

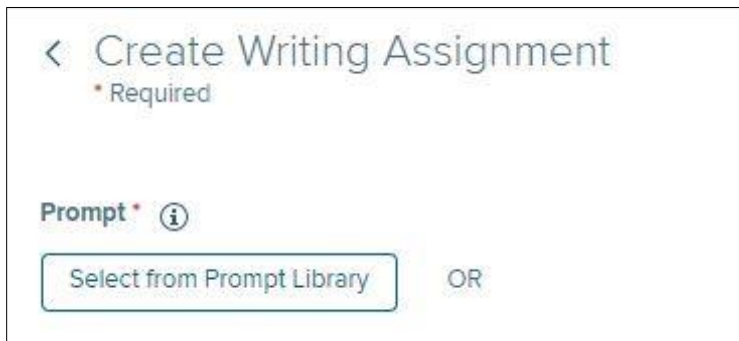
Writing Assignment

Contents

| | |
|---|---|
| Quick Start..... | 1 |
| Build a Writing Assignment..... | 1 |
| Grading Writing Assignment..... | 3 |
| Deeper Dive | 6 |
| Create a Writing Assignment Prompt..... | 6 |
| Customize a pre-built rubric | 8 |

Quick Start

Build a Writing Assignment

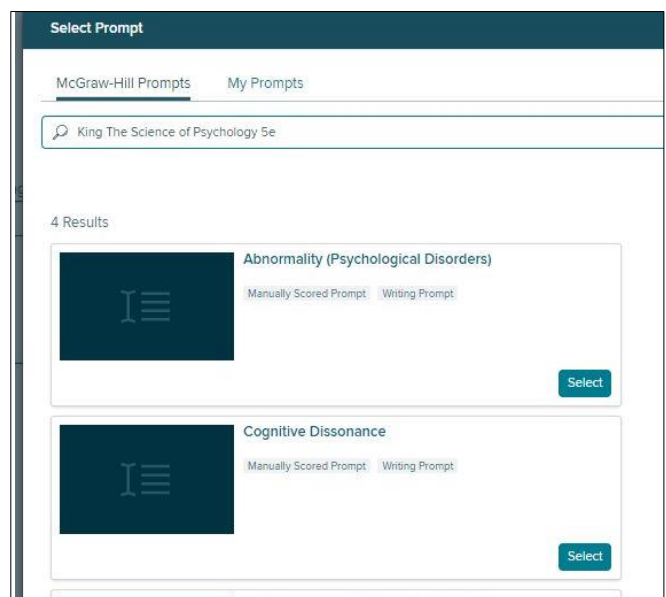


To create a Writing Assignment, click on **Select from Prompt Library** to access pre-built, manually scored prompts and rubrics.

In the prompt library, you'll be able to select from McGraw Hill Prompts or prompts you've used in previous Writing Assignments under the My Prompts tab. These will also include grading rubrics.

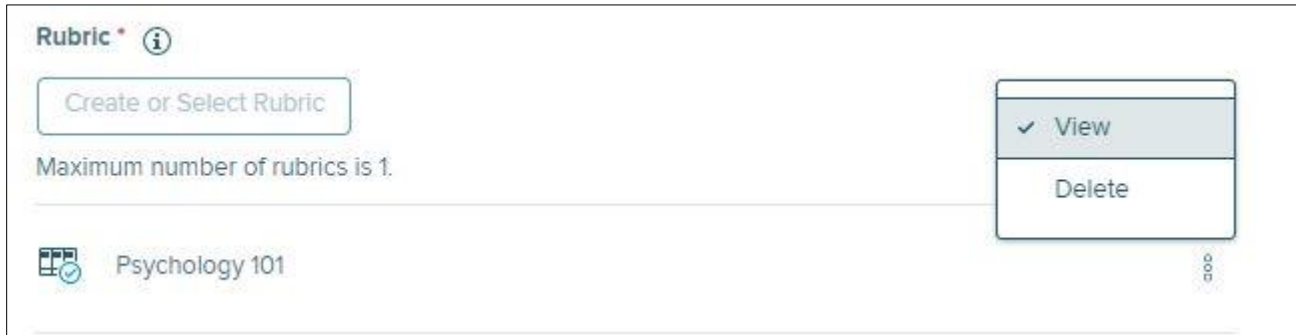
Once your prompt is selected, you can edit the copy and title by clicking into the box, and attach pertinent resources you want students to be able to access with the assignment.

