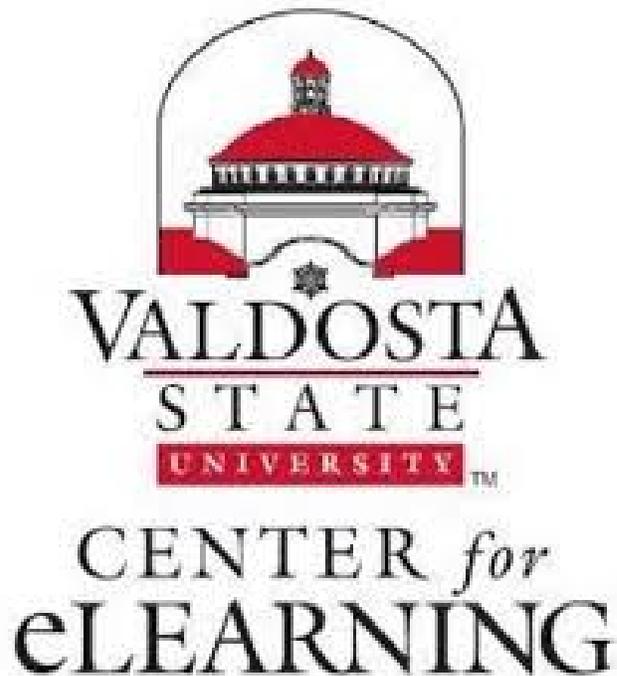


# Instructor Guides

## Assignments in BlazeVIEW



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Instructor Guides

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## The BlazeVIEW Assignment Tool

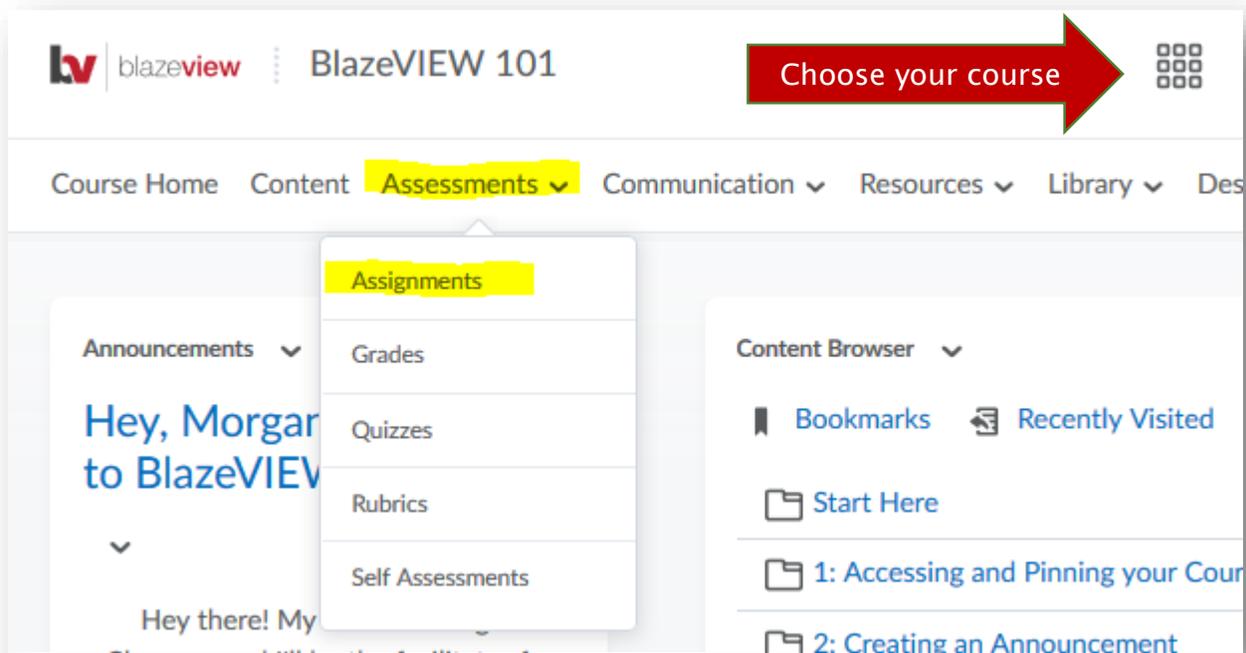
BlazeVIEW offers an assignment tool for collecting and assessing student work. The assignment tool allows instructors to grade with rubrics, assess various file types and medias, and run originality reports on student work!

