

Assignments

Instructors may hand out and collect an assignment easily in manaba.

Add an assignment

1. Click **Add Assignment** on Assignments Administration page.
2. Select the format of the assignment (form-based or file-based).

File-based submission

These are assignments for which students send responses in files, such as Word documents.

Browser-based submission

These are assignments for which students answer questions in the web browser.

The number of characters in the answer is counted as follows.

Character count

Both half-width and full-width characters, symbols and space are counted as one character. Line breaks are not counted.

Word count

Mostly used for questions that allow to type text in English. Words are counted correctly if they are separated with a half-width space; note that they are not counted if separated with a full-width space. If you break a line, it will be counted as one word.

3. Enter the title of the assignment.
4. Enter a start date and end date for the assignment.(optional)
Click **OK**.

Students cannot submit their response to the assignment after the end date.

Select **Allow assignments to be submitted after end time** and select the extra days you want to give. Late submissions will be accepted within the days you grant.

5. In the Settings field, select how you would like the assignment to be handled.

Accessible to all course members.

All course members can access and comment on the student's response.

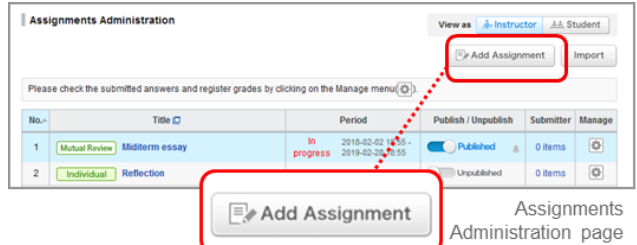
Accessible to instructors and course members who have submitted the same assignment.

Only instructors and those who have already submitted an assignment on the same topic can access and comment on the response.

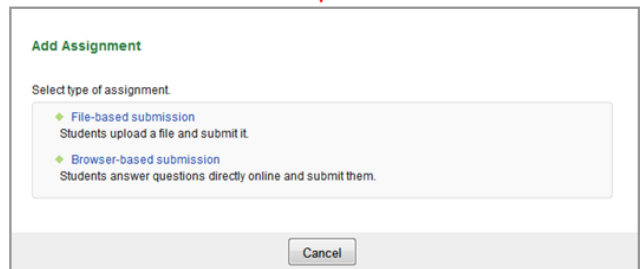
Accessible only to the student and the instructors. (Individual)

Only the student and the instructors of the course can access and comment on the response.

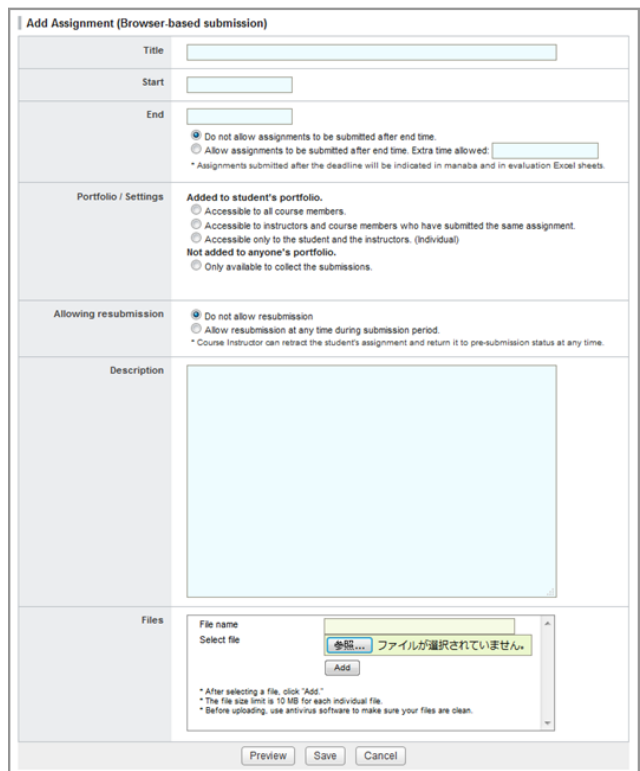
Only available to collect the submissions and is not added to anyone's portfolio.



Assignments Administration page



Select assignment format



Add Assignment page

The instructor will only collect the student's response. The student's response will not be added to their portfolio. It cannot have mutual review.

