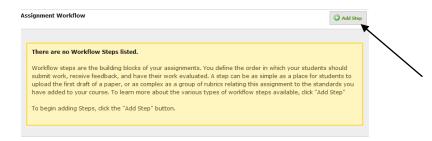


Assignment Workflow

> 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.

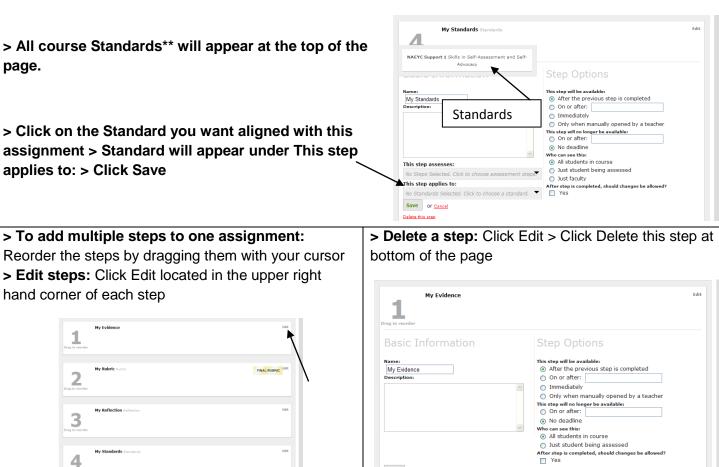
> Select Standards > Click Add This Step

> 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

4