### 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.

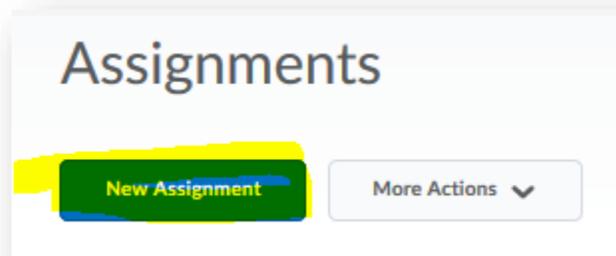
From the top of your course, choose “Assessments.”

Select “Assignments.”



### Creating Assignments

To create an assignment, select “New Assignment.”

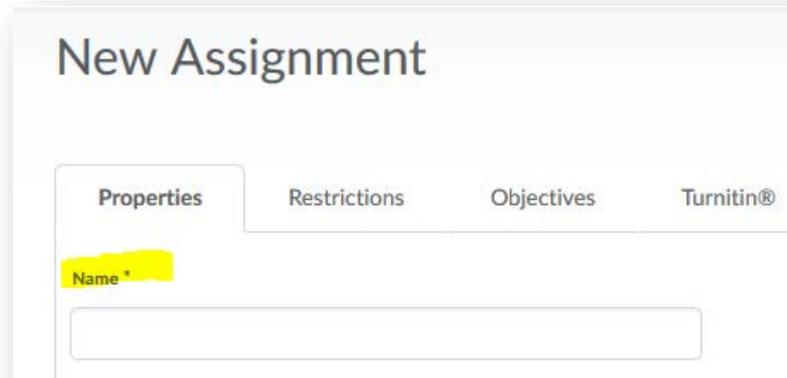


## The Properties Tab

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, 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.

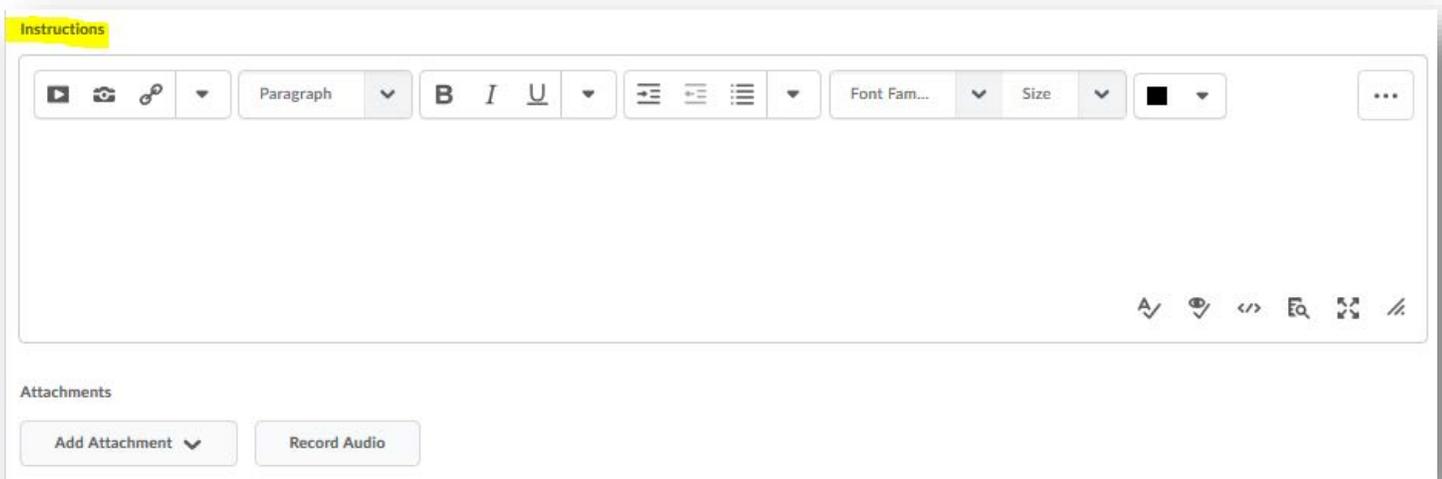


The screenshot shows the 'New Assignment' form with the 'Properties' tab selected. The 'Name' field is highlighted in yellow and is currently empty. Other tabs visible are 'Restrictions', 'Objectives', and 'Turnitin®'.

### 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.



The screenshot shows the 'Instructions' editor interface. It features a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Font Family, Size, and Background Color. Below the toolbar is a large text area for entering instructions. At the bottom, there are 'Attachments' options: 'Add Attachment' and 'Record Audio'.