6. Set whether to allow or disallow resubmissions.
7. Write the description of the questions you would like to ask students.
8. Use the Files section to add various files you would like your students to use for reference when completing the assignment, such as PDF files and images.
9. Click **Preview** to view the assignment as your students will see it.
10. Click **Save** to save the assignment in manaba.

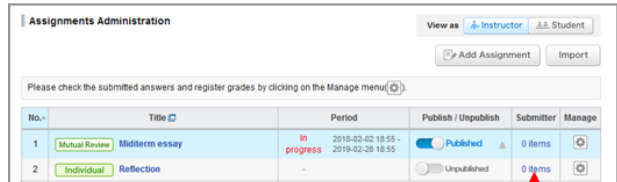
Publish an assignment

In order to publish an assignment you add, click on Assignments Administration page.

- Should you wish to send a reminder message, click **Publish and send reminder**.
- Use **Student** button to view the list of assignments which are published to students.

! If you set a period, students can only respond after the start date; before the start date, the status of the assignment is set as "pending".

Instructor screen (Assignments Administration page)



Student screen (Assignments)



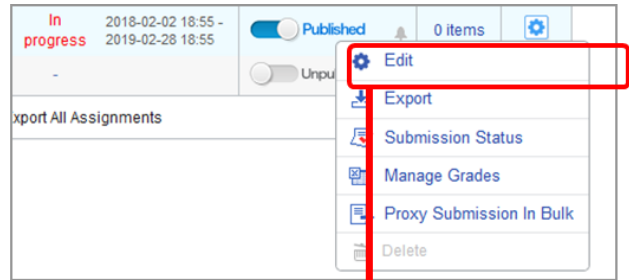
Edit an assignment

Follow the steps below, in order to change the dates or questions of an assignment.

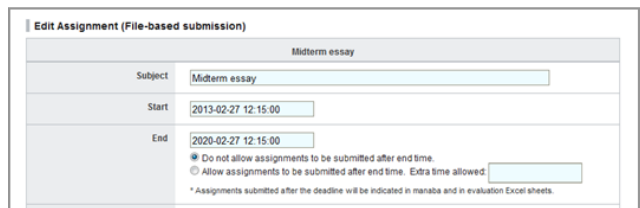
1. Click on Assignments Administration page and select **Edit**.
2. Revise the assignment and click **Save**.

! If you edit an assignment, it will automatically be unpublished. Once you finish editing, publish it again.

! To avoid student confusion, editing the title of an assignment after a student's answer and grade registration will not be reflected in the grade and portfolio title. (Grades titles can be manually edited from the edit page.)



Select Edit




Edit Assignment (File-based submission) page


View / Collect submissions

There are two methods to view student's responses to an assignment.

A: View individual responses on the web

A: View individual responses on the web


1. Click  on Assignments Administration page and select **Submission Status**.
2. On Submission Status page, you may view the student's response by clicking on the name of the student.

 If Added to student's portfolio. is seted, the previewable files can be viewed on the screen. → Types of files that can be previewed


If the file type is "docx", you can click the **Preview** button next to the file name to view the contents of the file in your browser.

Re-submission of an assignment


It is possible for the instructor to have a student resubmit the assignment. If you click **Request resubmission**, the assignment will return to one step before the submission and the student will be able to edit and resubmit the assignment.

 If the assignment is already closed, edit the close date of the assignment.

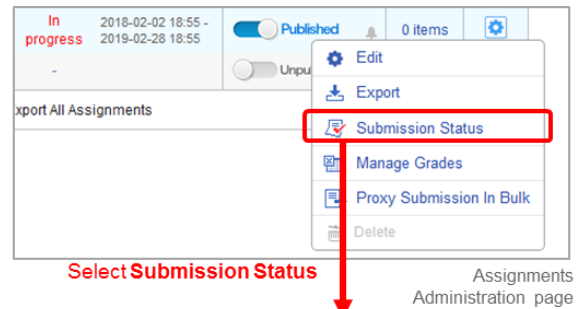
- If a student uploads an assignment but fails to click the **Submit** button, the instructor can finalize the submission on the student's behalf.
- You can upload the files on behalf of individual students for the File-based submission assignments. And you can delete only the files the instructor uploaded on behalf of the student.
- You can do these two actions on the individual student's Assignment Room page after clicking the student's name on Submission Status page.

 For the Browser-based submission assignment, you can't enter the answer on behalf of the students.

