

Creating Assignments



Table of Contents

Create/Edit Assignment 3

Create a Course Assignment..... 3

Edit an Existing Course Assignment..... 9

Insert Assignment Template10

Insert File Type Constraints and a Required Number of Files.....12

Insert Resources and Standards.....15

Include Other Assessors.....19

Enable Turnitin for an Existing Course Assignment.....22

Enable edTPA for an Existing Course Assignment.....25


Create/Edit Assignment

Once courses have been uploaded, an assignment may be created for a course section. Creation of assignments within the administrative account will automatically be distributed and populated in faculty and, if posted, student accounts. Faculty may create additional assignments related to the course as well as copy, edit or add to administrator-generated assignments (e.g. due dates). The steps for creating and editing an assignment are identical for faculty and administrators.

Create a Course Assignment

New course assignments cannot be created in a term which has ended. If new assignments must be created for a previous term, then the LiveText Administrator may extend the term end date to a future date. After the term has been extended, new assignments may be created for the term. After the new assignments have been created, the LiveText Administrator may set the term end date back to its original date. Note: If a term end date has been extended the term will become an active term for all LiveText user's in the domain.

To create a course assignment:

1. Log into a faculty or administrative account.
2. Click on the **Courses** tab.
3. Click on the appropriate Course Code or Course Name from the **All Courses** page.
4. Click the **Assignments** tab located under the course title.
5. Click the  **Create** button.
6. Enter a **Title** for the assignment.
7. Enter an optional **Description**.

General Information

Title (Required)

Description

B **I** **U** **≡** **≡**

body p

[Show More >](#)

8. Beneath the Description textbox, there is a [Show More](#) link. Click on this link to display the **Show Assignments to Students** checkbox. By default this checkbox is selected.

If this checkbox is selected students will be able to view the assignment on their Dashboard after the **Post Date** has passed. Leave the checkbox selected if a student is required to submit an artifact to the assignment.

If the checkbox is not selected, the assignment will not be displayed to the student. However, it will still be displayed on the faculty's view. For example, this may be an assessment conducted on class participation or an oral presentation.

General Information

Title (Required)

Description

B I U


body p

☒ Show Assignments to Students

[Show Less](#)

9. When the **Submission Status Change Confirmation** checkbox is checked instructors are provided a warning stating that if they begin an assessment on a student who is in the "Awaiting Submission" column the student will be unable to submit to the assignment. This checkbox is selected by default.
10. The **Allow LiveText Documents** checkbox is selected by default. This allows students to submit LiveText documents to the assignment.
 - a. Un-select the checkbox to prevent students from submitting LiveText documents to the course assignment.
11. The **Allow External Files** check box is also selected by default. This allows students to submit external files (i.e. documents, spreadsheets, and photos) to the course assignment.
 - a. Un-select the checkbox to prevent students from submitting external files to the course assignment.


Resources & Settings

☒ Submission Status Change Confirmation 


☒ Allow Livetext Documents

☒ Allow External Files

[Show More >](#)

12. Click on [Show More >](#) link to view more **Resources & Settings** options.
 - a. For more information please navigate to the following sections
 - i. [Insert Assignment Template](#)
 - ii. [Insert File Type Constraints and a Required Number of Files](#)
 - iii. [Insert Resources and Standards](#)
13. Click the  button next to **Rubrics** to choose an optional assessment document that will be used when student submissions are evaluated.
14. In the **Attach Rubrics to Assignment** window that opens, select the checkbox next to the title of any LiveText assessment documents which are to be attached to the assignment. Multiple assessment documents may be selected.

Attach Rubrics to Assignment ✕

 [Written Communication Introduced Assessment](#) ✕

Showing 1-1 of 1 1


View Label

Inbox ▼

Assessment

Filter


All ▼

<input type="checkbox"/>	 Title	Type	Date Created	Date Modified
<input checked="" type="checkbox"/>	Written Communication Introduced Assessment	Assessment	Oct 11, 2015 6:25 PM	Nov 24, 2015 8:56 PM

Showing 1-1 of 1 1

Attach


Cancel

15. Click the  button to attach any selected assessment documents to the assignment.
16. For each attached rubric, you may select the checkbox next to **Withhold assessment document and completed rubric from students** to prevent students from viewing the assessment document.

Assessment

Rubrics

Attach


[Written Communication Introduced Assessment](#) ✕

☐ Withhold assessment document and completed rubric from students

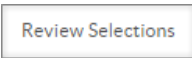
☐ Show Rubrics to Students ?

☒ Students Can Retract Submission ?

17. Check the checkbox next to **Show Rubrics to Students** to allow students to view the assessment document. Note: This setting will be overwritten for any rubric which has the **Withhold assessment document and completed rubric from students** checkbox selected.
18. The checkbox next to **Students Can Retract Submission** is selected by default. If this checkbox is selected, then students may retract their submission if the due date has not passed and the instructor has not begun an assessment for the assignment.
 - a. Unselect this checkbox to prevent students from withdrawing their submissions to this assignment.
19. Choose an **Assessment Type**; by definition, formative assessments are on-going assessments, reviews, and observations. Summative assessments are typically culminating or final assessments used to evaluate the effectiveness of instruction and learning at the end of an academic term, year, or at a pre-determined time. Summative assessment is the default option.