## Submission, Completion, and Categorization

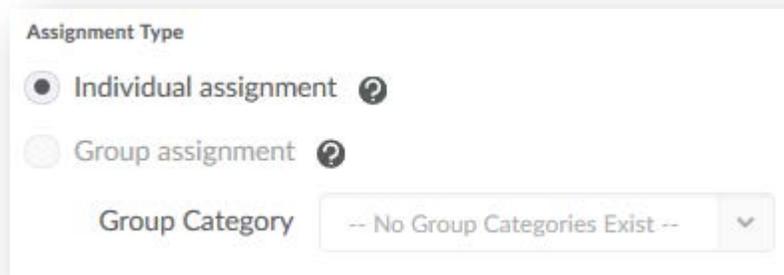
Determine how students will complete and submit the assignment, and how the assignment will be organized in BlazeVIEW.

### 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.

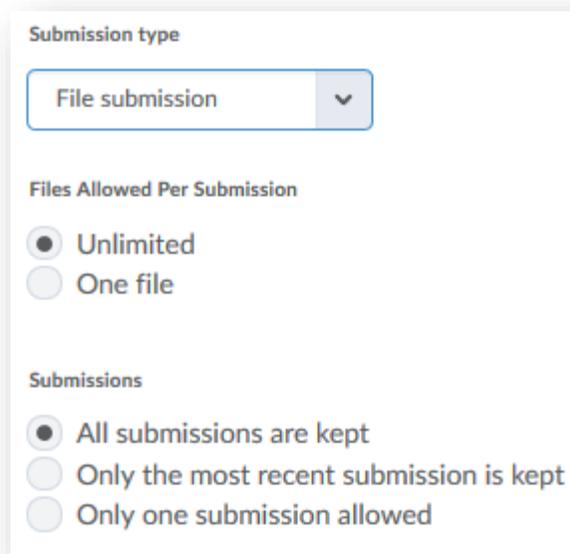


The screenshot shows a form titled "Assignment Type". It contains two radio button options: "Individual assignment" (which is selected) and "Group assignment". Below these options is a "Group Category" dropdown menu with the text "-- No Group Categories Exist --" and a downward arrow.

### Submission Types, Number of Allowed Files, Kept Submissions

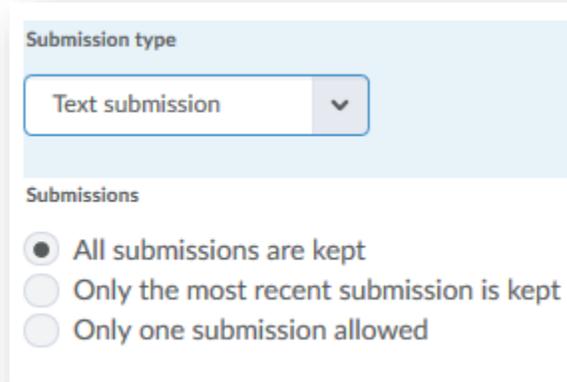
Determine the type of submission you are accepting. Submission types are as follows:

**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.



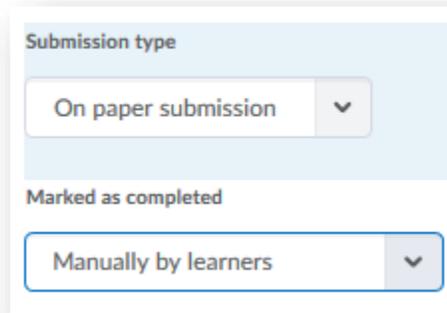
The screenshot shows a form titled "Submission type". It features a dropdown menu set to "File submission". Below this, under the heading "Files Allowed Per Submission", there are two radio button options: "Unlimited" (selected) and "One file". Under the heading "Submissions", there are three radio button options: "All submissions are kept" (selected), "Only the most recent submission is kept", and "Only one submission allowed".

**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.



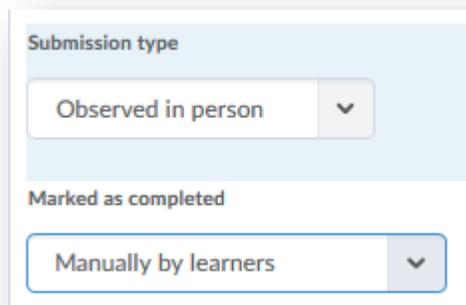
The screenshot shows a settings panel for 'Text submission'. Under the 'Submission type' section, a dropdown menu is set to 'Text submission'. Below this, under the 'Submissions' section, there are three radio button options: 'All submissions are kept' (which is selected), 'Only the most recent submission is kept', and 'Only one submission allowed'.

