Assignment Tool

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Assignment Builder

1. Select the **Edit** button (upper right corner).

![VoiceThread Setup](image)

2. Enter a name in **Create Gradebook Item**.

![Display Information](image)
3. Select **Update Options**.
4. Close out of Sakai and clear your browser history in order to reset the tool.
5. Once logged back in, select the **Assignment Builder** option.
6. Select the type of assignment you want to assign.

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**Create a VoiceThread Assignment**

1. Select **Create a VoiceThread**.
2. Enter a description for the assignment.
3. Select **Create Assignment**.

4. A confirmation window will appear, select **Return to course**.
5. Once students submit their VoiceThread, they will appear within the VoiceThread tool.

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**Submitting a Comment Assignment**

1. Select **Submit a comment**.
2. Select the VoiceThread that you would like for students to add comments on or select **Create a New VoiceThread** to create and add a new VoiceThread.
3. Enter a description for the assignment.
4. Enter the comments each student needs to add.
5. Select **Create Assignment**.
6. A confirmation window will appear, select **Return to course**.
7. Once students submit their VoiceThread, they will appear within the VoiceThread tool.

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**Watching a VoiceThread Assignment**

1. Select **Watch a VoiceThread**.
2. Select the VoiceThread that you want students to watch or select **Create a New VoiceThread** to create and add a new VoiceThread.
3. Enter a description for the assignment.
4. Select **Create Assignment**.
5. A confirmation window will appear, select **Return to course**.
6. Once students submit their VoiceThread, they will appear within the VoiceThread tool.

**Grading an Assignment**

1. Select a student’s name to view his/her submission.
2. After viewing the submissions(s) use the arrows next to the student’s name to adjust their score.
3. A green notification will appear showing that the grade was saved successfully.