Creating Sakai Assignments

To create a Sakai Assignment:

1. In your course tools menu, select the **Assignments** tool.

2. Click the **Add** button in the Assignments menu.

3. Give your Assignment a title. Avoid the use of “special characters” - non-letters or numbers - in your assignment title, e.g., #, &, !, *, (, ), %, /, \, ”, ?, <, >, :, =.

4. Specify the availability.

   a. The **Open Date** is the date when the assignment becomes available for students.
   b. The **Due Date** is the deadline to turn in the assignment.
   c. The **Accept Until** date allows you to accept late submissions after the due date. Late student submissions are marked as late. If you do not accept late submissions, you may leave the Due Date and Accept Until date the same.

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

   * **Due Date**
   
   04/01/2015 12:00 pm

   * **Accept Until**
   
   04/01/2015 05:00 pm

When you create a new assignment, the Open Date will default to the current day, and the Due Date and Accept Until dates will default to one week later. Change the dates using the calendar icon to bring up the date-picker pop-up calendar.

**Note:** Often, faculty like to set the time on the due date to 11:55 PM, as that is the latest time you can select on a given day. Selecting 12:00 AM will display the date as the next day, and this may confuse students about the actual due date if they assume they have all day to turn in their work.
Creating Sakai Assignments

5. Choose the submission format. Turnitin assignments should use the **Single Uploaded File only** format.

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6. Allow resubmission (optional).

   - **Allow Resubmission**
   - **Number of resubmissions allowed**: 1
   - **Resubmission Accept Until**: 05/01/2015 05:00 pm
   - **Released Resubmission Notification Email Options**: Do not send notification email to student when the grade is released and resubmission is available

If you select **Allow Resubmission**, you may specify:

a. The number of resubmissions allowed for the class.
b. The deadline for resubmitting.
c. To notify students via email when the grade is released and the resubmission is available.

7. Choose the grade scale from the drop-down menu.

   - **Grade Scale**
   - **No Grade**
   - **Letter grade**
   - **Points**
   - **Pass/Fail**
   - **Checkmark**

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There are several grade scales to choose from:

- **Ungraded**: This is the default option. This will allow you to collect and view student submissions electronically, but does not allow for grading within the Sakai assignment.
- **Letter grade**: Select this option if you like to grade your assignments by letter grade only.
- **Points**: Allows you to assign points to an assignment for grading. This is the option you should choose if you plan to send the assignment to the gradebook.
- **Pass**: Designates an assignment as pass/fail.
- **Checkmark**: Allows you to mark assignments with a checkmark for completion.
8. Enter the maximum number of points.

```
* Grade Scale

  Points

  20

  For points, enter maximum possible
```

9. Add assignment instructions via the rich text editor box. You may use the editor to format your assignment description, and add images, links, or other media if desired.

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Assignment instructions

Your assignment should not exceed three double-spaced pages. Use ASA style for your bibliography.
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10. Make your choices for due dates, announcements, and honor pledges.

- To hide the assignment due date from students, check the box next to the **Hide due date from students** option.
- To add your assignment due date to the Schedule (a.k.a. Calendar) in your class, check the **Add due date to Schedule** box.
- To post an announcement posted to the site regarding the open date for your assignment, check the **Add an announcement about the open date to Announcements** box. Note: The announcement will be posted immediately when you post your assignment, regardless of the actual open date of the assignment itself. This option is best used to announce changes in a due date, or the availability of a newly posted item.
- To add an honor pledge to your assignment, check the **Add honor pledge** box. When the honor pledge option is selected, students must accept the statement "I have neither given nor received aid on this assignment" in order to submit their assignment.

11. Decide on the use of the plagiarism detection tool, **Turnitin**. For instructions on setting up Turnitin options for your assignment please refer to **Using Turnitin in Sakai Assignments**.

```
Turnitin Service

  Use Turnitin
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12. Choose your assignment **Grading** option.

- **Do not add assignment to Gradebook** will not send the assignment grades to the Gradebook. Students will see released assignment grades via the Assignments tool.
- **Add assignment to Gradebook** will automatically create a Gradebook item with the title of the assignment. Releasing assignment grades makes them visible in both the Gradebook and the assignment.
- **Associate with existing Gradebook entry** allows you to link the assignment to an already created Gradebook item. Released grades appear in the Gradebook and the assignment. With this option you select the Gradebook item from the list of created Gradebook items appearing in the associated dropdown list. *If no Gradebook items have been created, the list will be empty.*

13. If you wish to use the **Peer Assessment** option, refer to **Using Peer Assessment in Sakai Assignments** for instructions on configuring Peer Assessment options.

14. Decide which students will have access to the assignment. Groups must already be created in order to enable group options. If no groups exist, the only option is for access by all students.

    ![Access Options]

    *Note - There are currently no groups present in this site. You must first create group(s) before you can release the assignment to selected group(s).*

    Are submissions for a group?
    - Displays to site
    - Display to selected groups

    Please refer to **Create Groups in Sakai** for instructions on how to create groups.

15. The presence of groups in your course allows you to choose group options:

    a. **Are submissions for a group?** allows one group member to submit the assignment for all group members. The grade assigned to that submission will automatically be applied to all group members.

    ![Access Options]

    Are submissions for a group?
    - Displays to site
    - Display to selected groups

    Displays the same assignment to all students but allows for a group submission and a group grade
Creating Sakai Assignments

b. **Display to selected groups** releases the assignment to a specific group in your course. Only the members in that group will be able to see and submit the assignment.

Access
- [ ] Are submissions for a group?
- [ ] Display to site
- [x] Display to selected groups

Only members of Group 1 can view and submit the assignment

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td></td>
</tr>
<tr>
<td>Group 2</td>
<td></td>
</tr>
</tbody>
</table>

16. Decide on the use of **Notifications**. Two types are available: 1) email notifications to the instructor when students submit assignments; and 2) email notifications to students when assignment grades are released. The default settings are for no notifications.

**Submission Notification Email Options:**
- [x] Do not send notification emails for any student submissions
- [ ] Send a notification email for each student submission
- [ ] Send one email per day summarizing notifications for student submissions

**Released Grade Notification Email Options:**
- [x] Do not send notification email to student when the grade is released
- [ ] Send notification email to student when the grade is released

17. Add attachments or additional information if needed.

**Attachments**
No attachments yet

Add Attachments

**Additional information**

<table>
<thead>
<tr>
<th>Supplement Items</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model Answer</td>
<td>Add</td>
</tr>
<tr>
<td>Private Note</td>
<td>Add</td>
</tr>
<tr>
<td>All Purpose item</td>
<td>Add</td>
</tr>
</tbody>
</table>
18. After all your assignment options are chosen, you have the following options:

- **Post** publishes your assignment for students. Your assignment will be live.
- **Preview** allows you to review the assignment and see what it will look like for students. If changes are needed you can click on **Edit** in the preview mode to go back to your assignment.
- **Save Draft** allows you to save the work you have currently done on the assignment and come back to edit it in the future. In the Assignment list the assignment will be marked as “Draft”.
- **Cancel** will not save any work that you have created in the assignment.