**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.



The screenshot shows a settings panel for 'On paper submission'. Under the 'Submission type' section, a dropdown menu is set to 'On paper submission'. Below this, under the 'Marked as completed' section, a dropdown menu is set to 'Manually by learners'.

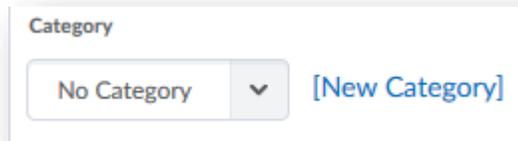
**Observed in Person:** students perform this assessment in front of the instructor. This is a great option for theater, communications, and education courses. Decide if students will mark as completed themselves once they submit their assignment to you, if you will mark their assignment complete once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



The screenshot shows a settings panel for 'Observed in person'. Under the 'Submission type' section, a dropdown menu is set to 'Observed in person'. Below this, under the 'Marked as completed' section, a dropdown menu is set to 'Manually by learners'.

## 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.



A screenshot of a user interface element titled "Category". It features a dropdown menu with "No Category" selected and a small downward arrow icon. To the right of the dropdown is a blue link labeled "[New Category]".

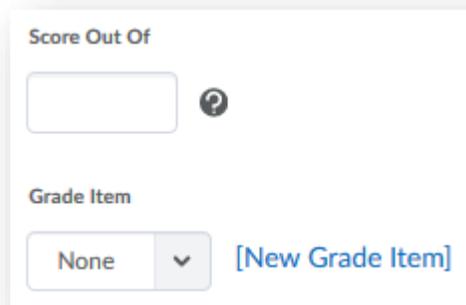
## Evaluation and Feedback

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 to 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!



A screenshot of a user interface element with two sections. The top section is titled "Score Out Of" and contains a text input field with a question mark icon to its right. The bottom section is titled "Grade Item" and contains a dropdown menu with "None" selected and a small downward arrow icon. To the right of the dropdown is a blue link labeled "[New Grade Item]".

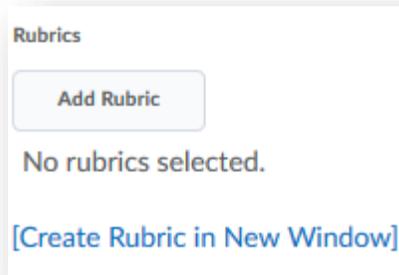
## Rubrics

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.

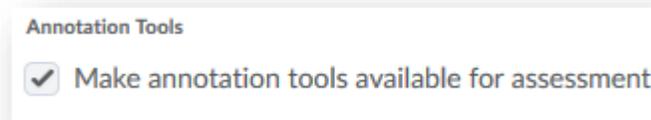
Select "Create Rubric in New Window" to create a rubric and attach.

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

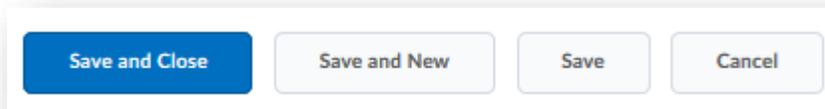


## Annotation Tool

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.

Hidden from users

**Due Date**

Has Due Date

6/12/2019 1:07 PM Now

*United States - New York*

**Availability**

Has Start Date

6/5/2019 9:07 AM Now

*United States - New York*

Has End Date

6/12/2019 1:07 PM Now

*United States - New York*

## 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**

[Attach Existing](#) [Create and Attach](#)  [Remove All Conditions](#)

There are no conditions attached to this item.

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.

Condition Type

Completed checklist item

### Condition Details

Checklist

Choose your own adventure

Checklist Item

Creating assignments

## 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.

Special Access

Allow users with special access to submit outside the normal availability dates for this folder

Allow only users with special access to see this folder

Add Users to Special Access

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.