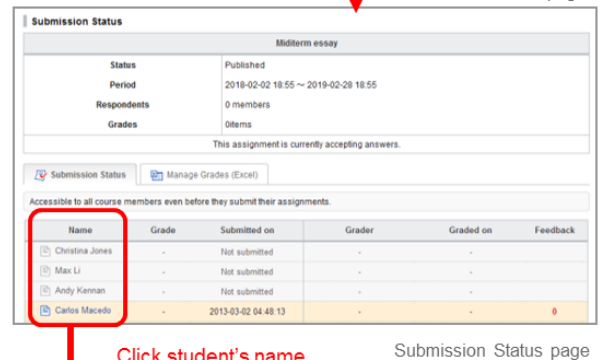
B: Download all responses submitted

1. Click  on Assignments Administration page and select **Manage Grades**.
2. Click **Download with submissions** and you will be able to download submitted responses in a zip file. (Submitted responses are separated in folders by student.)

B: Download all responses submitted

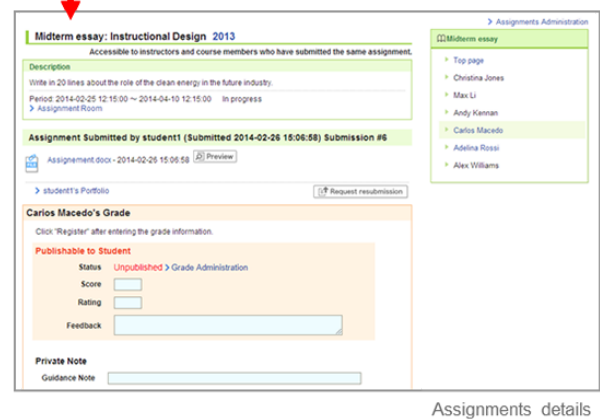


The screenshot shows the 'Assignments Administration' page. A dropdown menu is open, and the 'Submission Status' option is highlighted with a red box. A red arrow points from this box to the 'Submission Status' page below.

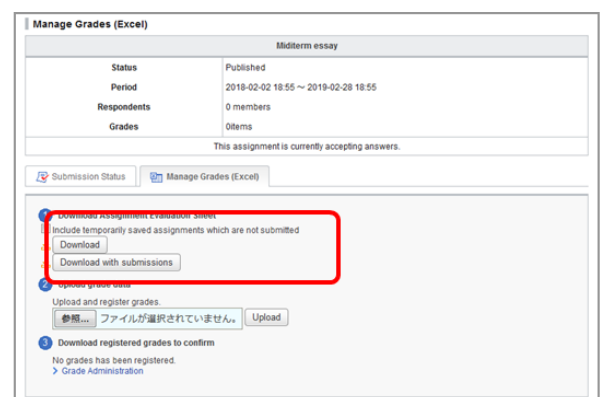


The screenshot shows the 'Submission Status' page for a 'Midterm essay' assignment. A table lists student submissions. The row for 'Carlos Macedo' is highlighted with a red box. A red arrow points from this box to the 'Assignments details' page below.

Name	Grade	Submitted on	Grader	Graded on	Feedback
Christina Jones	-	Not submitted	-	-	-
Max Li	-	Not submitted	-	-	-
Andy Kenan	-	Not submitted	-	-	-
Carlos Macedo	-	2013-03-02 04:48:13	-	-	0



The screenshot shows the 'Assignments details' page for 'Carlos Macedo's Grade'. It displays the assignment description, submission date, and a 'Request resubmission' button. A red arrow points from the 'Submission Status' page to this details page.



The screenshot shows the 'Assignment Grade Registration' page. A red box highlights the 'Download with submissions' button. A red arrow points from this box to the 'Assignment Grade Registration page' label below.


Evaluate submissions / Register grades

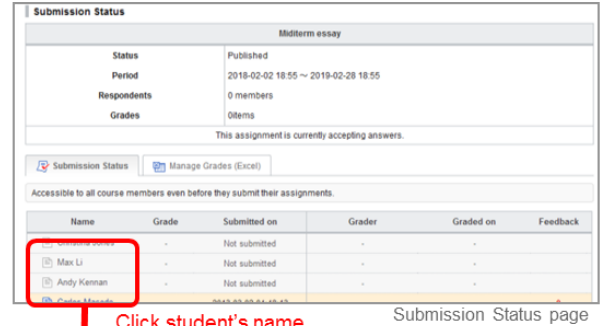
There are two kinds of methods to evaluate students' responses and register grades of an assignment.

