

KODIAK QUICK GUIDE – Setting Up Assignments

Overview

The Assignments tool allows you to set up folders where students can turn in assignments online. You can set up separate dropbox folders for each assignment and set up start dates and deadlines. Once assignments are submitted, you can view them online, download them, check submission times, enter a score, add qualitative feedback, and return submissions with comments, all from within the Assignment tool. You can also check the originality of the writing through the dropbox using TurnItIn.

How to Access the Assignments Tool

Assignments will need to be active in your class. If **Assignments** does not appear on your course navbar, click **Course Admin**, **Tools**, and select **Assignments**. Once Assignments is on your course navbar, click **Assignments** in the navbar.




In This Guide

- Creating Assignments Folders
- Setting Submission Dates and Deadlines

Assignment Submission Folders

New Submission Folder More Actions

Bulk Edit

<input type="checkbox"/>	Submission Folder	Total Files	Unread Files	Flagged Files	Due Date
	No Category				
<input type="checkbox"/>	Group Project 	3	1	0	
<input type="checkbox"/>	Assignment 1 	0	0	0	May 14, 2018 11:30 PM
<input type="checkbox"/>	Assignment 2 	0	0	0	Jun 4, 2018 11:30 PM

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Creating Dropbox Folders

Dropbox folders are where students submit assignments. You should set up a separate Dropbox folder for each assignment students will submit through Kodiak.

1. From the “Dropbox Folders” page, click **New Folder** (Figure 1).

2. Enter the title of the assignment in the “Name” field.

3. Choose a folder type:

- **Individual submission folder:** Leave this option selected if you want each student to submit her own assignment.
- **Group submission folder:** Select this option if you want one assignment submitted per group. See the “Groups” Quick Guide for more information about working with Groups.

Note: Group Dropbox areas are marked on the “Folder List” page with the Group Submissions icon. Any group member can submit and view files in a group Dropbox.

4. Assign the folder to a category (optional).

- If you have not created a category for this folder, click **New Category**, enter a name, and click **Save**.
- If you have already a category for this folder, select it from the “Category” drop-down menu.

5. Associate the folder with a Grade Item if you want submitted assignments to be tied to a column in your class Grades area. See the “Grades” Quick Guide for more information.

- If you have already set up a grade item for this assignment, select it from the “Grade Item” drop-down menu.
- If you have not created a grade item for this assignment, click **New Grade Item** (Figure 2).

6. If you will be assessing these submissions, enter the maximum number of points in the “Out of” field (Figure 3). Do this even if you are not using the Grades tool in Kodiak.

7. Add any instructions about submitting the assignment in the “Instructions” text box.

8. If you have a file you want to make available to students, such as an assignment description or a sample paper, click **Add a File** and **Browse** to upload it from your computer.

9. Click **Save and Close**.

Note: To edit any of these settings later, click the drop-down arrow next to the Dropbox Folder you want to add date restrictions to and select **Edit Folder**.



Figure 1



Figure 2



Figure 3

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Setting Submission Dates and Deadlines

Use these instructions to set the timeframe during which students can submit. You can set a start date, a deadline, or both.

1. Click the drop-down arrow next to the Dropbox Folder you want to add date restrictions to and select **Edit Folder** (Figure 4).

2. At the top of the screen, click the **Restrictions** tab (Figure 5).

3. Select the appropriate date options:

- **Has Start Date:** Use this option if you do not want students to access a folder before a project is assigned.
- **Has Due Date:** Select this option to make the due date visible to students on the Dropbox Folder and in the Calendar widget on your Course Home page.
- **Has End Date:** Use this option if you want to stop students from submitting assignments after a due date.

4. Use the calendar and time selectors to set the appropriate dates and times (Figure 6).

5. Click **Save**.



Figure 4



Figure 5

Use Special Access to Set an Extended Deadline

Special access permissions allow you to set different availability dates and times for specific students. For example, you could extend the deadline for a student who was unable to meet a deadline due to a personal emergency.

1. On the “Restrictions” tab, select **Allow users with special access to submit assignments outside the normal availability dates for this folder**.

2. Click **Add Users to Special Access** (Figure 7). The “Special Access” page will open.

3. Select **Has End Date** in the “Properties” section.

4. Use the calendar and time selectors to set the deadline for the extended-access student(s).

5. Select the boxes beside the names of the student(s) you want to give extended access in the “Users” section.

6. Click **Save**. Once you have added special access permissions for students, they are listed in the “Special Access” section in the Dropbox folder’s “Restrictions” tab.

Note: You can edit or delete students' special access by clicking icons beside their names in the “Special Access” section.



Figure 6



Figure 7