You'll also be able to edit the rubric to align with your course syllabus. You can find

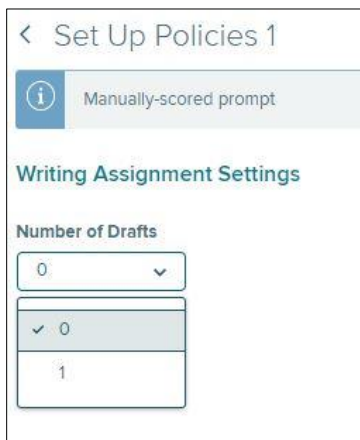


instructions for this in the Customize a pre-built rubric section in this guide.

To view the pre-built rubric, click on the three vertical dots under the rubric header and choose **View**.



Once you're satisfied with the prompt and rubric, click **Continue** at the bottom of the screen to set up assignment policies.



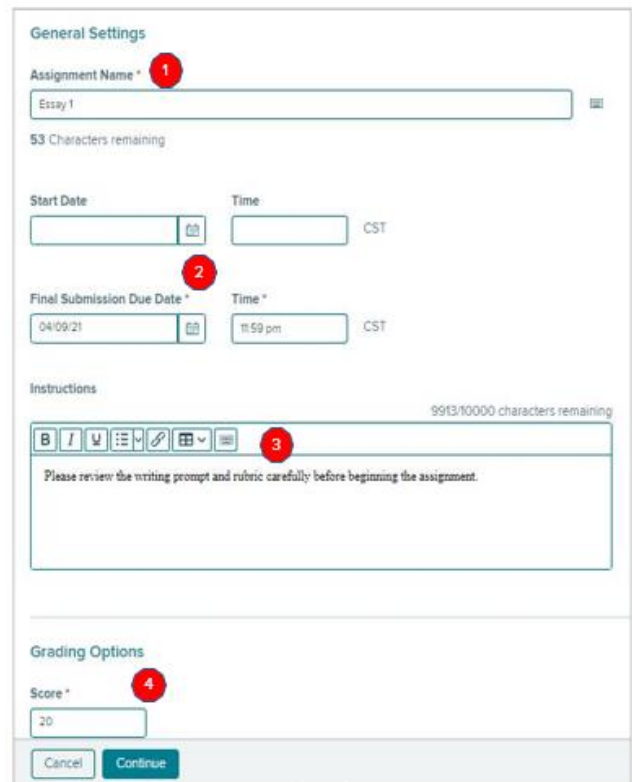
If you want students to be able to submit a draft of their work before the final submission, you can include that here. Please note that you will need to review and release each draft back to the student for them to submit their final paper, and that draft dates can only be changed by editing the assignment.

Click **Continue** to move on to the next policy section.

You're almost done!

On the final policy page, you will need to:

1. Name the assignment.
2. Set the (optional) Start Date and (required) Due Date.
3. Include specific instructions to students about the assignment.



4. Set the Score the assignment will be worth.

Click **Continue** to do a final review of the assignment name, due date, and points. Then click **Assign**.

Assignment Summary

Assignment Name: Essay 1



Start Date: February 21, 2021 - 11:30am CST

Due Date: April 09, 2021 - 11:59pm CDT

Points Possible: 20.0

Attempts: 1

Assignments [+ Add Assignment](#)

| Title | shared | info | Start-due | Show/hide |
|---|--------------------------|-------------------|-------------------|-------------------|
|  Algorithm essay | <input type="checkbox"/> | i | 05/08/20-01/31/21 | 👁 |
|  Essay 1 | <input type="checkbox"/> | i | 02/21/21-04/09/21 | 👁 |

The new Writing Assignment will appear with the other assignments on your course homepage.

Grading Writing Assignment

When you're ready to start grading students' Writing Assignment submissions, you can start by clicking into the assignment in your course homepage. You'll be able to see the student progress on the assignment – click **Grade Student Submission** in the upper-right corner to begin.

[home](#)

 Writing Assignment:...

[share assignment](#)
[copy assignment](#)
[edit assignment](#)
[manage extensions](#)