A: Evaluate students' responses and register grades individually on the web.

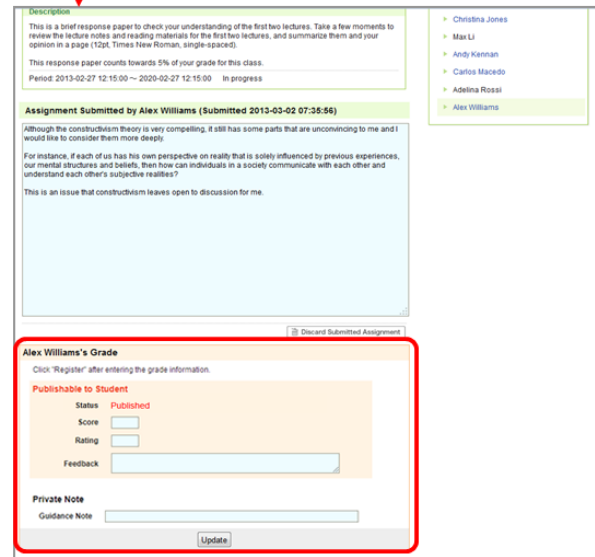
B: Download an Excel sheet, evaluate students' responses and register grades on the sheet in a batch.

A: Evaluation / grade registration on the web

1. Click  on Assignments Administration page, select **Submission Status** and Submission Status page will appear.
2. On Submission Status page, you may view the students' responses by clicking on the name of each student.
3. Enter the points in the field **Score**.
4. Enter Rating In case of evaluating with character string such as "Good,Excellent,A,B". (optional)
5. Enter your comments to the student's response.(optional)
6. Use **Guidance Note** as a memo that is only visible to you; students will not be able to view your memos.
7. Click **Update** once you fill out the necessary fields.




Submission Status page

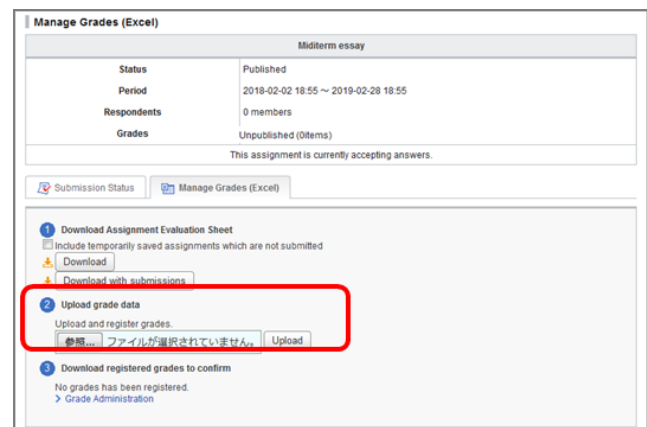


Submission details

Grading field

B: Evaluation / grade registration using an Excel sheet

1. Click  on Assignments Administration page and select **Manage Grades**.
2. Click **Download** and download Assignment Evaluation Sheet (this is an Excel file).
3. Enter in either "#Score", "#Rating" or "#Comment" on the Assignment Evaluation Sheet .If you would like to register a score of 0, please input 0 in "# Score".
4. Upload the Excel file with grades and complete registration of grades.



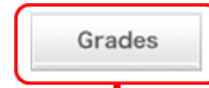
Assignment Grade Registration page

Publish grades

Neither uploading the grades on the web nor using an Excel sheet makes the grades available to your students. You must now publish the grades to let your students know about them.

1. Click **Grades** tab in course menu and open Grades Administration page.
2. Click of the assignment you would like to publish.

Should you wish to send a reminder message, click **Publish and send reminder**.




Grades Administration page

Import / Export an assignment

Instructors may export an assignment and save it to their own computer. The survey will replicate the survey in another course by importing data you have exported.

Export assignments

Export an assignment individually

Click  in Assignments Administration page and select **Export (a)**. The test will be downloaded as an MHT file.


Export all assignments in a course

Click **Export All Assignments (b)** and a zip file containing all the existing assignments will download.

Assignments Administration page

Import assignments

1. Click **Import (c)** button on Assignments Administration page.
2. Use **Import individually (Upload MHT files)** if assignments should be uploaded one by one. Use **Import All (Upload ZIP files)** if assignments should be uploaded all together in a zip file

 Imported surveys need to be published.



Import Assignment page