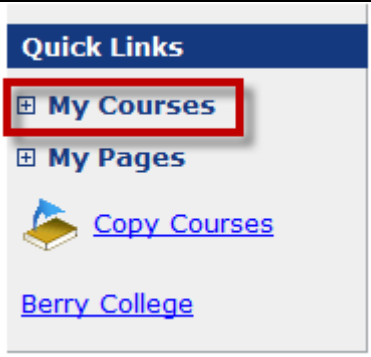
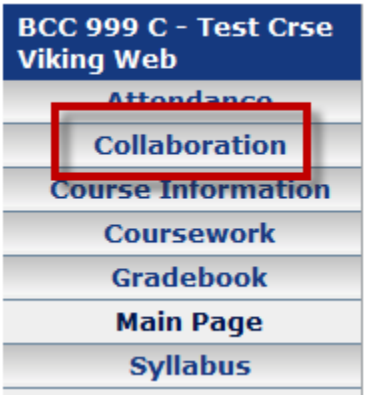
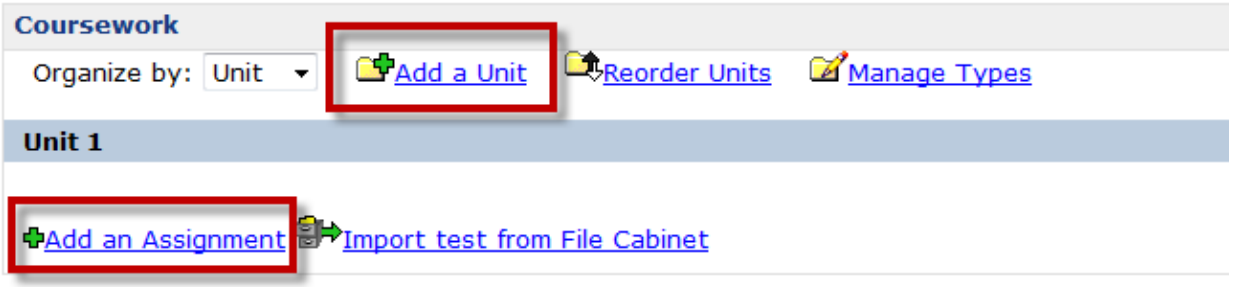
Adding an Online Assignment to Coursework

An online assignment can be used to quiz/test students outside of class time. They can be graded assignments, not graded, or credit/no credit.

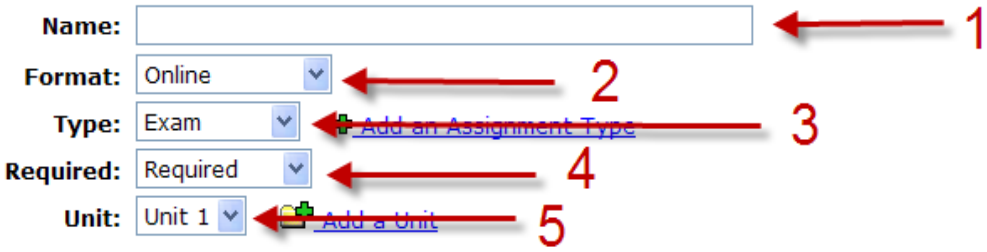
1. Log in to VikingWeb	
2. Click on My Courses	
3. Click the pertinent course.	
4. Click on Coursework on the left hand navigation.	
5. Depending on how you plan to use Coursework throughout the term, you may want to spend a few minutes setting up Units in Coursework. You can organize Units however you choose (for example, Reading Quizzes, Papers, Speeches, etc or Chapter 1 Assignments, Chapter 2 Assignments, etc) To do this, just click Add a Unit and name the Unit.	
6. Click **Add an Assignment**.	



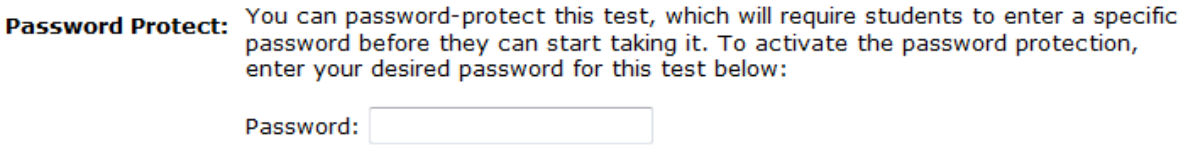
There are several pieces of information that you can complete but only two are required – name and due date.

