

k - s t a t e o n l i n e

CREATING MANUAL ASSIGNMENTS

OVERVIEW

Manual Assignments act as placeholders in your Gradebook to allow you to enter points for assignments such as participation grades, in-class papers, quizzes, tests or exams that do not occur online. In order to create assignments in K-State Online, you must have one of the following access rights:

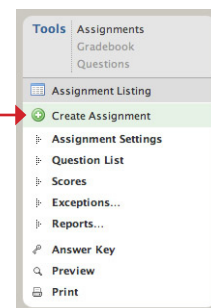
- **Instructor** (granted by the IT Help Desk)
- **AssignmentCreator** (granted by the instructor to someone such as a Teaching Assistant)
- **Grader** (granted by the instructor to someone such as a Teaching Assistant)

Notes:

- Instructors grant access rights to individuals by adding them to the roster and designating a specific role for that individual.
- If an instructor wants to designate someone to help with assignment creation and grading, they must grant the grader role to that person when they add them to their roster.

GETTING STARTED

1. Go to <http://online.ksu.edu> and sign in.
2. Click the course name link of the desired course.
3. On the **Course Tools** page, click the **Assignments** link under the **Assessment** section.
4. On the menu, click the **Create Assignment** link.

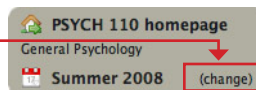


Note: Make sure the semester displayed is the semester you want the assignment to be available.

CHANGING THE SEMESTER

To change the semester, do the following:

1. Click the **change** link.
2. In the **Choose Semester** box, click the desired semester.



ASSIGNMENT SET UP

1. Click the **Manual** assignment type.
2. In the **Assignment Name** box, type a name for the assignment.

3. In the **Total Points** box, type the number of points for this assignment.
4. Click the **Advanced** tab to set additional properties.
5. Click **Save** or click **Save and Add Another** to create another manual assignment.



SET ADDITIONAL PROPERTIES

- **Gradebook Title** - A short title for the gradebook column header.
- **Reveal grades in the Student Gradebook as they are entered** - Grades will be available to individual students each time Save is clicked.
- **Other instructors can edit or delete this assignment** - Those with the K-State Online role of Assignment Creator role should select this option when creating assignments so that Primary and Secondary Instructors can edit them.
- **Students can view assignment statistics** - Assignment statistics include mean, median, and high and low scores (students don't see individual scores).
- **Apply scores to final grade**
- **Scores are extra credit**
- **Make this assignment a gate** - Restrict access to specific assignments or files until defined criteria is met.
Note: The gating component must be installed to see this option.
- **Assignment Categories** - Useful when applying grading rules (dropping two lowest quizzes, for example). Create your own assignment groups by clicking the **Assignment Categories** link to the right of the **Assignment Details** tab and then clicking the **Create Category** link.

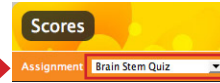
ASSIGNING GRADES

You can record grades in the following ways:

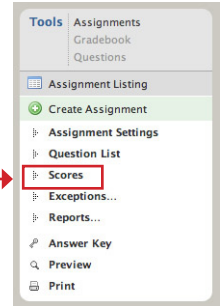
- From within Assignments
- From within the Gradebook
- By Importing Scores

ASSIGN GRADES IN ASSIGNMENTS

1. In the **Assignment** list, select the assignment whose scores you want to record. →
2. On the menu, click **Scores**. →
3. Click the **Total** box corresponding to a student whose score you want to enter. →
4. Type their score and then press the **TAB** key to move to the next student.
5. Continue this process until all scores are recorded.
6. Click the **Save Changes** button.
7. If you are ready to publish the grades so they are available to students, click the **Post Grades Now** link.



Total / 25.0
n/a
n/a



Notes:

- The **scores are not saved** until the **Save Changes** button is clicked. If you click another link or close your browser before clicking the Save Changes button, all of your changes will be lost.
- If you selected the property **Reveal grades in the student gradebook as they are entered** when you created the assignment, as soon as you click Save, those students that you entered a score for will be able to see their score in their Gradebook.
- The **Save Changes** button cannot be clicked while you are still inside of someone's total box. You must click outside of the total box in order for the save option to be available.
- You can publish grades from any of the following locations:
 - Scores page
 - Assignment Settings page
 - Dates & Status tab on the Assignment Listing page

ASSIGN GRADES IN THE GRADEBOOK

1. On the **Course Tools** page, click the **Gradebook** link under the **Assessment Tools** section.
2. Click the name of a student whose grade you want to enter. You can do this from either the raw scores or adjusted score page.
3. Enter a grade under the appropriate assignment title. →

Student Name	MBTI /10.0	BrainMap /50.0	Brain Lo /10.0
Barnhill, Deborah	8.0	46.0	2.0

4. Click **Save** or **Save and Next Student** if you want to continue entering grades for the rest of your students.

Note: The scores are not saved until the **Save** button is clicked. If you click another link or close your browser before clicking the Save button, all of your changes will be lost.

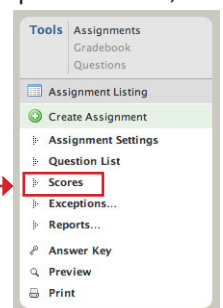
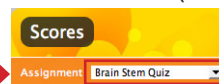
IMPORT SCORES

In order to import grades from documents outside of K-State Online, you must have a file saved in .csv (comma separated value) format which includes the students' WID (Wildcat ID) and their scores.

1. In the **Assignment** list, select the assignment whose scores you want to record. →
2. On the menu, click **Scores**. →
3. Click the **Import Scores** link.
4. Select the order in which your file contains information.

Student ID #	Score
1	2
Upload File	
Browse...	
Import	

For example: if the Student ID #s are in the first column of your document and scores in the second, select 1 for Student ID and 2 for Score.



5. Next to the **Upload** box, click the **Browse** button, select the file you want to upload and then click **Open**.
6. Click **Import**.
7. Click the **Save** button to save the imported scores.