



## How-to Guide: Setting up Assignment Templates

### Purpose

This guide is a step-by-step set of instructions to assist program administrators in setting up assignment templates. These templates are used by faculty teaching courses to “send” the assignments to students.

### Assumptions

This guide assumes that you have a program administrator or higher role in Tk20, are able to log in, and know how to complete basic navigation tasks in the system. It also assumes that you have all the assignment details, including 1) which course will use it, 2) what instructions students will need to see online, 3) which rubric will be used to assess the assignment, and 4) a rationale statement for the assignment. You will also need electronic copies of any documents the students may need to fill out or edit. Finally, this guide assumes that you have already submitted and/or configured a rubric in the system and that rubric has been aligned to a body of standards (see *How-to Guide: Configuring Rubrics* for more information on setting up rubrics in Tk20).

Some steps may be skipped; pay careful attention to section headers and instructions.

### Step by Step Instructions

**First, check out the assessment tool that you are going to use from the library. If you have already checked out the assessment tool (it has a star by it inside the library instead of an empty box), you can skip to step 4.**

**Step 1:** On the left side menu, click on “COURSES,” followed by “LIBRARIES,” and then “Assessment Tools”

**Step 2:** Find your assessment tool (rubric) in the list. It should be named beginning with an abbreviation for your department and program. If the assessment tool is typically used in just one course, it should also include the course number to make it even easier to find.

**Step 3:** Place a check by the assessment tool you want to use. Once the tool is checked, click on the start button.



Next you need to upload any documents that students will need to complete the assignment. These documents will be available as attachments in the instructions. If you do not need to upload any documents, skip to step 9.

**Step 4:** On the left side menu, click on “DOCUMENT ROOM,” followed by “PUBLIC DOCUMENTS.” The screen should have a folder structure that lists out departments and programs.

**Step 5:** Click on the  widget to expand each folder (if you click on the name of the folder you’ll open an edit name screen and you do not want to do that). To create a new folder (because your program is not there), place a check mark in the box of your department and click on the  button at the top of the list and select “Folder.” Otherwise, click on the square next to your program and click the  button and select “File.”

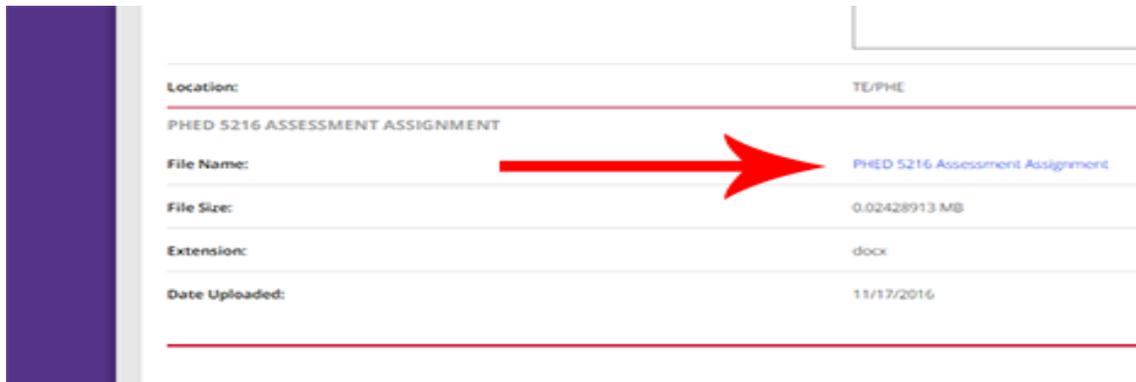
**Step 6:** The next screen displays all the options for uploading files.

- Clicking on the  Select File button will allow you to select a file from your computer to upload. You can also drag the file onto the gray box below the  Select File button.
- The title is how the document will be displayed in the document room. Use a title that starts with the department, program, and if possible, course number. For example, “TE ECE EDRG 4219 Case Study Approval Form.”
- Complete the forms by entering the file’s purpose. For example, “This document is a case study approval form that students need to complete as part of the critical assignment for EDRG 4219.”
- Clicking on the  Add button will close the screen and complete the upload of the document.

**Step 7:** Now that your document is uploaded, go back into your department and program folders to find it (remember, click on the  widget to expand each folder, not the folder name). You’ll see the title of the document you uploaded, which should be hyperlinked. Click the title to open a new screen.

**Step 8:** Scroll all the way down the screen until you see the link to your file. It will be at the bottom of the form right after “File Name.” The name should be hyperlinked, so you can click on it. Here’s where it gets tricky – you need to record the URL of the page that is displayed once

you click on the file name, but it will only display for a moment before you download the file. You'll need to click on the name of the file and quickly copy the URL of the new page that opens after you click. You won't do anything with the file, but you will need that URL, so paste it into a safe document so you will have it later.



The screenshot shows a file details interface. A red arrow points to the file name 'PHED 5216 Assessment Assignment' in the 'File Name' row. The table below shows the following details:

Location:	TE/PHE
PHED 5216 ASSESSMENT ASSIGNMENT	
File Name:	PHED 5216 Assessment Assignment
File Size:	0.02428913 MB
Extension:	docx
Date Uploaded:	11/17/2016

**Now that you have checked out your assessment tool and have a link for any documents you may need, you can put together your assignment template.**

**Step 9:** Assignment Templates are built under the COURSES menu. On the left side menu, click on "COURSES" followed by "MY TEMPLATES." The screen should list any assignment template that you have previously created (or it is empty if you have none). To start a new template, click on the [+ Create New Assignment or Project Template](#) button.

**Step 10:** Select "Assignment" and enter in a title for the assignment. It should start with your department and program abbreviation, followed by the course number, and a brief description of the assignment. If it's a critical assessment, also add "Critical Assessment" to the assignment title. A good example would be "TE ECE EDRG 4219 Critical Assessment Case Study".

**Step 11:** Include the instructions for the assignment. The "Instructions" section is everything the student will see when they open the assignment. Also include the assignment's rationale statement in the same window.

**Step 12:** Make sure the visibility is set to "Public." If the assignment has only the "private" setting, you will be the only one to be able to see this assignment template, meaning no one else can use it.

**Step 13:** Select the "Student Submission Type." If you check the box "File," the assignment will function as a drop box, giving the students the option to select one or more files and upload them. This is the most common type of assignment. If you just want a box for students to type or paste in text, you can use the "Text" option. The "Artifact" option is used when you are collecting student input data on a form for evaluation (such as a self-evaluation). Once you have completed your selections, click the [Next](#) button.

**Step 14:** Add any standards for the assignment. This is an optional step. Click the [Next](#) button.

**Step 15:** Select your assessment tool (also known as a rubric) from the list. You may use more than one (remember you will need to check them out from the library). Once you have selected your assessment tool, click the  button.

**Step 16:** Review the assignment details. Be sure to click “Yes” on the last question that says “Is this template active?” If you don’t make the assignment template active, no one will be able to use it. Once complete, click the  button.

Your assignment template is now complete and as long as it was marked “public” and “active” can be used by faculty to send the assignment to students (see “How-to Guide: Sending Assignments” for more information on how to use assignment templates to create assignments).