Type must also be set because it cannot be changed later.

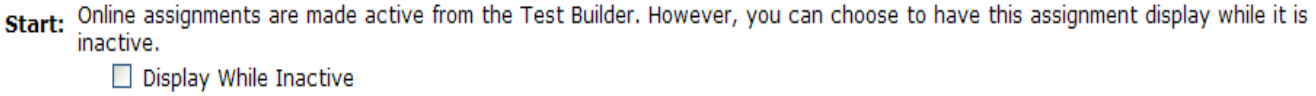
The set-up page is long, so it will be broken up into several sections on this document.



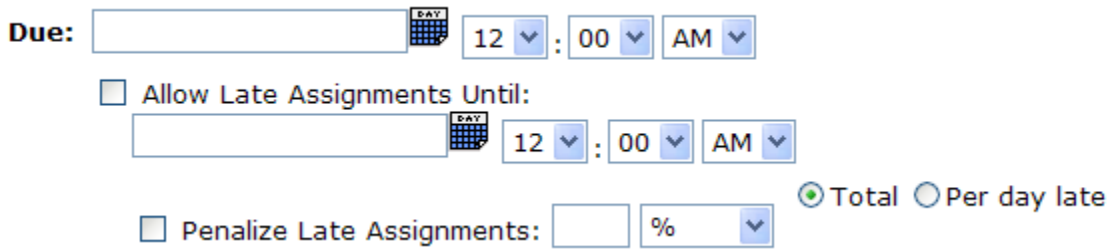
1. Enter the name of the Assignment (required field)
2. Format:
   a) Offline – enter grade of paper assignment manually later
   b) Online – online assignment that is graded by computer and grade is posted automatically
   c) File Exchange – assignment submitted electronically
3. Type – choose a type from the list, or add one of your own.
4. Required - Required, Extra Credit, or Optional
5. Unit to add assignment to if you have more than one Unit.
6. You can also add a description and instructions if needed.



7. You can password protect the assignment.

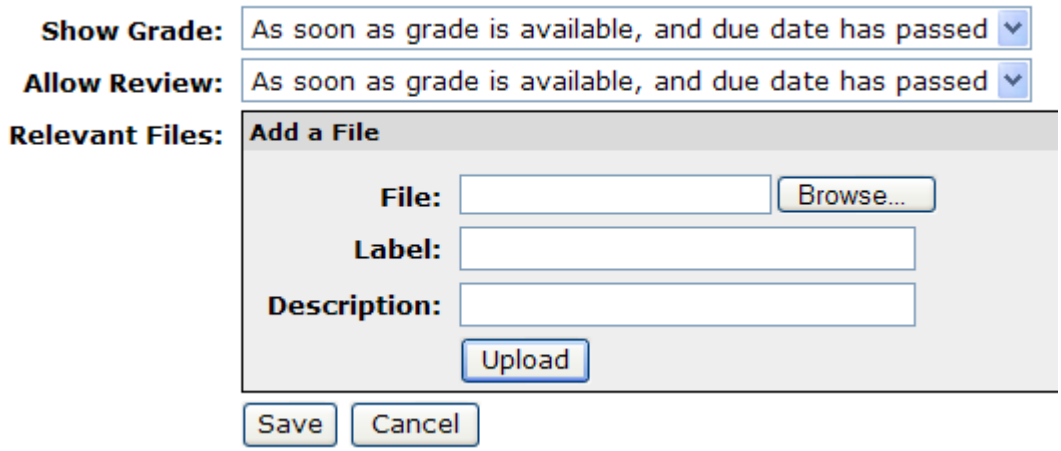


8. Start date - when doing an online assignment the assignment start date is set on a later screen.



9. Due Date – required, this field must be set in the future. You can also allow and penalize late assignments if you want.

Note: if you set the due date time for 12:00AM, be sure you have the correct date. For example for an assignment due Friday, April 10, change the date to Saturday, April 11 to allow students to complete the assignment on Friday April 10. Otherwise, the assignment will be closed at midnight April 10 (one minute after 11:59PM April 9).