Save and Close Save and New Save Cancel

## 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.

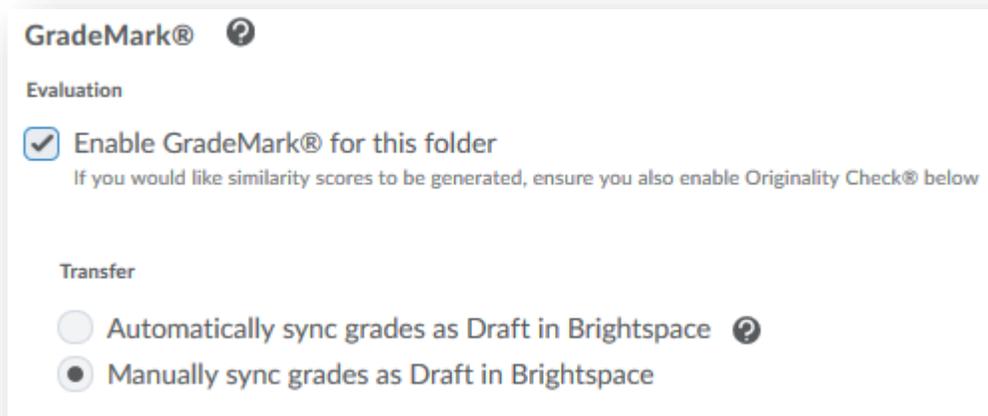
Turnitin can only be enabled for file and text submissions.

### Turnitin® Integration

## 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.



The screenshot shows the Turnitin GradeMark settings interface. At the top, it says "GradeMark®" with a help icon. Below that is the "Evaluation" section, which includes a checked checkbox for "Enable GradeMark® for this folder" and a note: "If you would like similarity scores to be generated, ensure you also enable Originality Check® below". The "Transfer" section has two radio button options: "Automatically sync grades as Draft in Brightspace" (which is unselected) and "Manually sync grades as Draft in Brightspace" (which is selected). A help icon is also present next to the first radio button option.

## 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.

Originality Check® 

Enable Originality Check® for this folder

Display

Allow learners to see Turnitin® similarity scores in their submission folder

Frequency

Automatic originality checking on all submissions

Identify individual submissions for originality checking

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.”

Assignments

 Bulk Edit

<input type="checkbox"/>	Assignment
<input type="checkbox"/>	No Category
<input type="checkbox"/>	Announcements 

- View Submissions
- Edit Assignment**
- Hide from Users
- Delete Assignment
- Submission Log

## Evaluating Assignments

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

	Assignment	Total Submissions	Unread Submissions	Flagged Submissions	Due Date
	No Category				
<input type="checkbox"/>	Announcements <span>▼</span>	0	0	0	

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

Users Submissions

Search For...  🔍 [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.

**Users**
Submissions

[Hide Search Options](#)

**Search In**

First Name
  Last Name

**Submissions**

Users with submissions
▼

Users who are exempt

Only show users with unread submissions

Last Submission after

*United States - New York*

Last Submission before

*United States - New York*

Late Submissions

To grade a submission, choose either the student name or the assignment title,

<span>Download</span> <span>Email</span> <span>Mark as Read</span> <span>Mark as Unread</span> <span>Delete</span> <span>Publish Feedback</span>			
<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	Clawson, Morgan		<span>Evaluate</span>

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."

**Morgan Clawson**  
Id: 510.587027

✉ 🗨️ 📄

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▶ [Show Assignment Information](#)

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▶ [Show Assignment Dates](#)

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**Evaluation and Feedback**

Rubrics

No Rubric Selected.

[\[Associate Rubric\]](#)

[\[Create Rubric\]](#)