student activity

student progress

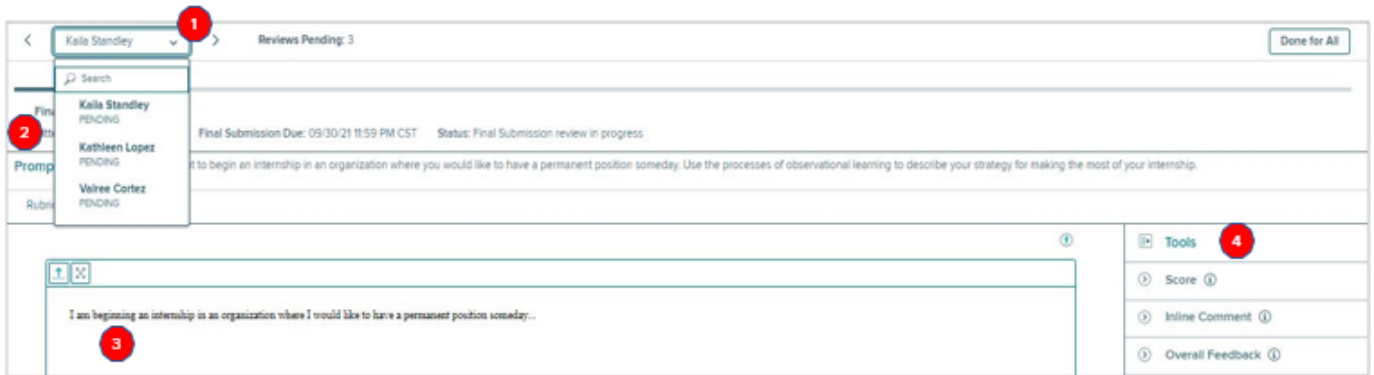
2 student(s) in progress

4 student(s) not started

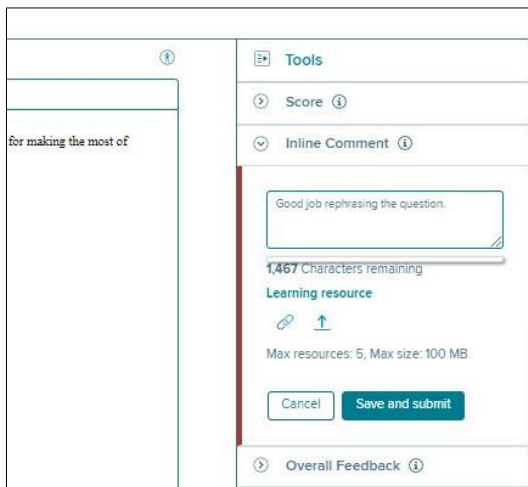
3 student(s) submitted

[home](#)

Let's take a quick tour of the Writing Assignment grading site.

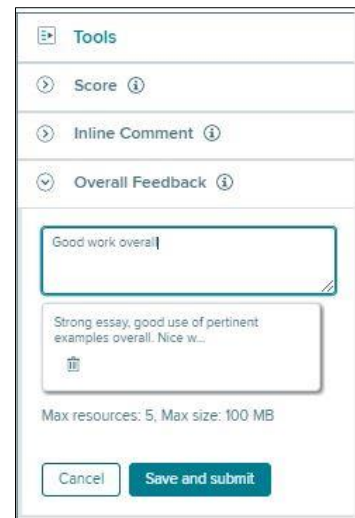


1. You can choose which student assignment you want to grade using the dropdown list in the upper-left corner of the page. The list is searchable and alphabetized to help you track your progress.
2. You'll be able to review the assignment details, including the prompt and rubric, at the top of the page.
3. The student submission will be in the essay box.
4. You'll want to open the **Tools** on the right side of the page before you begin your review, to leave comments and grade the submission.



Inline comments enable you to highlight specific parts of the students' submission. You can also attach specific resources or website links for the student to see after you submit their grade. You can leave Inline comments as a written or audio comment and your comments are reusable as needed.

If you want to include a summary for the student, the **Overall Feedback** tool gives you the option to do that as a written or audio comment. You can attach specific resources or website links for students to reference as well. Once you're done, click **Save**



and submit and your comments will be attached to the student's submission.

The screenshot shows a grading interface with the following elements:

- Tools menu icon and label.
- Score section with a dropdown arrow and an information icon.
- Notification: "Score considered for Connect reports."
- Score: **83.33%**
- Edit button.
- Rubric section with a "View Rubric" link.
- Rubric Item: "User of Evidence to Support Argument" with a slider set to 2.
- Rubric Item: "Writing" with a slider set to 3.
- Rubric Score: 5 / 6
- Save button.

Finally, open the **Score** section and use the slider bars, which are based on the rubric, to grade the student's submission. You can also edit the final score as needed.

Be sure to click **Save** before moving on.

Once you've saved your comments and score, click **Review Complete** in the lower left corner of the page.

You can then choose to submit the score and continue grading by clicking on the **Yes and Review Next** button in the pop-up box.

The screenshot shows a confirmation pop-up box with the following text and buttons:

Scores will be sent to Connect reports for all submitted attempts for this student. Do you want to proceed?

Buttons: Cancel, Yes and Review Next

Done for All

You can also exit each assignment and use the **Done for All** button in the upper-right corner of the page once you've graded all the student

submissions. This will release the scores for the class.

Deeper Dive

Create a Writing Assignment Prompt

It's easy to build your own Writing Assignment Prompt and Rubric in just a few steps.