Assessment Type ☒ Summative ☐ Formative

☒ Publish Grades

20. The **Publish Grades** checkbox is selected by default. This allows a student to receive the assessment results instantly after an assessor completes and submits the assessment.
 - a. Uncheck the box to manually release assessment result after all student assessments are completed.
21. Select the **Include Other Assessors** checkbox to begin adding other assessors.
 - a. For more information please navigate to the following section
 - i. [Include Other Assessors](#)
22. Under the **Availability** area, select a **Post** date. This is the date that the assignment will be displayed in the student's account.
23. Click on [Show More](#) ➤ link to select a **Due Date** for the assignment.
24. Near the top of the page, click on the  button to review the selections for this assignment in a new window.

Review Assignment Selections

General Information

Title

Research Paper

Description

Student should submit a 15 page research paper to this assignment. To receive full-credit, the research topic must be approved by your advisor prior to mid-term.

Show Assignments to Students

Yes

Resources & Settings

Submission Status Change Confirmation

Yes

Allow Livetext Documents

No

Require Templates

No

Allow External Files

Yes

Resources

URLs

Standards

Assessment

Rubrics

Show Rubrics to Students

No

Students Can Retract Submission

Yes

Assessment Type

Summative

Publish Grades

Yes

Sync Grades with LMS

No

Other Assessors

Include Other Assessors

No

Hold Assessments for Reconciliation

Yes

Assessors

Show Assessor Names

Yes

Show Student Names

Yes

Availability

Post

Now

Post Date

December 2, 2015 05:52 PM CDT

Due Date

Cancel

- a. Click either the  icon or the  button to close the window.

25. Click the  button to save the assignment.

26. To return to the **Course Assignment Overview** page without saving, click the

 button.

- a. Upon clicking cancel, you will be asked to confirm your selection.

A dialog box with a dark gray header containing the word "Confirm". The main area is white and contains the text "Are you sure?". At the bottom right, there are two buttons: a green "OK" button and a red "Cancel" button.

Confirm

Are you sure?

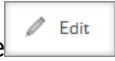


OK Cancel

- b. Click on the  button to confirm your cancellation.

Edit an Existing Course Assignment

Course assignments from a previous term cannot be edited. If a course assignment from a previous term must be edited, the LiveText Administrator may extend the term end date to a future date. After the term has been extended assignments from that term may be edited. After the assignments have been edited the LiveText Administrator may set the term end date back to its original date. Note: If a term end date has been, the term will become an active term for all LiveText users in the domain.

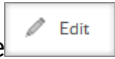
To edit an existing course assignment:

1. Log into a faculty or administrative account.
2. Click on the **Courses** tab.
3. Click on the appropriate Course Code or Course Name from the **All Courses** page.
4. Click the **Assignments** tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the **Assignment Details** tab, click on the  button.
7. Make any required changes to the course assignment.
8. Click the  button to save the assignment and return to the **Assignment Details** tab.
9. To return to the **Assignment Details** tab without saving, click the  button.

Insert Assignment Template

If an assignment requires use of an instructor provided template, then students are required to attach a LiveText document created with that template before the system will allow the student to submit to the assignment.

To insert an assignment template:

1. Log into a faculty or administrative account.
2. Click on the **Courses** tab.
3. Click on the appropriate Course Code or Course Name from the **All Courses** page.
4. Click the **Assignments** tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the **Assignment Details** tab, click on the  button.
7. Scroll down to the **Resources & Settings** area.

Resources & Settings

- ☒ Submission Status Change Confirmation ?
- ☒ Allow Livetext Documents
- ☒ Allow External Files

[Show More >](#)

8. Click on [Show More >](#) link to view more **Resources & Settings** options.
9. The **Allow LiveText Documents** checkbox must be selected to add an assignment template.


Resources & Settings

- ☒ Submission Status Change Confirmation ?
- ☒ Allow Livetext Documents
- ☐ Require Templates
- ☒ Allow External Files

10. Click the checkbox next to **Require Templates**.

11. Click the  button next to **Templates** to open a window titled **Attach Templates to Assignment**.

Resources & Settings

☒ Submission Status Change Confirmation 

☒ Allow Livetext Documents


☒ Require Templates

Templates


Attach


☒ Allow External Files

12. Select the Label (e.g. My Work, Inbox, or a custom label) where the document is listed.
13. Select the checkbox located to the left of each document to be added. Multiple LiveText documents may be selected.

Attach Templates to Assignment 

Templates 1-2 of 2 1


View Label My Work 

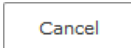
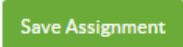

Filter All 

<input type="checkbox"/>	Title	Type	Date Created	Date Modified
<input type="checkbox"/>	Senior Thesis Template	Project	Dec 12, 2015 7:55 PM	Dec 12, 2015 7:59 PM
<input type="checkbox"/>	Anthropology Portfolio Template	Portfolio	Dec 12, 2015 7:57 PM	Dec 12, 2015 7:57 PM

Attach

Cancel

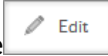
14. Click the  button to attach any selected templates.

