

Creating Fileshare Assignments

Overview

FileShare Assignments provide a way for students and instructors to exchange electronic files. FileShare allows instructors to post instructions and a starting file (such as a document, spreadsheet or graphic) so that students and instructors may view, modify, and re-submit subsequent versions of files. FileShare Assignments cannot have questions.

You may use the FileShare Assignment if you want students to read an article or paper, and then write a response and submit it to you for review or a grade. It is similar to the File Dropbox in Manage Files in the sense that students submit files to you, the instructor. However, FileShare is intended to be a graded assignment, so you receive the files on the Scores page; this way, you can easily enter a grade without having to jump to the Gradebook.

Get started

1. Click the **Assignments** link in the **Assessment Tools** section.
2. Make sure the semester displayed in the menu is the semester for which you want the assignment to be available.

Changing a semester

To move between semesters, use the in-line semester switching feature.

1. In the menu, click the **change** link next to the active semester.
2. From the expanding menu, select the semester you want to make active.

Create a FileShare Assignment

Define the Basic details of the assignment

1. Click the **Create Assignment** link.
2. Click the **FileShare Assignment** type.
3. In the **Assignment Name** box, type a name for your assignment.
4. In the **Instructions** box, type the instructions for completing the assignment.
5. *Optional:* Upload a starting file for students to read, download, modify, or resubmit. Click the **Browse** button, navigate to the file and click **Open**.
6. *Optional:* In the **URL** box, type a website address. This link will be listed on the student's Assignments and Grades page. You may do this if you are linking to a place on the Internet for the assignment rather than uploading a starting file.

- In the **Total Points** box, type the total number of points possible for the assignment.
- Click the **Save** button or click the **Advanced** link from the top of the page to reveal more assignment options.

Set the Advanced properties of the assignment (optional)

- Click the **Advanced** link from the top of the page.
- Set any of the following Advanced options and then click Save or Save and Add Another if you want to create another fileshare assignment.
 - Other instructors can edit or delete assignment:** Allows other instructors of the course to edit or delete the assignment.
 - Students can view assignment statistics:** Allows students to view assignment statistics such as high, mean, median and low scores. The students do not see individual scores.
 - Apply scores to final grade:** Applies the assignment to the final grade.
 - Scores are extra credit:** Designates the assignment as extra credit.
 - Assignment Category:** Useful if you want to apply grading rules at the end of the course. For example, you could drop the two lowest quizzes.
 - Send submission notifications:** If you want to be notified when your students submit the assignment, select this option.

Set availability

You must choose a date that the assignment will be available to students. If you do not set an available date, students will not be able to access the assignment.

- From the **Assignment Listing** page, in the menu, click the **Assignment Settings** link.
- Select the assignment from the **Assignment** list.
- In the **Available Date** box, enter a date and time, or click the **Current Date/Time** button.
- Click **Save**. The assignment will be available to students on the Available Date and Time.

Receive submitted files

When students submit a file or files for the assignment, you access them through the Scores page. This way, you can easily enter a grade for that student.

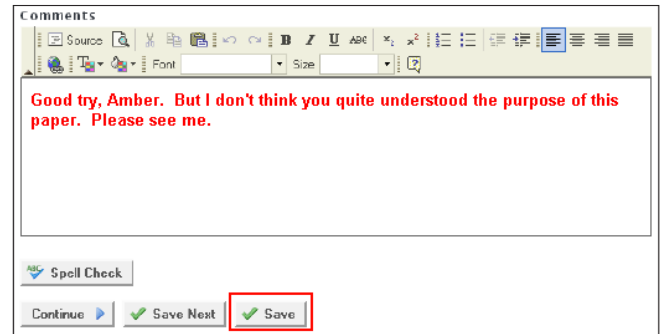
- From the **Assignment Listing** page, in the menu, click the **Scores** link.
- Select the assignment from the **Assignment** list.
- The names of students who have submitted a file for the assignment will be a hyperlink. Click a student's name to access their submitted file.
- On the **Grade FileShare Assignment** page, click the name of the submitted file to download the file to your computer. This is a copy of the originally submitted file. You can make changes to this downloaded file and if desired, upload and send the edited version back to the student. If more than one file is submitted, it will be listed beneath the first submission.
- After opening the submitted file, you can enter a grade, type comments in the **Comment** box, and/or return files to the student. You can also see the history of comments and submitted files by clicking the **View History** button.
- Click the **Save** button if you make any changes to this page.

#	Name	Status	Graded	Total / 100.0
1	Barhill, Deborah	Submitted	Manual	86.0
2	Christiansen, Beverly	Submitted	System	0.0
3	Hindman, Amber	Submitted	System	0.0

Return comments and/or file to the Student

If the FileShare Assignment is a paper, the first student submission may be a rough draft. You may want to send comments to the student about their draft. If you downloaded their file and made edits on the file, you can upload and “return” the file to the student.

1. From the **Assignment Listing** page, in the menu, click the **Scores** link .
2. Select the assignment from the **Assignment** list.
3. The names of students who have submitted a file for the assignment will be a hyperlink. Click a student’s name to access their submitted file.
4. In the **Comments** box, type comments to be returned to the student. Click the **Save** button. If you do not click Save, the comment will not be sent to the student.
5. *Optional:* Click the **Return Files to Student** button to upload a version of their file or additional files.
6. Click the **Browse** button, and navigate to the file you want to “return,” and then click **Open**.
7. Type any comments you want the student to receive in the **Description** box.
8. Click the **Add File** button. The file is uploaded and now appears in the **Current Submission** table.
9. Click the **Return Files** button to send the file to the student.
10. Close the window when you are finished.



Enter grades for a FileShare Assignment

You can enter grades directly on the Scores page or by individual student. Remember, grades are not posted until you choose Post Grades Now or until the Grade Posted date (if you entered a date).

1. From the **Assignment Listing** page, in the menu, click the **Scores** link .
2. Select the assignment from the **Assignment** list.
3. Do either of the following:
 - Click the **Total** box corresponding to a student whose score you want to enter. Type their score, and then press the **TAB** key to move to the next student. Continue this process until all scores are recorded.
 - Click a student’s name. In the **Points** box, type a score. Click the **Save** or **Save Next** button to move to the next student.
4. After you have entered grades, click the **Save Changes** link or **Post Grades Now** link.

#	Name	Status	Graded	Total / 100.0
1	Bernhill, Deborah	Submitted	Manual	66.0
2	Christensen, Beverly	Submitted	System	0.0
3	Hindman, Amber	Re-submitted	Manual	95.0

IT Help Desk
866.282.8212
<http://support.axiolearning.org>