10. Show grade – you have two options here:
    As soon as grade is available, and due date has passed
    As soon as grade is available

11. Allow Review – you have three options here:
    As soon as grade is available, and due date has passed
    As soon as grade is available
    Never allow review

    This choice is important, and CIT recommends that you allow review 'As soon as grade is available, and due date has passed'. This will prohibit students from sharing the correct answers with students who have not yet completed the assignment.

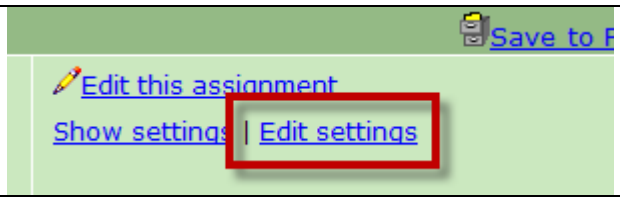
12. Relevant Files – you can upload files that students need to reference while completing the assignment.

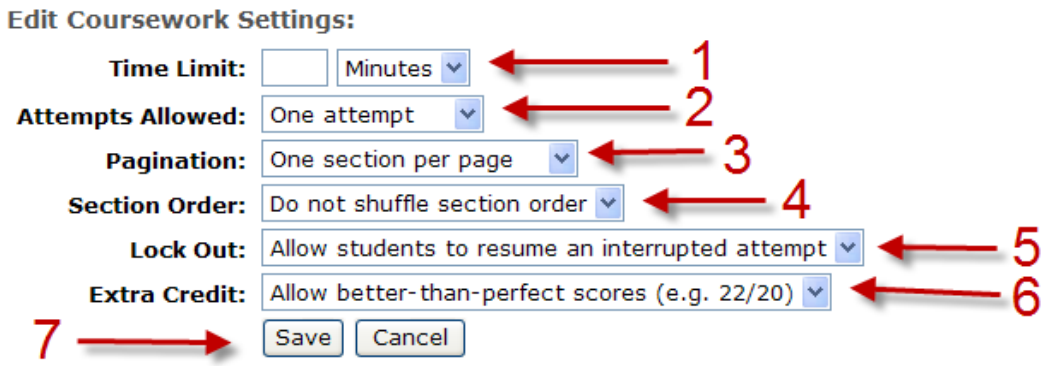
13. Click Save when you are finished with this section.

After clicking 'Save', you will be taken to the Test Builder screen. This is where you enter the questions for the online assignment, set the start/activation date, and finalize several other settings for the assignment.

Note: This document will use a Multiple Choice question as an example. VikingWeb documentation is also available on the CIT resource page for the other types of questions available in online coursework assignments (matching, ordering, short answer, true/false, and essay).

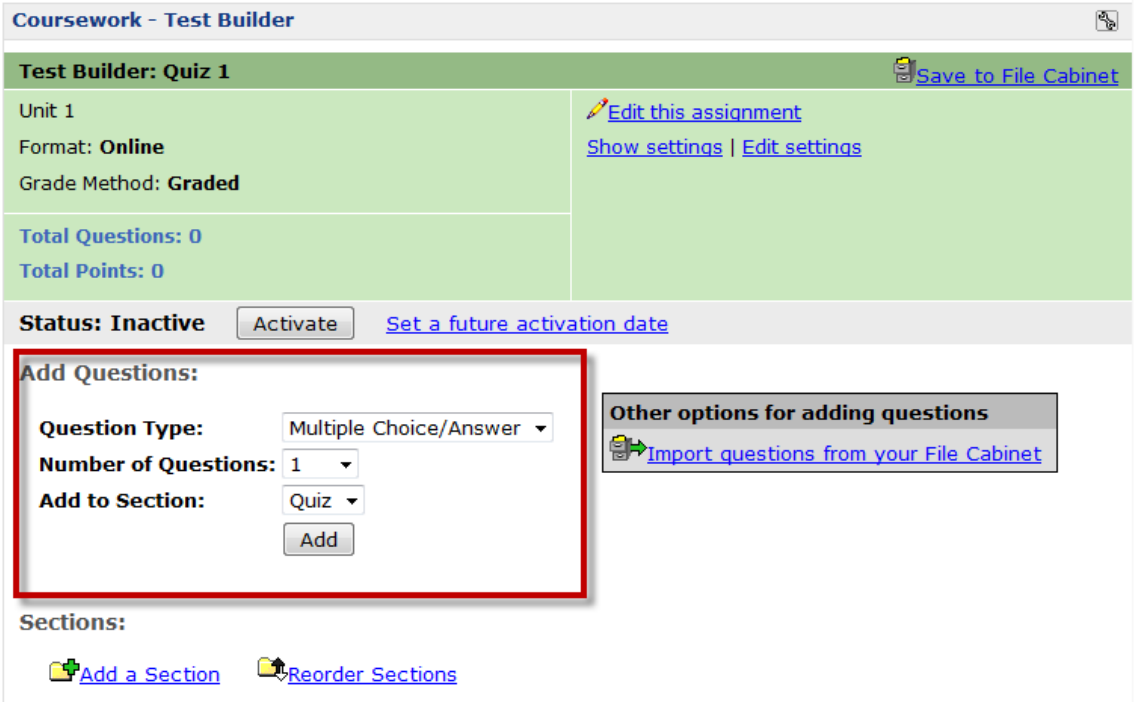
First, click on Edit Settings (in the green area) to set the setting for the assignment.

