Assignments Setup

Each workspace contains a default assignment to which deadlines can be allocated. If the workspace is to be used for more than one assessment activity, additional assignments can be created by clicking on the Use multiple assignments button.

Assignments only require a title and description if more than one assignment is created. You will be prompted to add a title and description to the default assignment at the point of creating an additional assignment.

Choose an assignment type

You will be asked to choose an assignment type. Member initiated submissions are the standard option, where learners share assets for assessment to the assignment. Assessor initiated submissions do not require the learner to share an asset; instead the assessor completes a template or workbook which then appears on the workspace and in the learner’s asset store. Once the assignment has submission on it, the type of assignment cannot be changed.

Deadlines

Assignments do not need to be given deadlines and you can have a combination of assignments with deadlines and assignments without deadlines on the same workspace. Please refer to the specific help topic on Deadlines
Types of submissions

Below the deadlines are a number of options which enable you to restrict the number and type of submissions the assignment will accept. If, for example, you are expecting each member to submit only a single workbook that has been set to auto-submit, you can limit the number of submissions to 1 and restrict submissions to auto submit resources by unchecking **Allow submissions from Pebble+.** This will prevent members from submitting multiple versions of the same workbook or submitting many associated, but unnecessary, assets. These restrictions will appear in the share panel when the member goes through the submission process.

Removal of submissions

Unless the 'Prevent users from removing their submissions' box is checked, learners may request that a submission is removed from the assignment. Such a request will automatically be approved by the system and the submission removed, except under the following circumstances:

- The workspace has been paused (indicating that assessment has commenced on the workspace)
- Feedback has been added to the asset

In either of the above scenarios, learners will receive an email saying that their request to remove the asset has been rejected.

Submission locking

This setting prevents users from being able to edit an asset in their store once it has been shared for assessment. You can choose to have students submit directly to an assignment with this option turned on, however they will not be able to make changes to the asset at all once submitted. Alternatively, assets may be moved by an assessor into an assignment with this setting once the asset has been assessed in another workspace.
- linked assets will not be locked
- assets will be unlocked if they are removed or moved to an assignment without locking.

**Managing assignments**

Once created, multiple assignments are displayed in a table together with any deadlines that have been set. From the icons to the right of the table each assignment can be independently paused, played or stopped. The current status of the assignment is displayed under the assignment name. The settings for each assignment can be edited by clicking on the orange cog icon. There is also an option to Manage Extensions. Clicking this icon opens a page on which you can select one or more Members and apply an extension to them. Assignments can be deleted by clicking on the trash can icon.