- a. Alternatively, click the  button to close the **Attach Templates to Assignment** window without attaching templates.[↑](#)
15. Click the  button to save the assignment and return to the **Assignment Details** tab.
16. To return to the **Assignment Details** tab without saving, click the  button.


Insert File Type Constraints and a Required Number of Files

If an assignment makes use of file type constraints and a required number of files, each student is required to attach the required number and types of files to the assignment before the system will allow the student to submit to the assignment. The file type constraints cannot be edited after any student begins the assignment. Note: The constraints do not apply to files attached within any LiveText documents which are attached to the assignment.

To insert file type constraints and a required number of files:

1. Log into a faculty or administrative account.
2. Click on the **Courses** tab.
3. Click on the appropriate Course Code or Course Name from the **All Courses** page.
4. Click the **Assignments** tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the **Assignment Details** tab, click on the  button.
7. Scroll down to the **Resources & Settings** area.

Resources & Settings

☒ Submission Status Change Confirmation 


☒ Allow Livetext Documents

☒ Allow External Files

[Show More >](#)

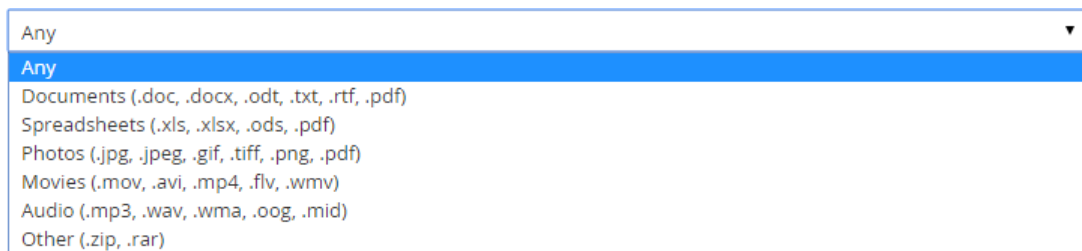
8. Click on [Show More >](#) link to view more **Resources & Settings** options.
9. The **Allow External Files** must be selected to choose a require file type.

Resources & Settings

- ☒ Submission Status Change Confirmation 
- ☒ Allow Livetext Documents
- ☐ Require Templates
- ☒ Allow External Files

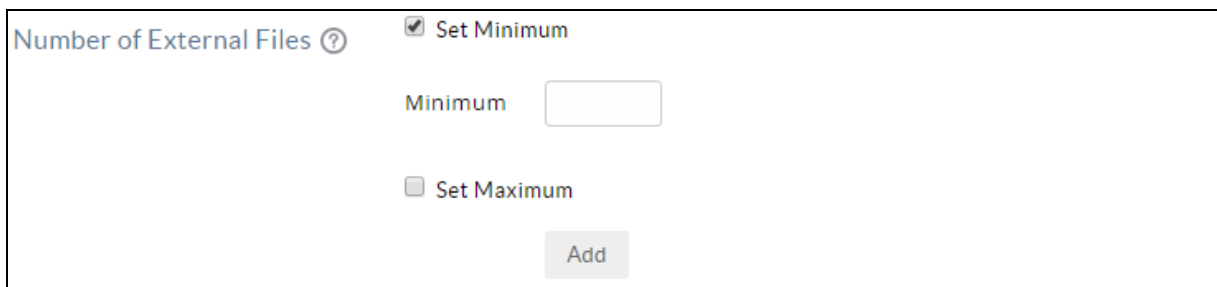
10. Select a file type from the **File Type** dropdown menu. Once a file type is selected then a minimum number of files or a maximum number of files must be entered to add the file type constraint. A selected file type may have both a minimum and maximum number of files.

File Type



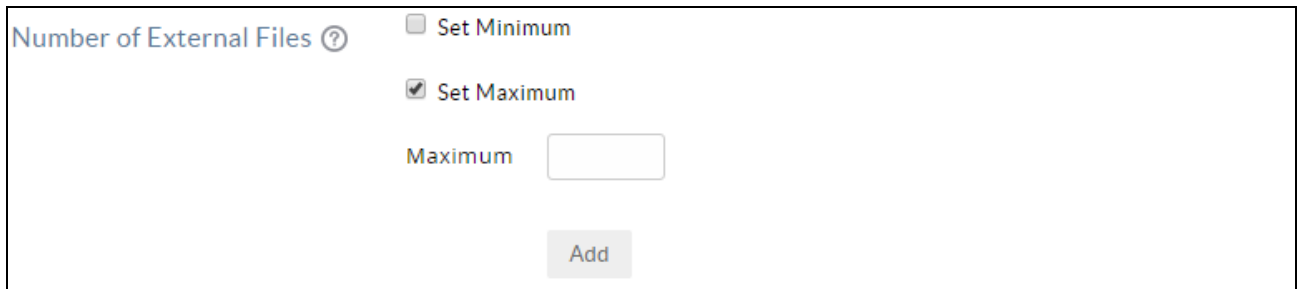
A dropdown menu with a blue header bar. The menu is open, showing a list of file types. The first item, 'Any', is highlighted in blue. Below it are 'Documents (.doc, .docx, .odt, .txt, .rtf, .pdf)', 'Spreadsheets (.xls, .xlsx, .ods, .pdf)', 'Photos (.jpg, .jpeg, .gif, .tiff, .png, .pdf)', 'Movies (.mov, .avi, .mp4, .flv, .wmv)', 'Audio (.mp3, .wav, .wma, .ogg, .mid)', and 'Other (.zip, .rar)'.