The screenshot shows the 'Create Writing Assignment' interface. At the top, there is a back arrow and the title 'Create Writing Assignment' with a red asterisk and the word 'Required'. Below this is the 'Prompt *' section, which includes a button 'Select from Prompt Library' and the text 'OR'. A large text area contains a sample prompt: 'Imagine that you are about to begin an internship in an organization where you would like to have a permanent position someday. Use the processes of observational learning to describe your strategy for making the most of your internship.' A red circle with the number '1' is placed over the text area. Below the text area is the 'Prompt Title *' section with a red circle and the number '2' over the text 'Observational learning strategy essay'. At the bottom is the 'Add Resources' section with a red circle and the number '3' over the 'Attach a File' button.

1. Enter your prompt copy in the box. You can include custom formatting, images, or special characters using the tools in the box.
2. Create a Prompt Title, which will identify the prompt in your prompt library. This is different than the Assignment Title that will appear in students' Connect course assignment list.
3. Attach any additional files you want students to be able to access for the assignment.

To build a rubric for your prompt, click the **Create or Select Rubric** button and choose the **New Rubric** option. Now you can build your own rubric, which you can reuse for other writing prompts and assignments in your course.

The screenshot shows the 'Create or Select Rubric' interface. At the top, there is a title 'Create or Select Rubric' and a subtitle 'Create Rubric' with the text 'All fields are required'. Below this is the 'Title' section with a text input field containing 'Rubric title' and a red circle with the number '1'. The 'Level' section has a dropdown menu with 'Select level' and a red circle with the number '2'. The 'Level Order' section has two radio buttons: 'Ascending' and 'Descending', with 'Descending' selected and a red circle with the number '3'. The 'Display Scores as' section has two radio buttons: 'Points' (selected) and 'Percent', with a red circle and the number '4'. At the bottom, there are two buttons: 'Return to Search' and 'Next', with a red circle and the number '5' over the 'Next' button.

Your Connect Instructor Resource Library includes a Writing Assignment Rubric Guide with criteria suggestions.

1. Enter the rubric title.
2. Select the number of levels in the rubric.

3. Select the level order.
4. Select how to display the score – we recommend using Points.
5. Click **Next** to move to the next step.

You're almost done! Now it's time to add the rubric criteria, so students know what they'll be graded on in the assignment.

1. Add performance rating/scale labels.
2. Enter category headings, point/percentage values, and criterion descriptions.
3. Add additional rubric categories.
4. Once finished, select "Save and Attach."

The screenshot shows a web interface for creating or selecting a rubric. At the top, there is a dark teal header with the text "Create or Select Rubric". Below this is a white area with the heading "Edit Rubric". A text input field labeled "Rubric Title" contains the text "Psychology Test Rubric". Below this is a section titled "Additional Information" with a right-pointing arrow icon. Underneath, there is a section for "Performance Rating/Scale Labels" with a pencil icon and a red circle containing the number "1". Below this, there are two columns labeled "Level 1" and "Level 2". A "Category 1" label is visible above a "Total score: 0%" field. At the bottom, there is a "Save and Return to Search" button.

Create or Select Rubric

| Level 1 | Level 2 | Level 3 |
|------------------|------------------|------------------|
| Percent: not set | Percent: not set | Percent: not set |

Category 1 2

Add Category 3

Total score: 0%

Save and Return to Search Preview Save and Attach 4

Customize a pre-built rubric

If you don't like the rubric attached to your pre-built prompt, you can delete it and customize a rubric to your course needs.

4 Results

Psychology: Abnormality (Psychological Disorders)
Rubric Locked

Select

Preview
Duplicate

Psychology: Cognitive Dissonance
Rubric Locked

To customize a pre-built rubric, click **Delete**, then click **Create or Select Rubric**. Choose the rubric you want and choose **Duplicate** to create a copy to edit.

1. Edit the rubric title.

2. Edit the performance rating/scale labels.

3. Edit the category heading, point/percentage values, and criterion descriptions.

The screenshot shows the 'Create or Select Rubric' interface. At the top, the title 'Psychology: Abnormality (Psychological Disorders) COPY' is highlighted with a red circle '1'. Below it, the 'Additional Information' section is expanded. Under 'Performance Rating/Scale Labels', the labels 'Unsatisfactory', 'Needs Improvement', and 'Satisfactory' are visible, with a red circle '2' next to the 'Needs Improvement' label. Below this, the 'Description of criteria' section is expanded, showing a table with three columns: 'Unsatisfactory', 'Needs Improvement', and 'Satisfactory'. The 'Unsatisfactory' column has a red circle '3' next to its heading. At the bottom right, the 'Save and Attach' button is highlighted with a red circle '4'. The 'Total score: 0 points' is displayed in a grey box. There are also 'Save and Return to Search', 'Preview', and 'Save and Attach' buttons at the bottom.

4. Add additional rubric categories.

5. Once finished, select **Save and Attach**.