Feedback

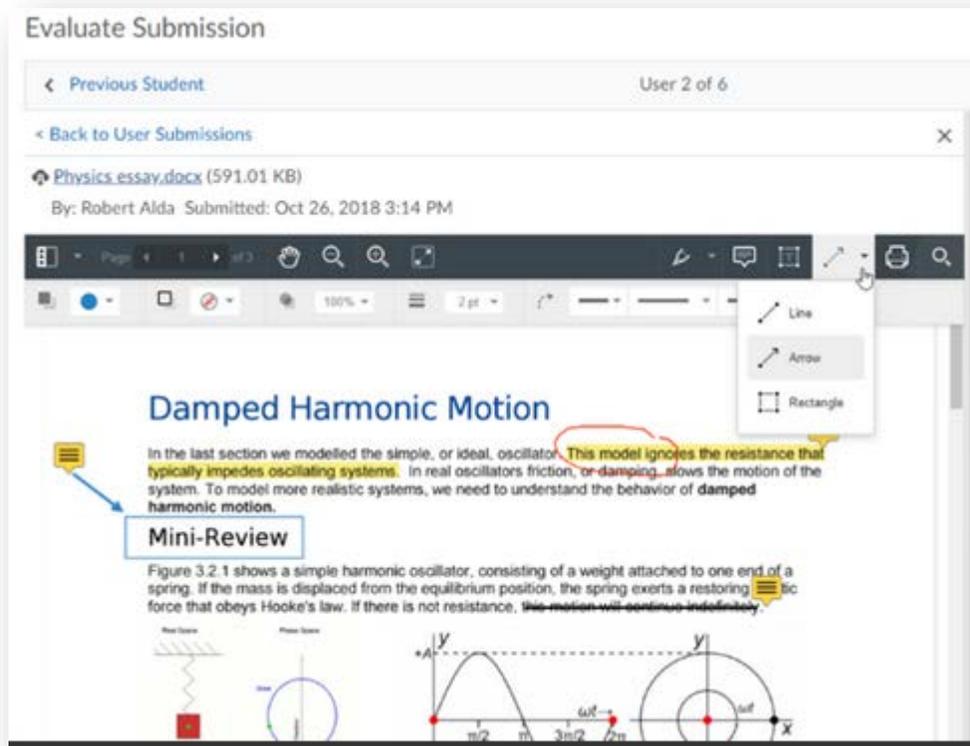
🎥 📷 🔗 ▼ ⋮

🔍 🗨️ </> 🔍 🔄 ✍️

[Add a File](#) [Record Audio](#)

[Publish](#) [Save Draft](#)

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.

Final project	85 / 100 - 85 %	1	<a href="#">View Feedback</a>	May 8, 2019 9:00 AM
---------------	-----------------	---	-------------------------------	---------------------

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.

Rubric Name: CDP Part 1: Environmental Scan Rubric

Criteria	Accomplished	Proficient	Below Expectations	
Knowledge & comprehension	3 points Demonstrates a sophisticated understanding of the background and factors needed to analyze a library community's needs and the environment in which the library is operating.	2.5 points Demonstrates an understanding of the background and factors needed to analyze a library community's needs and the environment in which the library is operating. ✓	1.5 points Demonstrates a lack of understanding of the background and factors needed to analyze a library community's needs and the environment in which the library is operating	2.5 / 3
Critical thinking	2.5 points Demonstrates careful, critical analysis of a library community's needs and the environment in which the library is operating.	2 points Demonstrates some critical analysis of a library community's needs and the environment in which the library is operating. ✓	1 point Does not demonstrate critical analysis of a library community's needs and the environment in which the library is operating.	2 / 2.5
Organization and clarity	2.5 points Paper is effectively organized and uses headings and subheadings as appropriate. Ideas are arranged logically with a strong progression of thought from section to section. Includes all required components.	2 points Paper is adequately organized; ideas and sections are arranged reasonably with a progression of thought. May be missing a required component and/or components may be less than complete. ✓	1 point Paper lacks logical organization and impedes reader's comprehension of ideas. Paper is missing multiple required components.	2 / 2.5
Writing quality	1 point No typos or grammar or spelling mistakes.	1 point Fewer than 5 typos or grammar or spelling mistakes. ✓	0.5 points Multiple typos or grammar or spelling mistakes.	1 / 1
Adherence to guidelines	1 point Sources cited in APA style, including in-text citations and a reference list.	1 point Sources cited, including in-text citations and a reference list, but APA style not used or used incorrectly. ✓	0.5 points Sources not cited, including in-text citations and a reference list. Substantially shorter or longer than 3–5 pages single spaced.	1 / 1
Timeliness	0 points Paper submitted by due date and time. <b>0 points deducted.</b>	0 points Paper submitted up to 1 day (24 hours) late. <b>1 point deducted.</b> ✓	0 points Paper submitted 2 or more days (25 hours or more) late. <b>3 points deducted.</b>	
Total				8.5 / 10

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.

### Overall Score

Accomplished ✓

Proficient

Below Expectations

### Associated Learning Objectives

#### Example 1

Assessment Method: Overall Rubric Score

Required Performance: Accomplished

Level Achieved: Accomplished

#### Score

85 / 100 - 85 %

#### Feedback Date

Apr 30, 2019 8:40 AM

#### Assignment

Final project

At the very bottom of the feedback page, students can “View Inline Feedback” to peruse the annotations you left on their assignment.

### Submission(s)

Submission(s)	Inline Feedback	Date Submitted ▼
 <a href="#">Rubrics.docx</a> (197.35 KB)	 <a href="#">View Inline Feedback</a>	Mar 5, 2019 8:08 AM