11. To enter the minimum number of files for the selected file type, check the **Set Minimum** checkbox. Next, enter the required minimum number of files for this file type.



A settings panel titled 'Number of External Files' with a help icon. It contains two checkboxes: 'Set Minimum' (checked) and 'Set Maximum' (unchecked). Below the 'Set Minimum' checkbox is a text input field labeled 'Minimum'. At the bottom of the panel is an 'Add' button.

12. To enter the maximum number of files for the selected file type, check the **Set Maximum** checkbox. Next, enter the maximum number of files which can be attached for this file type.



Number of External Files ?




☐ Set Minimum

☒ Set Maximum

Maximum

Add

Note: Students will not be able to submit to the assignment until all file attachment requirements are met.

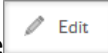
13. Click the  button to add the file type and its required number of files to the assignment.
14. Repeat steps 10 – 13 to add another file constraint with a required number of files.[↑](#)
15. Click the  button to save the assignment and return to the **Assignment Details** tab.
16. To return to the **Assignment Details** tab without saving, click the  button.

Insert Resources and Standards


Assignment resources are instructor or administrator provided items which students may access to complete the assignment. Resources may include LiveText documents, URL's, or external files which are uploaded into LiveText.

If there are standards associated with an assessment rubric and that rubric is attached to a course assignment, then each standard will automatically be listed in the **Standards** area for that assignment. However, additional standards may be added to the assignment.

To insert resources and standards:


1. Log into a faculty or administrative account.
2. Click on the **Courses** tab.
3. Click on the appropriate Course Code or Course Name from the **All Courses** page.
4. Click the **Assignments** tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the **Assignment Detail** tab, click on the  button.
7. Scroll down to the **Resources & Settings** area.



Resources & Settings

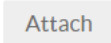
☒ Submission Status Change Confirmation 

☒ Allow Livetext Documents

☒ Allow External Files

Show More 

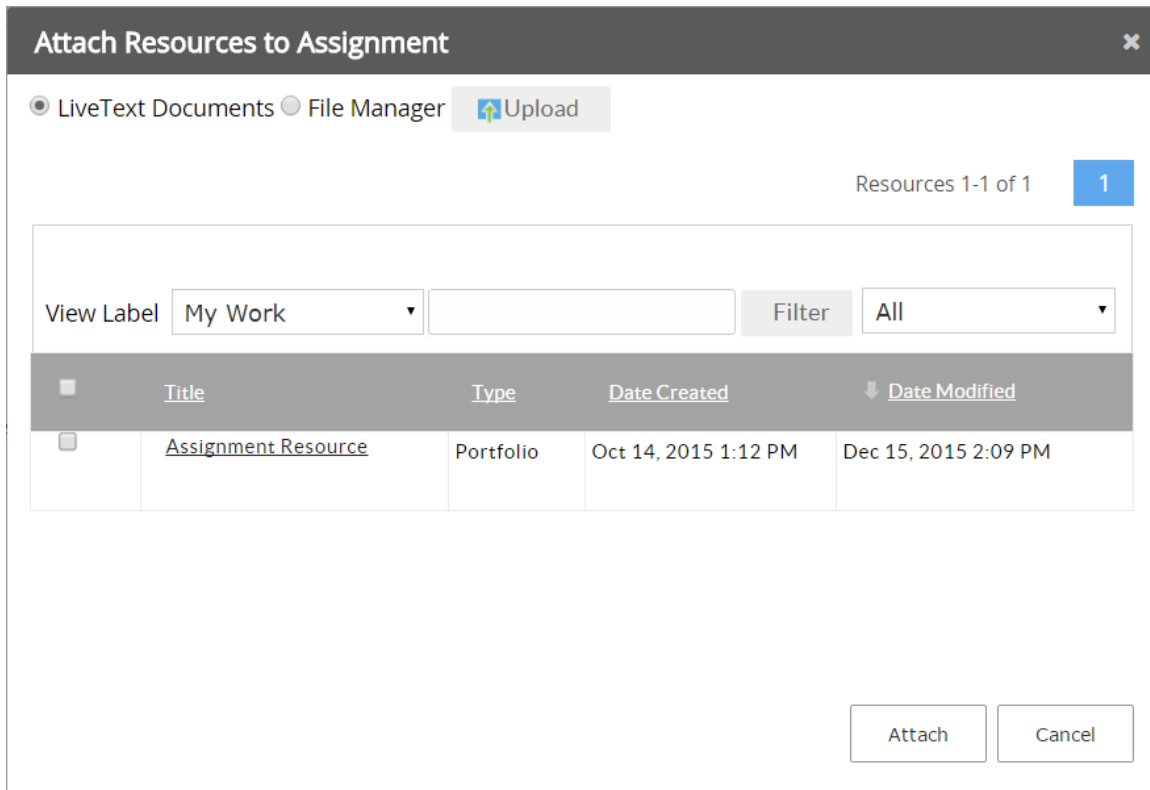
8. Click on [Show More](#)  link to view more **Resources & Settings** options.
9. To add optional resources to the assignment, click on the  button located next to **Resources**.