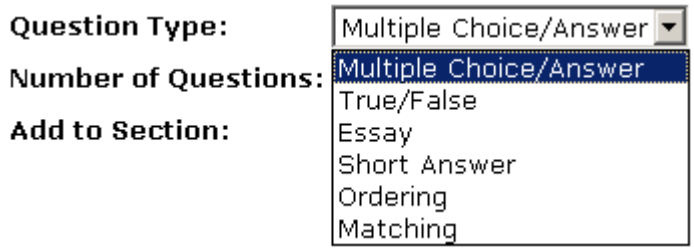
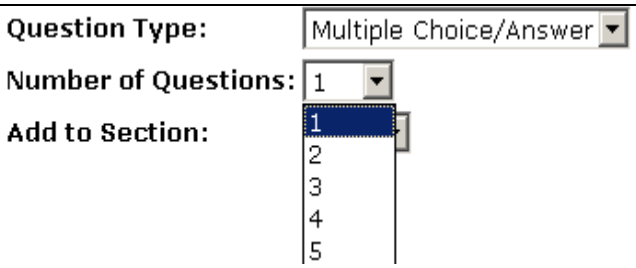




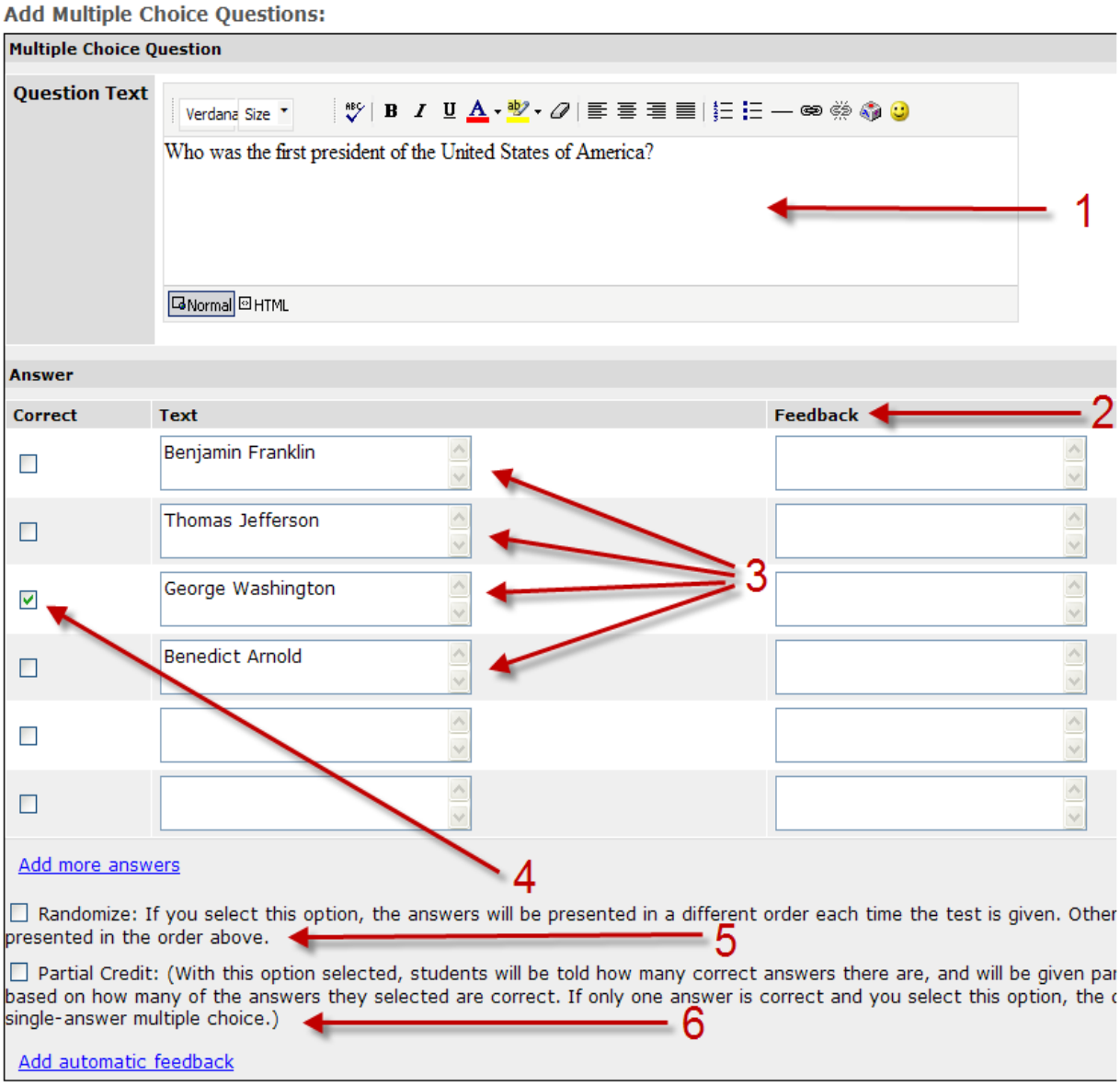
1. Time Limit – set a time limit for the assignment if you want
2. Change number of attempts allowed
3. Pagination – We recommend keeping one section per page
4. Section Order – you can shuffle section order
5. Lock Out – You can allow students to return to an assignment if they left it before completing it.
6. Extra Credit – you can allow better than perfect scores if you have set up extra credit
7. Click Save to save your settings

