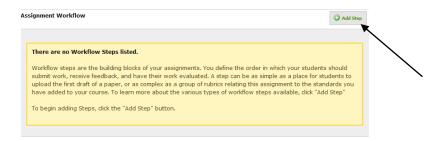


Assignment Workflow

> Create Assignment (See: Adding Assignments) > Click Add Step



> Select the Step you wish to add (i.e. Evidence, Rubric, Reflection) > Click Add Step

Evidence: Evidence Rubric: Tacher Rubric Peer Rubric Reflection: Standards Standards Please choose a step from the list at left for more information.	Add Step		nment Workflow
Rubric: Add Step			Evidence:
Teacher Rubric Peer Rubric Self Rubric Reflection Peer Reflection Standards: Standards		Add Chan	
Teacher Rubric Peer Rubric Self Rubric Reflection Peer Reflection Standards: Standards		Add Step	Rubric:
Self Rubric Reflection: Teacher Reflection Self Reflection Standards: Standards			Teacher Rubric
Reflection: Teacher Reflection Peer Reflection Self Reflection Standards: Standards:			Peer Rubric
Teacher Reflection Per Reflection Standards: Standards			Self Rubric
Peer Reflection Self Reflection Standards: Standards			Reflection:
Self Reflection Standards: Standards			Teacher Reflection
Standards:			Peer Reflection
Standards			Self Reflection
			Standards:
Please choose a step from the list at left for more information.			Standards
		Please choose a step from the list at left for more information.	

> All options require basic information and selection of step options (i.e. when is step available, who can view the step, etc.)

Option 1 – Evidence

> Select Evidence > Click Add Step

ignment Workflow	Add Step	My Evidence		Edit
Teacher Rubric Peer Rubric Self Rubric Reflection: Teacher Keflection Peer Reflection the assignme	ence ows a teacher or student to record evidence of work as it relates to ent. This block can contain file uploads, rich text, links to e-Portfolios, or is depending on your school's option.	Basic Information	Step Options Tex ster will be available On or after: On	

> Input the basic information and set up the step options criteria > Click Save



Option 2 – Rubric

- > Select the Rubric (Teacher, Peer, Self) > Click Add Step
- > Input the basic information
- > Select a Rubric

> Click Change (Digication gives three default/basic rubrics, however you can edit the Digication version or create a rubric from scratch)

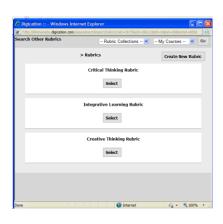
p	Evidence: Evidence: Descher Rubni: Perer Rubni: Self Rubni: Reflection: Teacher Reflection Peer Reflection Standards: Standards	This block allo work. The tea	Teacher Rubric			
1 ^{ag to reorder} Basic I	My Rubric		FINAL RUBRIC Cdit			
lame: My Rubric Description:		<	This step will be available: Ø After the previous step is completed Ø no or after: Immediately Ø nny when manually opened by a teacher This step will no longer be available: Ø no or after: Ø No deadline Who can set bla:			
Rubric:	elected. Click to choose ass		All students in course Just student being assessed Just faculty After step is completed, should changes be allowed?			
Vo Rubric Se	lected.	Change	Yes			

Assignment Workflow

Save or Cancel

> Select the Rubric of your choice or create new rubric**

- > Click Save
- **See Creating Rubric Guidelines



Add Step

Option 3 – Reflection

> Select the type of reflection > Click Add This Step > Input basic information > Click Save

Assi	gnment Workflow	Q AM Step		My Reflection		Edit
4	Evidence: Evidence Rubric: Peacher Rubric Self Rubric Reflection: Teacher Reflection Standards: Standards:	Teacher Reflection	/	Basic Information Name My Reflection Description: This step assesses: No Steps Selected. Click to choose assessment steps Save or Cased Dates this tas	Step Options File stout the available: On or after: On	



Option 4 – Standards**

page.

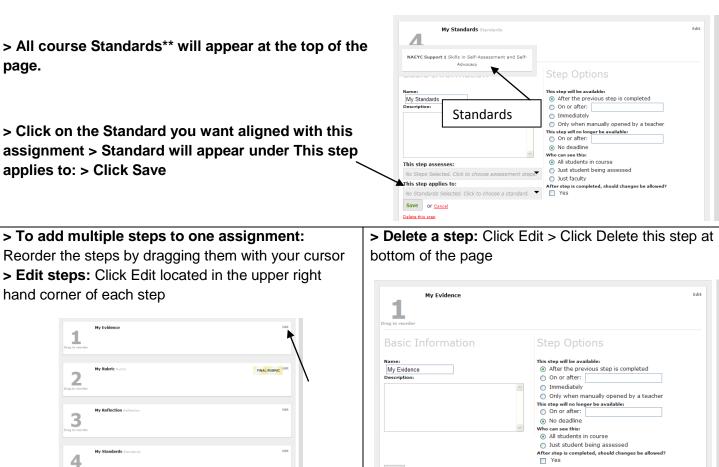
> Select Standards > Click Add This Step

> Input Basic Information and Step Options > Select a standard** by the clicking on the drop down arrow, This step applies to:

[The Standards available in your workflow are the Standards you selected when setting up your course.]

**Note: Standards must be added via your Digication Administrator long in advance of building this step. Refer to the Guidelines for Adding Standards.

My Standards Standards	Ed
Basic Information	Step Options
Name: My Standards Description:	This step will be available:
This step assesses: No Steps Selected, Click to choose assessment steps	 No deadline Who can see this: All students in course Just student being assessed
This step applies to: No Standards Selected. Click to choose a standard.	Just faculty After step is completed, should changes be allowed? Yes
Save or <u>Cancel</u> Delete this step	



Save or Cancel Delete this step

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