Resources 

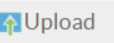
URLs 



Standards 

10. In the **Attach Resources to Assignment** window which opens, select the checkbox next to the title of any LiveText documents which are to be attached to the assignment.




	Title	Type	Date Created	Date Modified
<input type="checkbox"/>	<u>Assignment Resource</u>	Portfolio	Oct 14, 2015 1:12 PM	Dec 15, 2015 2:09 PM

11. Click the File Manager radio button to view files from the File Manager. Select the checkbox next to the file names of any files which are to be attached.
12. Click the  button to begin uploading files from your device. Then click the button which is located beneath the text **"Browse your computer to upload."**

Note: This button may appear as a  button or a  button depending on the web browser which is being used.

In the pop up window which appears, double click the icon of a file from your device's local storage. Repeat step 12 as needed to select more external files.

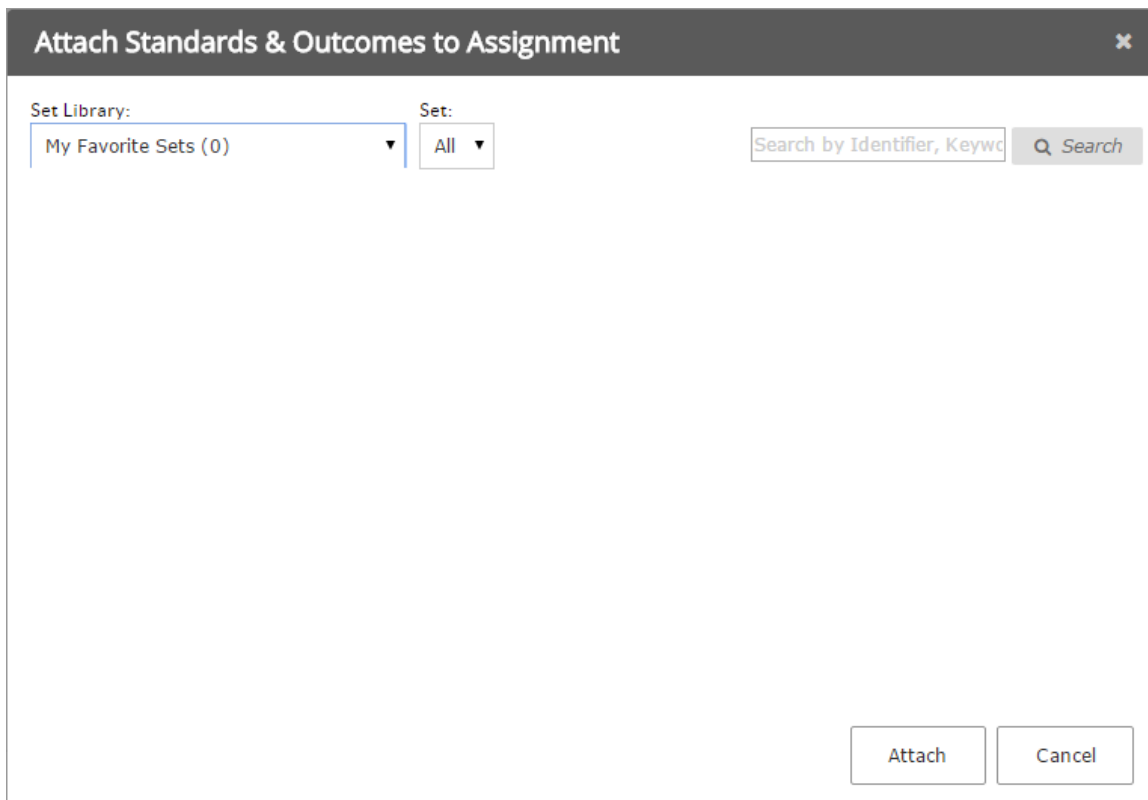
13. Click the  button to attach all selected items as resources to the assignment.

14. To add a URL as a resource to the assignment, enter a web address into the textbox next to **URL**. Then press the **Insert** button to add the URL. Repeat step 14 as needed to insert additional URLs.




The screenshot shows a section of the assignment editor. It has two main parts: 'Resources' and 'Standards'. The 'Resources' part has an 'Attach' button and a 'URLs' label next to a text input field, with an 'Insert' button to the right of the field. The 'Standards' part has an 'Attach' button.