You can now add questions to the assignment. If you have a lot of questions it may be helpful to create different sections, but it's not necessary. You can also import questions from your File Cabinet by clicking that link.



You can add several sorts of questions to the quiz/exam. Select the type of question that you would like to enter.	
You can add up to 5 questions at a time.	

Essentially, all that is required on this page is the question, answers, and check the correct box next to the correct answer. Fill in the question and answer fields, choose a correct answer. There are other settings that you may use, but they are not required.



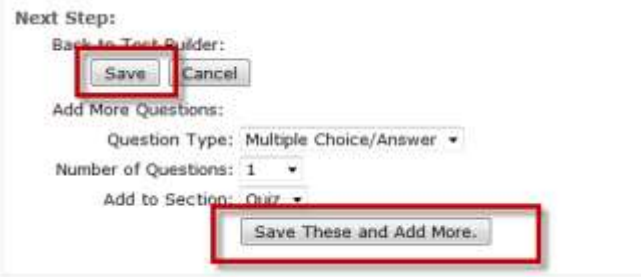
1. Type your questions into the text box.
2. You can provide feedback here for different answers
3. Type your answers here
4. Put a check mark by the correct answer
5. Randomize – check the box if you want to randomize the answers.
   Note: be careful about the wording of your answers if you randomize them. Specifically, be careful about the answer 'all of the above' because it may appear as the first answer. We recommend using 'all the answers are correct' instead of 'all of the above.'
6. Partial Credit – check the box if there is more than one correct answer and you wish to give partial credit to students.

