
WebCT 4.x: Assignments

Competencies

After reading this document, you will be able to:

- Display assignments by status
- View an assignment
- Submit an assignment
- Retrieve an assignment for resubmission
- Download a file
- View a graded assignment

Displaying Assignments by Status

From *Assignments*, from the Display drop-down list, select the status by which you want to display assignments:

- If you want to display all assignments, select *All assignments* and click **Go**.
- If you want to display all available assignments, select *All available assignments* and click **Go**.
- If you want to display all assignments that have a due date within 48 hours or less, select *All assignments that are due soon* and click **Go**.
- If you want to display all late assignments, select *All late assignments* and click **Go**.

Viewing Assignments

- 1 From *Assignments*, click the name of the assignment you want to view. The *Assignment* screen for that assignment appears.



Note If your instructor has created a hyperlink to an assignment file, a new screen opens displaying the page.

- 2 If your instructor has included assignment-related files for you to download, an *Assignment files* table appears listing those files.

Submitting Assignments

About late and multiple submissions

Instructors can allow late assignment submissions with an unlimited cutoff date for submission, or with a specific cutoff date.

- If the instructor has allowed unlimited late submissions, you will see 'Late' next to the assignment, and the assignment will continue to be available to you.
- If the instructor has allowed limited late submissions, you will see 'Late' next to the assignment, and the assignment will continue to be available to you until the specified cutoff date has been reached. At that point, you will no longer be able to access the assignment.

Steps for submitting a late assignment are the same as those for any other assignment, described below.

Instructors can also enable multiple submissions of an assignment. If this feature has been enabled, you will be able to retrieve your assignment if the due date of the assignment has not passed and the assignment has not yet been graded. For more information, refer to the section on *Retrieving an assignment for resubmission* below.

To submit an assignment

Submitting an assignment involves two steps:

- 1 Upload the file from your computer to WebCT.
- 2 Submit the file for grading.

Uploading files

- 1 From *Assignments*, click the assignment that you want to submit. The *Assignment* screen appears.
- 2 To upload the file, under Student files, click **Upload file**. The *Upload File for Assignment* screen appears.
- 3 To locate the file, click **Browse** to open your computer's file browser.
- 4 Locate and select the file. The *Upload File for Assignment* screen reappears with the path and filename displayed in the Filename text box.
- 5 Click **Upload**. The *Assignment* screen appears and the uploaded file is added to the Student files table.



Tip If you want to remove uploaded files:

- 1 Next to each file you want to remove, select the check box and click **Remove files**. A confirmation message appears.
- 2 Click **OK**. The file is removed.

Submitting files for grading

If your instructor has enabled WebCT's email notification feature, you can receive email notification that your assignment was submitted successfully. Type your email address into the text box.



Note If your instructor has not enabled the email notification feature, this text box will not appear.

- 1 To submit the uploaded assignment(s), under *Submit Assignment*, click **Submit assignment**. The *Submit Assignment* screen appears.



Note All assignments in the *Student files* table are submitted.

- 2 Click **Submit assignment**. A confirmation screen appears.
- 3 Click **OK**. The *Assignments* screen reappears, with *Submitted* displayed in the Status column. When the assignment has been graded, *Submitted* changes to *Graded* and your grade appears in the *Grade* column. Click **Graded** to view your instructor's comments about your work.



Note Filenames can contain any of the following: a-z, A-Z, 0-9, spaces, `_`, `&`, `()`, `-`, `.`, and `~`

The tilde (`~`) cannot be used as the first character in the filename. You should also add the file extension that corresponds to the software you used. For example, if you completed your assignment in Excel, add **.xls** to the filename if the software program doesn't automatically add it.

It is recommended that when you are naming your files; assign to them a unique name that includes your last name. You should avoid naming your file "assignment1.doc" since it is likely that other students may choose the same name. A good example for a filename is "lastnameasst1.doc". For example, a student with the last name of Smith would name their file "smithasst1.doc". It is recommended that you check with your instructor to see how he/she wants you to name your files.

Retrieving an Assignment for Resubmission



Note This feature may not be available. Check the status of the assignment to see whether it has been graded. Assignments that are graded display *Graded* next to *Status* and may not be retrieved.

If the due date of the assignment has not passed or if the assignment has not yet been graded, your instructor may allow you to retrieve the assignment, modify it, and resubmit it.

First retrieve the assignment.

- 1 From *Assignments*, click the name of the assignment you want to retrieve. The Assignment screen appears.
- 2 Scroll to the bottom of the screen and click **Retrieve Assignment**. A confirmation message appears.
- 3 Click **OK**. The *Retrieve Assignment* screen appears confirming that your assignment has been retrieved.
- 4 Click the name of the assignment in the breadcrumbs at the top of your menu bar. The *Assignment* screen appears.

Now, download the assignment so you can modify it.

- 5 Scroll to the bottom of the screen and, under *Submit Assignment*, click the filename of the assignment. A download screen appears in a new window.
- 6 Select the file and click **Download**.
- 7 Save the file to your local computer.
- 8 From the download screen, click **Close**. The *Assignment* screen appears.
- 9 Make all necessary changes to the assignment.

Finally, upload and resubmit the modified assignment.

- 10 From *Assignments*, click the name of the assignment you want to resubmit. The *Assignment* screen appears.
- 11 Scroll to the bottom of the screen and, under *Submit Assignment*, click **Upload file**. The Upload File for Assignment screen appears.
- 12 To locate the file, click **Browse**. Your computer's file browser appears.

- 13** Locate and select the file you want to upload.
- 14** Click **Upload**.
- 15** If the file you are uploading has the same name as the file you downloaded and you want to replace the old file with the updated one, from the *Upload Status For Dropbox* screen, click **Upload** again.
- 16** Scroll to the bottom of the screen, and under Submit Assignment, click **Submit Assignment**. A confirmation message appears.
- 17** Click **OK**. The *Assignment Submission Confirmed* screen appears.
- 18** To return to the *Assignments* screen, click **Assignments** in the breadcrumbs. The *Assignments* screen appears, with the message *Submitted* appearing next to *Status*.



Note The status changes once the assignment has been graded.

Downloading Files

Downloading a file involves transferring it from the server hosting your WebCT course to your computer.

- 1** Click the name of the file you want to download. A download screen appears in a new window.
- 2** Select the file and click **Download**.
- 3** Save the file to your local computer.
 - » To return to the *Assignments* screen, click Close.
 - » To open the downloaded file, minimize or close the *WebCT Browser* and open the file on your computer.

Viewing Graded Assignment Files

Assignments that are graded display *Graded* next to *Status*.

- 1 From *Assignments*, next to *Status*, click **Graded**. The *Assignment Results* screen appears with graded files under *Graded files*.
- 2 Click the name of the file you want to view or download.