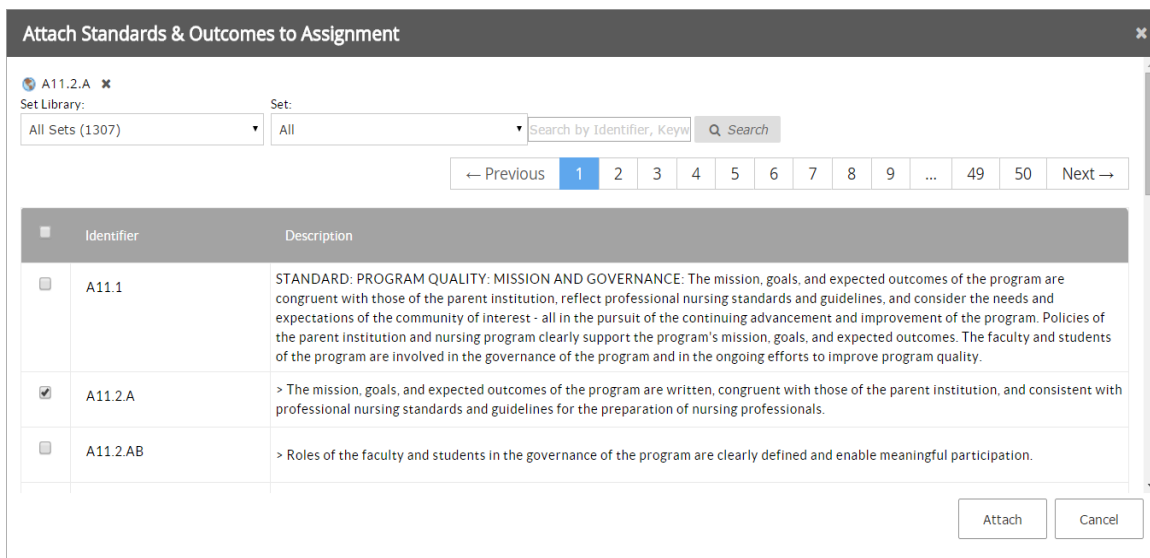
15. To add standards to the assignment, click the **Attach** button next to **Standards**.
16. In the **Attach Standards & Outcomes to Assignment** window which opens, select a library from the **Set Library** dropdown menu.




The screenshot shows a dialog box titled 'Attach Standards & Outcomes to Assignment'. It contains a 'Set Library:' dropdown menu with 'My Favorite Sets (0)' selected, a 'Set:' dropdown menu with 'All' selected, and a search bar with the placeholder text 'Search by Identifier, Keyword' and a 'Search' button. At the bottom right, there are 'Attach' and 'Cancel' buttons.

17. Choose a standard set from the **Set** dropdown menu. Alternatively, choose the “All” option to search within all standard sets in the selected set library.

18. In the textbox, enter a statement identifier, standard level or statement keywords then click the  button. If nothing is entered into the search field then all statements from the selected set will be displayed.
19. Check the checkbox next to any statements which are to be included.








Attach Standards & Outcomes to Assignment

Set Library: All Sets (1307) Set: All Search by Identifier, Keyword 

← Previous 1 2 3 4 5 6 7 8 9 ... 49 50 Next →

Identifier	Description
<input type="checkbox"/> A11.1	STANDARD: PROGRAM QUALITY: MISSION AND GOVERNANCE: The mission, goals, and expected outcomes of the program are congruent with those of the parent institution, reflect professional nursing standards and guidelines, and consider the needs and expectations of the community of interest - all in the pursuit of the continuing advancement and improvement of the program. Policies of the parent institution and nursing program clearly support the program's mission, goals, and expected outcomes. The faculty and students of the program are involved in the governance of the program and in the ongoing efforts to improve program quality.
<input checked="" type="checkbox"/> A11.2.A	> The mission, goals, and expected outcomes of the program are written, congruent with those of the parent institution, and consistent with professional nursing standards and guidelines for the preparation of nursing professionals.
<input type="checkbox"/> A11.2.AB	> Roles of the faculty and students in the governance of the program are clearly defined and enable meaningful participation.

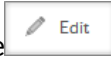
 

20. Click the  button to attach the selected standards to the assignment.[↑](#)
21. Click the  button to save the assignment and return to the **Assignment Details** tab.
22. To return to the **Assignment Details** tab without saving, click the  button.

Include Other Assessors


Any LiveText account which is not an instructor for the course, a student in the course, or a course administrator may be assigned as an assessor for a course assignment.

To include other assessors:

1. Log into a faculty or administrative account.
2. Click on the **Courses** tab.
3. Click on the appropriate Course Code or Course Name from the **All Courses** page.
4. Click the **Assignments** tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the **Assignment Details** tab, click on the  button.
7. Scroll down to the **Other Assessors** area.
8. Click the **Include Other Assessors** checkbox.
9. The **Hold Assessments for Reconciliation** checkbox is selected by default. While it is selected submissions are held in the “Awaiting Assessment” column until the instructor reconciles assessments from the assessor(s). The reconciled assessment that may or may not include their own assessment.

