Assignments in BlazeVIEW

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Instructor Guides
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The BlazeVIEW Assignment Tool

BlazeVIEW offers an assignment tool for collecting and assessing student work. The assignment tool allows instructors to grade with rubrics, assess various file types and medias, and run originality reports on student work!

Accessing the Assignments Tab

Choose the course in which you will be working. You can select your course from your waffle icon or your pinned courses on your BlazeVIEW homepage.

From the top of your course, choose “Assessments.”

Select “Assignments.”

Creating Assignments

To create an assignment, select “New Assignment.”
The Properties Tab

The properties tab is where you will do the bulk of your assignment building. Here, you will see options to add directions, dictate the type of submission students turn it in, set up grading features, and attach rubrics.

Name

Give your assignment a name. It is helpful to name the assignment identically to the grade item it is attached to in the gradebook. You’ll need to name your assignment before you can move on to other tabs.

Instructions

Provide instructions for your assignment. Instructions are optional but encouraged. You can include text, add links, post/embed videos and other media, and even link to other places in your BlazeVIEW. Attach additional docs needed for successful completion below the instruction box. Detailed instructions set students up for success.

Best Practices: Increase your instructor presence by recording a quick video of yourself explaining the assignment to students. Post in the instructions.
Submission, Completion, and Categorization

Determine how students will complete and submit the assignment, and how the assignment will be organized in BlazeVIEW.

Assignment Types – Individual vs. Group

Students can either submit assignments individually or as part of a group. **Important: In order to enable group assignments, you must create groups in BlazeVIEW first. Groups can be found under the Communication tab at the top of your course.

**Individual Assignment:** Students submit their individual work and are assessed individually.

**Group Assignment:** Any members of the group can submit work (this allows group members to submit work they are responsible for and contribute to the whole) and the group is given the same grade.

Submission Types, Number of Allowed Files, Kept Submissions

Determine the type of submission you are accepting. Submission types are as follows:

**File Submission:** students will turn in word, ppts, pdf, etc files to the assignment submission folder. Decide if students can submit multiple files or one file. Decide if you wish the submission folder to collect all files a student submits or the most recent file a student has submitted.
**Text Submission**: students will not be able to include attachments; instead, students will type directly into the submission folder and submit that text. Decide if you wish the submission folder to collect all text submissions a student completes or just the most recent submission.

![Text Submission Image]

**On Paper Submission**: students submit hardcopies of the assignment to you. Decide if students will mark as completed themselves once they submit their assignment to you, if you will mark their assignment complete once you receive it in person, or if the dropbox will automatically mark all assignments as complete when the due date is reached.

![On Paper Submission Image]

**Observed in Person**: students perform this assessment in front of the instructor. This is a great option for theater, communications, and education courses. Decide if students will mark as completed themselves once they submit their assignment to you, if you will mark their assignment complete once you receive it in person, or if the dropbox will automatically mark all assignments as complete when the due date is reached.

![Observed in Person Image]
Categories in the Assignment Tool

To aid in organization, you can create categories within the assignment tool to sort your various assignments into. Ideas include categories by module, content topic, or assignment type. This merely impacts the aesthetic appearance of your Assignments Tab.

Evaluation and Feedback

In this section, you will determine how this assignment is linked to the gradebook, how you will assess the assignment, and how students will view the assignment score.

Grade Item and Score

Determine how many points this item will be worth. When using a percentage gradebook, we recommend all learning activities are out of 100.

If you wish for this grade to be factored into a student's overall gradebook, add it the gradebook by associating it with a specific grade item. If the item is already created in the gradebook, simply select it from the drop down menu. If the item does not exist yet, you can create the gradebook item here by selecting “New Grade Item.” By associating an assignment with a gradebook item, your grades will automatically populate into the gradebook when you publish scores. This saves you a lot of time!

Rubrics

Rubrics are useful tools when it comes to evaluating and assessing student work. BlazeVIEW offers you the ability to create different kinds of rubrics and attach them to assessments for easy grading.

Select the “Add Rubric” button to attach a rubric you have already created to the assignment.

Select “Create Rubric in New Window” to create a rubric and attach.

Rubrics can also be created and attached a later date by simply editing the assignment.
Annotation Tool

BlazeVIEW provides instructors with numerous choices for assessing student work. If you wish to annotate a student’s assignment directly in BlazeVIEW, ensure the box next to “Make annotation tools available for assessment” is selected. If you will be grading a different way (perhaps using a rubric only or through Turnitin’s Grademark), then deselect this option.

