# 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. **Assignment Instructions** (*required*)
    Enter assignment instructions in the text editor box.

4. **Add honor pledge** (optional)
    If you choose this option, before your students can begin or submit the assignment, they will have to review the honor pledge and click on an **Accept** button.

5. **Add Attachments** (optional)
    If you would like to attach additional files, such as a rubric, click on the **Add Attachments** button to find and attach file(s).

6. **Open Date/time** *(required)*
   The open date and time is when your students can see and begin submitting the assignment.

7. **Due Date/time** *(required)*
   This assignment due date/time will be seen by your students.

   <mark>TIP:</mark> Do not use 12:00 AM as a deadline, it confuses students; instead use 11:30 PM or 11:55 PM.

8. **Accept Until Date/time** *(required)*
   Choose a date/time through which you will accept **late** assignments. 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.

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



9. **Send a reminder email 24 hours before the due date** (optional*; recommended*)
   Registered course students who have NOT submitted the assignment, will be resent a reminder email 24 hours before the due date (not the accept until date). It is checked by default.

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 add 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. **Access** (optional). This setting affects assignment *visibility,* not assignment submission.

- *Display to site*: By default, everyone in the site can view the assignment.
- *Display only to selected groups:* If you are working with combined sites or groups, you can *display* your assignment to selected groups, but each group member will still submit an *individual* assignment.
    - If you want one assignment submitted per group, use the *Group Submission – One submission per group* option discussed further below.

14. **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:* (*Recommended if using Turnitin*) 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 use the Assignments tool and simply enter the grades into the Sakai Gradebook.)
- *Single Uploaded File only: (Recommended if using Turnitin)* If you want students to submit just one attachment, this is the option to choose.

    Important: If you want to use the Turnitin plagiarism checker (further below) AND you want your students to be able to *resubmit* their papers multiple times to *Turnitin*, you must choose one of two submission types: **Attachments only** or **Single Uploaded File Only**

15. **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 the **Allow Resubmission** 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.)



**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 allow only selected students to resubmit.

16. **Submission Notification Email Options** (Optional)

    Select if and how often you want to be notified by email of student submissions.

17. **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** checkbox; you will see five 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 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*)**:**



18. **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.



19. **Add Assignment to Gradebook** *(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 files in the *Assignment tool;* grades and comments will be transferred to the Gradebook.
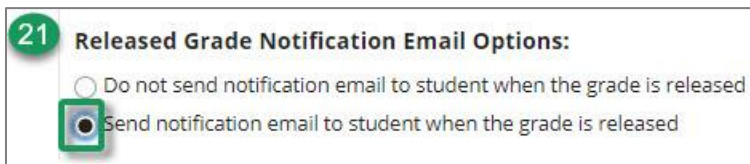
**Note:** If using Gradebook categories, you will be prompted to choose a Gradebook category for the new Gradebook item.

❑ **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.

20. **Grading Rubric** (optional)
You can create a rubric in the Rubrics tool, associate the rubric with your assignment, and use the rubric to grade the assignment. Please review the [Rubrics] tool for details.
[http://bit.ly/sakai-rubrics]

21. **Released Grade Notification Email Options** (optional; *recommended*)
When you're done grading and made scores available to students, select this option to make sure students review your feedback.

**21** **Released Grade Notification Email Options:**
  ○ Do not send notification email to student when the grade is released
  ◉ Send notification email to student when the grade is released

22. **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.
[http://bit.ly/sakai-peer-review] and [http://bit.ly/sakai-asn-groups]

23. 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 *Assignments* tool.

**23** [ Post ] [ Preview ] [ Save Draft ] [ Cancel ]
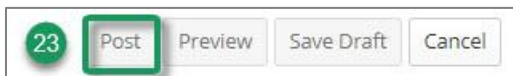
## Instructor view of the Assignment tool

In the Assignment tool, 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) **Closed**: Week 1 Turnitin Homework's *due date/time has passed*; students can *no longer submit* the assignment. Students can view their submission or the returned grade/instructor comments.

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

b) **Open**: Students can *submit* the Week 2 Peer Homework assignment until the *due date/time*.

c) **Not Open:** Only instructors can see the Week 3 Group Homework assignment and Week 4 Homework with Rubric assignment until the *open due date and time*.

| Assignment Title | For | Status | Open | Due |
|---|---|---|---|---|
| **Week 4 Homework with Rubric** ⊞ <br> Edit │Duplicate │ Grade | Entire Site | Not Open | Jul 19, 2019 8:00 AM | **Jul 24, 2019 11:55 PM** |
| **Week 3 Group Homework** <br> Edit │Duplicate │ Grade | 2 Selected Groups | Not Open | Jul 8, 2019 8:00 AM | **Jul 19, 2019 11:55 PM** |
| **Week 2 Peer Homework** <br> Edit │Duplicate │ Grade | Entire Site | Open | Jun 24, 2019 8:00 AM | **Jul 1, 2019 11:55 PM** |
| **Week 1 Turnitin Homework** 🏆 <br> Edit │Duplicate │ Grade | Entire Site | Closed | Jun 17, 2019 8:00 AM | **Jun 24, 2019 11:55 PM** |

## Student view of the Assignment tool

The student's assignment status below reflects actions that can be performed based on the date:

- **Submitted:** For the Week 1 Turnitin Homework, students were allowed to submit their assignment **late**, because of an *accept until date* the instructor set up.
- **Returned:** Since the Week 1 Turnitin assignment's *due dates have passed*, after the instructor releases student grades and instructor comments, students can view their feedback.
- **Not Started**: The Week 2 Peer assignment is available to students, but this student has not begun working on the assignment.
  **Note:** The student cannot see the Week 3 and Week 4 assignments until their open dates/times.

| Assignment Title | Status | Open | Due |
|---|---|---|---|
| **Week 2 Peer Homework** | Not Started | Jun 24, 2019 8:00 AM | **Jul 1, 2019 11:55 PM** |
| ▸ Week 2 Peer Homework *Peer Assessment - Students assess each other* | Assignment submission required | Jul 1, 2019 11:55 PM | **Jul 8, 2019 11:55 PM** |
| **Week 1 Turnitin Homework** | Submitted Jun 28, 2019 1:08 PM - late | Jun 17, 2019 8:00 AM | **Jun 24, 2019 11:55 PM** |