. **Check Originality against** (*all are recommended*):



15. **Grading** (*recommended*)

Unlike the Forums tool, instructors do not have to create a Gradebook item for each Assignment. Instead, when adding the Assignment, instructors can choose to have a new gradebook item automatically created for the Assignment.



- Do not associate assignment to Gradebook.** This is the default. Choose this selection if you *do not* want Assignment grades sent to the Gradebook, such as for a practice assignment.
- Add Assignment to Gradebook** (*recommended*). This selection will **create** a new item in the Gradebook with the *same name* as your Assignment title.
  - Later, when grading the Assignment, instructors will record grades, comments, and/or files in the *Assignment tool*; grades and comments will be transferred to the Gradebook.

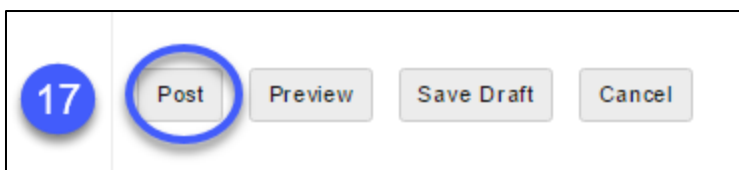
**Note:** If using Gradebook categories, you will be prompted to choose a Gradebook category for the new Gradebook item.
- Associate with existing Gradebook item.** *If you have already created (or imported) a Gradebook item for the Assignment, select this option to send grades to that item.*

16. **Additional Assignment Options** (optional)

- No additional assignment options.** (default)
- Use peer assessment.** Students review each others' assignments. Instructors select:
  - The evaluation period end date (which must be after the Accept Until date for the assignment)
  - The number of submissions students must review
- Group submissions.** Allows any member of a group to submit an assignment on behalf of the group.

**TIP:** For additional details, please review [Peer Assessment](#) and [Group Submission](#) instructions.

17. All of the remaining settings are optional except Post. At the bottom, click **Post** to create your assignment. The new assignment title will display in the *Assignment List*.








## Instructor view of the Assignment List

In the Assignment list, the **Status** column indicates each assignment's availability to students, based on the open and close dates you have chosen. In the example below:

- A. **Not Open:** *Only instructors can see the Week 3 Homework assignment. Students cannot see or submit the assignment until the **open date/time**. It is available to two groups only.*
- B. **Open:** *Students can **submit** the Week 2 Homework assignment until the **due date/time**.*
- C. **Closed:** *Week 1 Homework's **due date/time** has passed; students can **no longer submit** this assignment. Students can view what they submitted and/or what the instructor graded and returned.*

**Note:** The **red award** icon on the Week 1 Homework assignment indicates **Turnitin is enabled** for this assignment. Students do not see the red award icon (or any other indicator) when Turnitin is enabled.

	<a href="#">Assignment Title</a>	<a href="#">For</a>	<a href="#">Status</a>	<a href="#">Open</a>	<a href="#">Due</a>
A	 <a href="#">Week 3 Homework</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	 2 Selected Groups	Not Open	Apr 14, 2017 5:00 pm	<b>Apr 20, 2017 11:30 pm</b>
B	 <a href="#">Week 2 Homework</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	Apr 7, 2017 5:00 pm	<b>Apr 13, 2017 11:30 pm</b>
C	 <a href="#">Week 1 Homework</a>  <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Closed	Mar 31, 2017 5:00 pm	<b>Apr 6, 2017 11:30 pm</b>