

## Assignment Manager

### Creating Assignment

1. Under the Assessment Suite, click the Assignment Manager. Click Create Assignment from the menu bar.
2. Select the assignment type
3. Type the name for the assignment
4. Type a short title. (This step is not required. The short title is used to reference the assignment in the instructor's view of the Gradebook. If you do not enter in a short title, the first 5 letters of the assignment name will be used).
5. Select an Assignment Group, if desired.
6. Check whether you wish to allow other instructors in this course to edit and delete this assignment (you may want to leave checked – if Help Desk is needed for assistance then need this checked to see).
7. Check whether you wish to allow students to view the statistics for this assignment.
8. Check whether you wish to apply this assignment to the student's final grade.
9. Check whether you wish to have this assignment included as extra credit.
10. Click Continue.

### Set Assignment Type Options

1. Enter the total points for this assignment.
2. Enter the date and time you wish this assignment to be posted to the student Gradebook. If you want to use the current date/time, you may click the Current Date/Time button located to the right of the data fields (the date and time fields can be left blank and entered in later. If there is no posting date, the grades will not be shown in the student Gradebook).
3. Click Continue.
4. Review the choices made (the assignment details and assignment type options may be edited by clicking the Edit Properties under the Assignment Properties tab in the Assignment Manager).

### Assigning Grades

Grades can be recorded in the Assignment Manager and in the Gradebook (only those assigned to the role of Grader/Assignment Creator and Instructors have access to the Gradebook and Assignment Manager).

### Score Assignment in the Assignment Manager

1. Click the Scores tab in the Assignment Manager.
2. Select the assignment to score from the drop-down list on the menu bar.
3. Highlight the first N/A or score.
4. Enter the score for that person.
5. Press the tab key on the keyboard to move to the next score and enter that score.
6. After entering all scores, click the Save button (the scores are not saved until the Save button is clicked).

## **Importing Scores**

1. Click the Import link under the Scores tab in the Assignment Manager.
2. Verify that the correct assignment is selected in the upper left drop-down menu.
3. Choose the order in which student SSNs and scores are shown on the document you wish to import by using the drop-down menus next to each field.
4. Click the Browse button, select the file you wish to upload, and click Open.
5. Click the Import button.
6. Click the Confirm button.
7. Click the Save button to save the imported scores.

## **Gradebook**

### **Edit Scores in the Gradebook**

1. Click the Edit Scores tab in the Gradebook.
2. Select the check boxes next to the student names or the assignments whose scores are to be edited.
3. Click the Edit Selected button (only the students or assignments that were checked will display on the edit screen).
4. Select the N/A or score in the Gradebook.
5. Type in the new score.
6. If you are satisfied with your changes, click the Save button; otherwise, click Cancel (the scores are not saved until the Save button is clicked).

### **Exporting Gradebook**

1. Click the Export Grades Link under the Raw Scores tab in the Gradebook.
2. Click OK to include student ID numbers in the export.
3. Choose a file location and click the Save button.

### **Import Gradebook**

1. Click the Import Grades link under the Raw Scores tab in the Gradebook.
2. Click the Browse button and select the proper Gradebook file
3. Click the Import Grades button.
4. Changes to the Gradebook are highlighted in yellow. Check the imported scores for errors then click the Commit button if there are no errors; otherwise, click the Cancel button to discard changes.

## **Grading Rules**

### **Rules for Course**

There are two choices for Rules for Course – Weight by Percentage or Scale by Points. Percentage allows the instructor to weight the groups by a certain percentage.

### **Rules for Assignments**

There are additional mathematical rules that can be applied to certain assignments. The scores can be Adjusted, Rounded or set to Pass/Fail.

### **Rules for Assignment Groups**

Rules can also be applied to Group types. Again, the scores (for all in that group) can be Adjusted, the Lowest Scores can be dropped or the scores can be Rounded.

## Question Manager

When online quizzes and exams are created in K-State Online a test bank is created that can be used for future quizzes and exams. Another advantage in K-State Online is that the question bank can be shared with other instructors. This allows for instructors to share questions for different sections.

## Survey System

This link connects the K-State Online instructor to the Kansas State University Survey System. This allows the instructor to create a survey directly into the survey system and create a link for students to take the survey in their course.

### Additional Assistance:

IT Help Desk – place to call if have questions on passwords or specific problems with K-State Online not working.

532-7722 or 800-865-6143

iTAC trainers can provide training on a one-to-one or group setting.

Cathy Rodriguez

[cathyr@k-state.edu](mailto:cathyr@k-state.edu)

532-5977

Sarah Silva

[gr8ful@k-state.edu](mailto:gr8ful@k-state.edu)

532-3949

Instructional Designers – Office of Mediated Education. These designers can help if have questions about how to design a course or additional resources when using K-State Online.

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