Other Assessors

☒ Include Other Assessors

☒ Hold Assessments for Reconciliation 

If the **Hold Assessments for Reconciliation** checkbox is unchecked, all assessments done by the assessors will automatically be delivered to students after all assessors have submitted their assessments. At that point, from the instructor of record's point of view, the student's name moves from “Awaiting Assessment” to “Completed” automatically. The reconciliation step is skipped and the instructor does not have the ability to complete an assessment. However, if an instructor of record intervenes in this process, then assessments done by the assessors will not be automatically delivered. Additionally, grades will still need to be published in order for students to view the assessment.

10. Click the  button next to **Assessors** to open the **Attach Assessor to Assignment** window.

Other Assessors

Assessors

☒ Include Other Assessors
☒ Hold Assessments for Reconciliation ?
☒ Show Assessor Names
☒ Show Student Names

Attach ?

11. Select the **My Institutions** radio button to search for assessors at your institution or select the **All Assessors** radio button to search for assessors associated with any LiveText domain.

Attach Assessor to Assignment

Look In ☒ My Institutions ☐ All Assessors

Keywords

Filter

Attach

Cancel

12. Enter the assessor's first name, last name, or username into the textbox.

13. Click on the **Filter** button to populate a list of assessors.
14. Click the checkbox next to the appropriate assessor. Multiple assessors may be selected.

Attach Assessor to Assignment ✕


Look In ☒ My Institutions ☐ All Assessors Keywords **Filter**

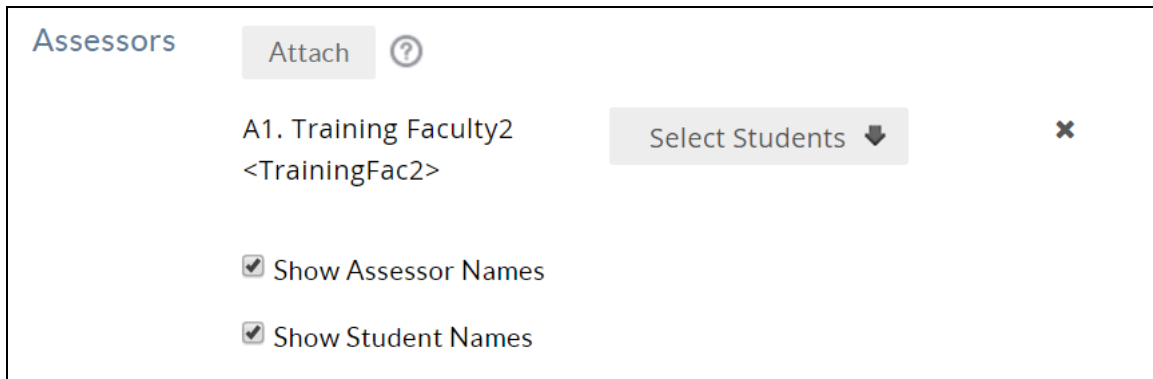
Training, Faculty2✕




Showing 1-3 of 3 1

<input type="checkbox"/>	Last Name	First Name	User Name
<input type="checkbox"/>	Faculty	Training	Trainingfac
<input checked="" type="checkbox"/>	Faculty2	Training	TrainingFac2
<input type="checkbox"/>	Faculty3	Training	TrainingFac3

Attach **Cancel**

15. Click the **Attach** button to attach any selected assessors to the assignment.
16. Click the **Select Students**  drop down menu which is next to name of an assessor to assign selected student assessments to that assessor.



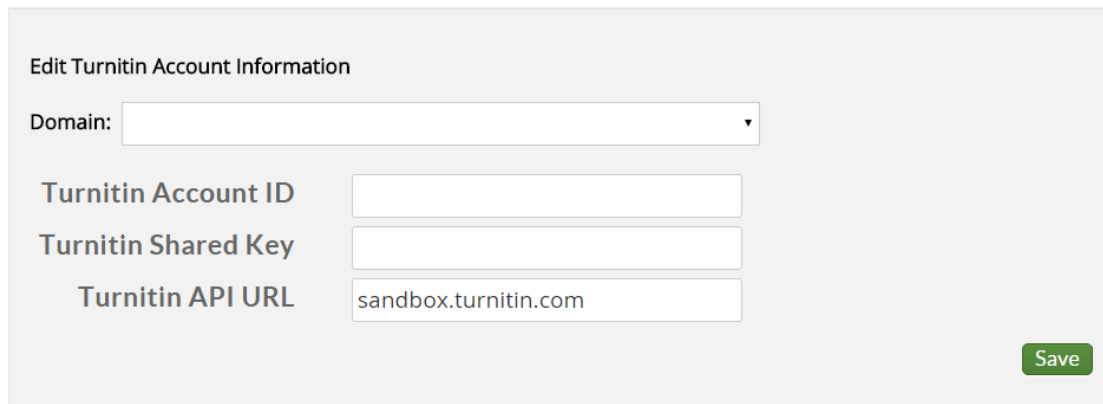
17. Click the  icon to remove the corresponding assessor from the assignment.
18. The **Show Assessor Names** checkbox is selected by default. While this is selected students and assessors are able to view the names of the assignment assessors.
 - a. Uncheck the checkbox to prevent students from viewing the names of the assessors while viewing their assessments. This also prevents assessors from viewing the names of any assessors while viewing the assignment details for the assignment. Instructors for the course are still able to view the names of any assessors for the assignment. For those who cannot see the assessor names, the assessors will be described as A1, A2, A3, etc.
19. The **Show Student Names** checkbox is selected by default. While this is selected assessors are able to view the names of the students they assess.
 - a. Uncheck the checkbox to prevent assessors from viewing student names. This does not affect the instructor or student view. For all those who cannot see the student names, and students will be described as Student S1, Student S2, Student S3, etc.
20. Click the  button to save the assignment and return to the **Assignment Details** tab.
21. To return to the **Assignment Details** tab without saving, click the  button.

