

CourseWork: Creating a Paper Submission Assignment

Abstract

What this document assumes: You want to create a paper assignment in CourseWork, so that students submit their papers digitally.

What this document wants you to learn: How to create and release an assignment in CourseWork.

QUICK SUMMARY

- 1) Log into your CourseWork site.
- 2) Click “Assignments” in the left navigation bar.
- 3) Create a new assignment.
- 4) Add a “File Upload” question.
- 5) Enter any additional information about the assignment and (optional) upload a prompt.
- 6) Save your settings.
- 7) Navigate to the “Settings” pane.
- 8) Set the delivery date, due date, and other settings for the assignment.
- 9) Be sure to “publish” your assignment so that students may see it.

Thorough Documentation:

- 1) **Log into your CourseWork site.** Go to <http://coursework.stanford.edu> and click the "login" button to enter your SUNet ID and password. Either click on your course tab near the top of the screen or select it from the pull-down menu, if it's not automatically selected.
- 2) **Click on “Assignments” in the left navigation bar.**
- 3) **Create a new assignment.** In the text box underneath “New assignments,” enter a title for your assignment. Press “Create.”

Assignments

New Assignments

Create assignment (enter title)

IHUM Paper Assignment #1

Create

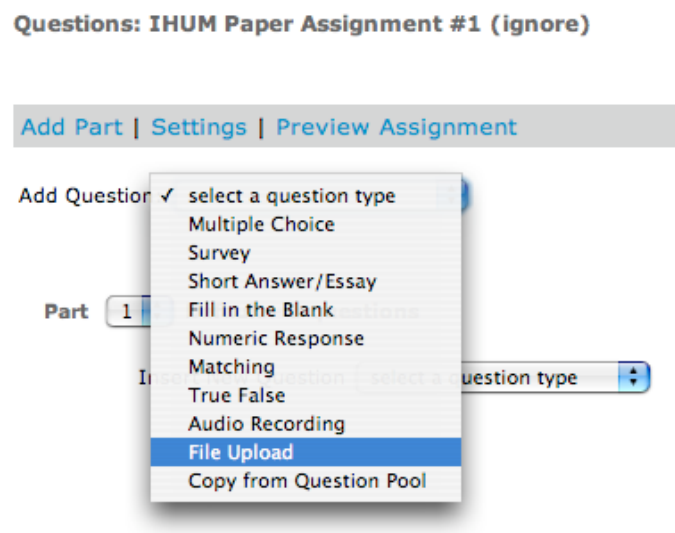
Create using assignment builder Create using markup text

OR

Import assignment (from XML or zip file)

Import

- 4) **Add a “File Upload” Question.** Select “File Upload” from the drop-down menu next to “Add Question:”



- 5) **Enter additional information and (optional) upload a prompt.** In the “Question Text” box, enter any additional information you want to give about the assignment. In addition, if you want to upload a supplementary file (such as a Word document with the paper prompt in it), follow instructions a through e on the next page.

Edit Question: IHUM Paper Assignment #1 (ignore)

Change Question Type File Upload

Question 1 - File Upload

Answer Point Value 0

Question Text [Show/Hide Rich-Text Editor](#)

Type any additional information about your assignment here. You can also upload a file (paper prompt, etc.) by clicking the "Add Attachments" button below!

Attachments
No Attachment(s) yet

[Add Attachments](#)

Assign to Part Part 1 - Default

Assign to Question Pool Select a pool name (optional)

Feedback (optional) [Show/Hide Rich-Text Editor](#)

[Save](#) [Cancel](#)

- a. Click the “Add Attachments” button.
 - b. On the next page, either select a file from the “Materials” section of your CourseWork page, or upload a file from your computer by doing the following:
 - c. Press “Choose File.”
 - d. Select the file on your computer
 - e. After the file is done uploading (the word “Processing...” will no longer appear), press the “Continue” button to return to the previous page.
- 6) **Save your settings.** Click “Save” at the bottom of the page. (Note that you must enter at least *some* text in the “Question Test” box before CourseWork will let you continue).
- 7) **Navigate to the Settings pane.** Click the “Settings” button in the gray bar.

Questions: IHUM Paper Assignment #2

[Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

[Add Part](#) | Add Question: ▼

Part ▼ Default - 1 question

Question ▼ File Upload - points

Some text.

Click "Browse" to locate your file and then click "Upload" to upload your file.

File:

Insert New Question ▼

- 8) **Set the delivery date, due date, and other settings for the assignment.** On the Settings page, you can edit all the settings for the assignment. The most important in this case is probably the “Delivery Dates” setting. To edit this setting, click the gray triangle next to “Delivery Dates.” Use the text boxes to set an available date (when the assignment will be available for students to look at), a due date, and a retract date (after which the assignment will become invisible to students). If you do not set a retract date, the assignment will become invisible to students after the due date. You can use the calendar buttons available next to the text boxes to assist in entering a date and time.


Settings - IHUM Paper Assignment #1 Test (ignore)

[Open](#) | [Close All Menus](#)

▶ **Assignment Introduction**

▼ **Delivery Dates**

Available Date 

Due Date 

Retract Date 

▶ **Assignment Released To**

▶ **High Security**

▶ **Timed Assignment**

▶ **Assignment Organization**

▶ **Submissions**

▶ **Submission Message**

▶ **Feedback**

▶ **Grading**

▶ **Graphics**

- 9) **Be sure to publish your assignment so that students may see it!** When you are ready to release the assignment (“released” means that it will appear to students on the date and time you specified as the “Available Date” in the previous step), scroll to the bottom of the page and click, “Save Settings and Publish.”

Note: If instead you wish to save the settings and release it at a later time, you can click “Save Settings” instead. Remember, however, that the assignment will not show up to students until you return to this Settings page and click “Save Settings and Publish.”

- 10) Click “Publish,” if you are good to go!

- 11) The Assignment should now be added to the “Published Assignments” list (this list carries all assignments you have ever published), and depending on whether or not the “Release Date” you specified has passed, it should also be added to the “Inactive (no student access)” list or the “Active (testing in progress)” list.

Assignments

Assignments | [Assignment Types](#) | [Question Pools](#)

Assignments

New Assignments

Create assignment (enter title)

Create

Create using assignment builder Create using markup text

OR

Import assignment (from XML or zip file)

Import

Pending Assignments

Action	Title
-- Select Action --	IHUM Paper Assignment #1
-- Select Action --	IHUM Paper Assignment #2
-- Select Action --	Survey?
-- Select Action --	test assignment

Published Assignments

Active (testing in progress)

Action	Title	In Progress	Submitted	Release To	Release Date	Due Date
-- Select Action --	IHUM Paper Assignment #2	0	0	Entire Site		

Inactive (no student access)

Action	Title	In Progress	Submitted	Release To	Release Date	Due Date
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Note that if you now wish to edit this assignment, you will first have to “retract” it, meaning that it will not be visible to students. You can do this by clicking the “Edit” button next to the assignment name and by pressing the “Edit” button again. When finished making changes, you will have to hit the “Republish” button to make this visible to students.

Questions or Comments? Contact:

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