7. You can set automatic feedback for the assignment if you want.

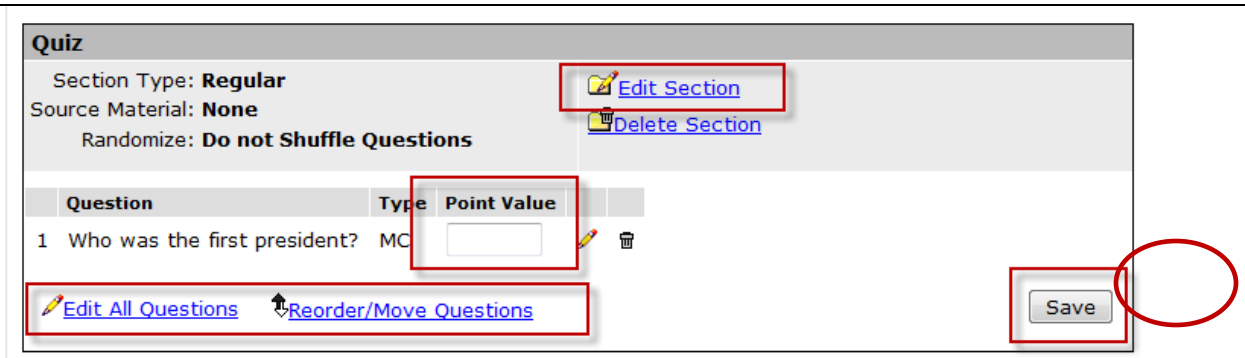
   Click on the automatic feedback section to set feedback for the assignment. You can set feedback for general information that will be displayed during review, for correct answers, and for incorrect answers.

When you are finished adding questions, you will have two options for saving.

1) You can click Save and not add more questions (you can add more later if necessary)
2) You can opt to save the questions you have entered and to enter more.

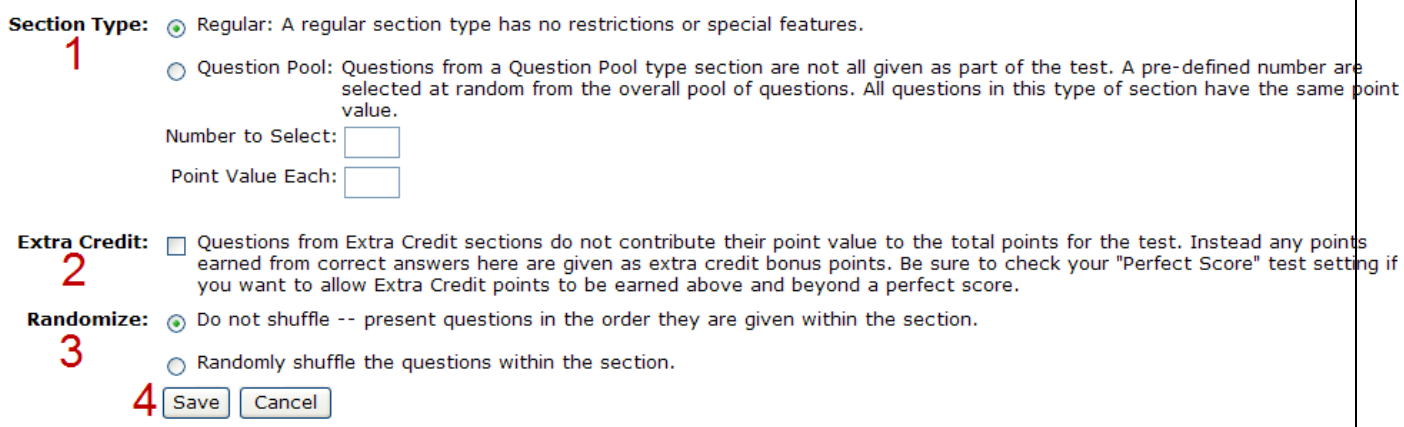


Once you have added all your questions and click Save, you will be taken to Test Builder. Once in Test Builder you will have several options.



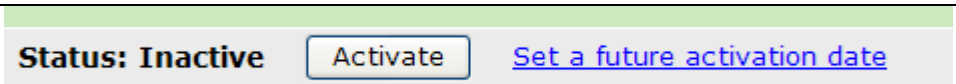
1. You have to assign a point value to each question. Click Save.
2. In the Edit Section area you have several options (see below).
3. If needed, you can edit the questions or reorder questions.

In the Edit Section options, you can: rename the section, change the position of the section (if you have multiple sections), and add source material.



1. Section Type- either Regular (each question you entered will be asked to each student) or Question Pool (you enter more questions than each student will be asked and students will receive the number you enter in the box below.
2. Extra Credit – if you have multiple sections, you can designate one for extra credit
3. Randomize – you can choose to shuffle the questions
4. When you have made your choices, click Save.

Just below the green header, there is a Status Bar with two options next to it: Activate or Set a future activation date.



1. Clicking 'Activate' will immediately active that assignment and allow students to complete the assignment.
2. Click 'Set a future activation date' to select a date to activate the assignment in the future.

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with questions or comments.