Be sure to save as you work.

The Restrictions Tab

Under the Restrictions Tab, you will make decisions that either restrict or allow students access to the submission folder based on dates, accommodations, or release conditions.

Due Dates and Availability

Determine when this assignment will be due. Due dates will populate into the course calendar and assist in keeping students on track in your course.

You may also wish to control the pacing and timing of the course by including start dates and end dates. A start date means students will be unable to access the submission folder until that date is reached, while an end date means that students will lose the ability to submit once the end date has passed. **Important: students can still submit after a due date is reached; only by including an end date will students be locked out from turning in work past a certain time.

Be sure to deselect “Hidden from users” when you have completed editing the assignment so that students will see this submission folder under their list of assignments.
Release Conditions

Release conditions require that students have met specific criteria before they will have access to content, assignments, quizzes, announcements, etc. You can attach a release condition to just about anything in BlazeVIEW. Conditional releases are a great way to personalize and differentiate instruction for your students.

Release conditions can be set based on grades, completion of content, items selected on a checklist, group enrollment, completed survey attempts, etc. Example: Students must have completed the “creating assignments” checklist item on the “Choose your own adventure” checklist before they will be able to access this assignment.
Special Access

Allowing users special access to assignments allows you to easily account for accommodations among your students. For instance, if a student has an accommodation that allows for an extended due date, you can add this student to a list of special users.

To do this, simply select “Allow users with special access to submit outside the normal availability dates for this folder.” Then, choose “Add Users to Special Access.” From there, select the student/s you need to add and choose save.

Be sure to save as you work.
Turnitin

BlazeVIEW speaks directly to Turnitin.com and when activated, can check all work/submissions for originality/plagiarism. Turnitin also allows for instructors to annotate and submit inline feedback through GradeMark.

Turnitin can only be enabled for file and text submissions.

GradeMark

GradeMark allows instructors to leave inline feedback and commentary through Turnitin. Select “Enable GradeMark for this folder” to have this ability. GradeMark MUST be selected if you wish to also run originality reports.

You must also decide if you want grades assigned in Turnitin through the GradeMark system to be automatically synced into your BlazeVIEW gradebook or if you wish to manually sync the grades yourself. If there are multiple submissions, GradeMark will sync the most recent grade. Instructors will always have the option to change the grade or choose a different grade to sync.

Originality Check

Originality Check runs student submissions against anything previously submitted at VSU, books, papers, websites, and other online resources to determine if a student has plagiarized.

Select “Enable Originality Check for this folder” to run plagiarism reports and submitted work. You can also determine if you wish students to see their plagiarism percentages or if you wish to view this alone.

Decide if you want each submission to run automatically or if you want to select submissions to be checked.
Be sure to save as you work.

Editing Assignments

To edit an assignment, simply begin in your Assignments Tab. Find the assignment you wish to edit and select the drop down menu next to the title. Then choose “edit assignment.”
Evaluating Assignments

To assess students, begin in your Assignments Tab. Select the assignment you wish to evaluate.

Here, you will see a list of submissions by student name. You can filter submissions by choosing “show search options.”

Here, you can sort the submissions in this assignment folder by name, unread/ungraded work, late submissions, incomplete submissions, or no submissions.
To grade a submission, choose either the student name or the assignment title,

On the right side of your screen, you will be able to grade using your rubric (if you’ve attached one), add feedback, record audio, include an attachment, and post helpful links and videos. Students will be able to see all of your feedback and rubric selections once you select “Publish.”
If you have chosen to use the annotation tool, use the annotation tool bar to write, draw, circle, highlight, make comments, etc. Once you have published your feedback, students will be able to view your annotations as well.
Feedback Views from Student Perspective

Students can view feedback through their gradebook or through the Assignment Tab in their BlazeVIEW. From the student view in the assignment tab, students will be able to see at a glance their scores, due dates, and whether feedback was left.

By selecting “view feedback” students will be taken to feedback for that assignment. If a rubric was used, students will see this first along with your selections or commentary.
Students will also be able to see the level of their overall score and if they successfully met any learning objectives you may have attached to the assignment.
At the very bottom of the feedback page, students can “View Inline Feedback” to peruse the annotations you left on their assignment.