Enable Turnitin for an Existing Course Assignment

Before faculty can take advantage of the Turnitin and LiveText integration, the LiveText Administrator must enable the integration in their LiveText administrative account:


1. The LiveText Administrator should email implementation@livetext.com and submit a request to have the institution's LiveText domain enabled for Turnitin integration.
2. Once it is enabled, the LiveText Administrator will log into their administrative account.
3. Click on the **Admin** tab.
4. Click on the "Turnitin Info" link, which is located under **Administration** along the right side of the screen.
5. Enter the Turnitin Account ID and the Turnitin Shared Key. This information is obtained from the Turnitin Administrator at the institution.

Admin Console



The screenshot shows a web form titled "Edit Turnitin Account Information". It contains the following fields and controls:

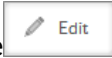
- A "Domain:" label followed by a dropdown menu.
- A "Turnitin Account ID" label followed by a text input field.
- A "Turnitin Shared Key" label followed by a text input field.
- A "Turnitin API URL" label followed by a text input field containing the value "sandbox.turnitin.com".
- A green "Save" button located at the bottom right of the form.

6. Click the  button.
7. Now, faculty members will have the option to enable Turnitin for their assignments.

While using the Turnitin integration feature there are a few guidelines to consider. The assignment must be posted to enable Turnitin. Additionally, Turnitin must be enabled

before students begin to submit to the assignment. Turnitin cannot be enabled for an assignment if there are multiple instructors assigned to the course. Other assessor may not be added to an assignment which has Turnitin enabled. Students must only attach one file to a Turnitin enabled assignment and the file attachment must be at least 100 words in length.


To enable Turnitin for an existing course assignment:

1. Log into a faculty or administrative account.
2. Click on the **Courses** tab.
3. Click on the appropriate Course Code or Course Name from the **All Courses** page.
4. Click the **Assignments** tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the **Assignment Details** tab, click on the  button.
7. Edit the assignment details as needed.
8. Scroll down to the **Assessment** area.

Assessment

Rubrics

 Attach

☐ Show Rubrics to Students 

☒ Students Can Retract Submission 

Assessment Type

☒ Summative ☐ Formative

[Show More >](#)

9. Click on [Show More >](#) link to view more assessment options.

Assessment

Rubrics

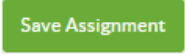
Attach

☐ Show Rubrics to Students ?☒ Students Can Retract Submission ?

Assessment Type

☒ Summative ☐ Formative☒ Publish Grades☐ Enable Turnitin[Show Less ^](#)10. Click the **Enable Turnitin** checkbox.

11. Select the plagiarism fields you would like to enable for this assignment.

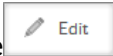
12. Click the  button to save the assignment and return to the **Assignment Details** tab.13. To return to the **Assignment Details** tab without saving, click the  button.

Enable edTPA for an Existing Course Assignment

Before a faculty or administrative account can enable course assignments for edTPA submission, External TPA Assessment must be enabled at the domain level. The LiveText Administrator should email implementation@livetext.com with a request to enable External TPA Assessment for their institution's LiveText domain. Once External TPA Assessment has been enabled for the domain the following steps may be used to enable edTPA for existing course assignments.

To enable edTPA for an existing course assignment:

1. Log into a faculty or administrative account.
2. Click on the **Courses** tab.
3. Click on the appropriate Course Code or Course Name from the **All Courses** page.
4. Click the **Assignments** tab located under the course title.
5. Click the assignment link that corresponds with the assignment.

6. Within the **Assignment Detail** tab, click on the  button.
7. Scroll down to the **Assessment** area.
8. Click on [Show More](#) > link to view more assessment options.

Assessment

Rubrics

Attach

☐ Show Rubrics to Students ?
☒ Students Can Retract Submission ?

Assessment Type

☒ Summative ☐ Formative
☒ Publish Grades
☐ TPA

[Show Less](#) ^

9. Check the **TPA** checkbox.

Assessment Type

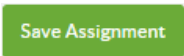

☒ Summative ☐ Formative
☒ Publish Grades
☒ TPA

Year 2014-2016

Major

Select One

[Show Less](#) ^

10. Select the appropriate major from the **Major** dropdown menu.
11. Click the  button to save the assignment and return to the **Assignment Details** tab.
12. To return to the **Assignment Details** tab without saving, click the  button.

