

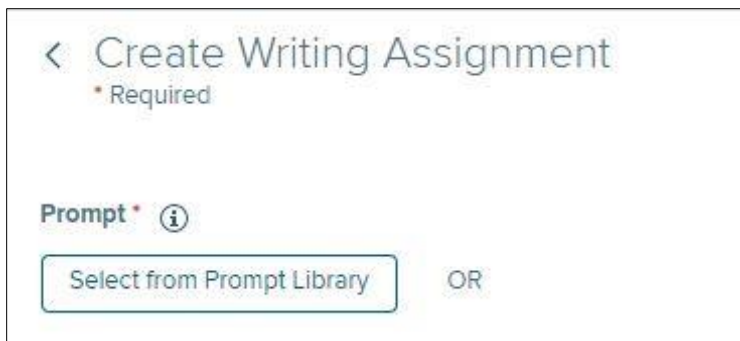
Writing Assignment

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Quick Start

Build a Writing Assignment

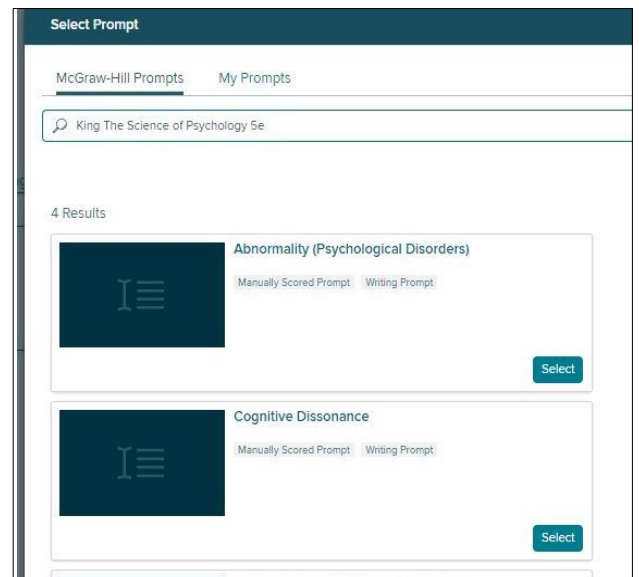


To create a Writing Assignment, click on **Select from Prompt Library** to access pre-built, manually scored prompts and rubrics.

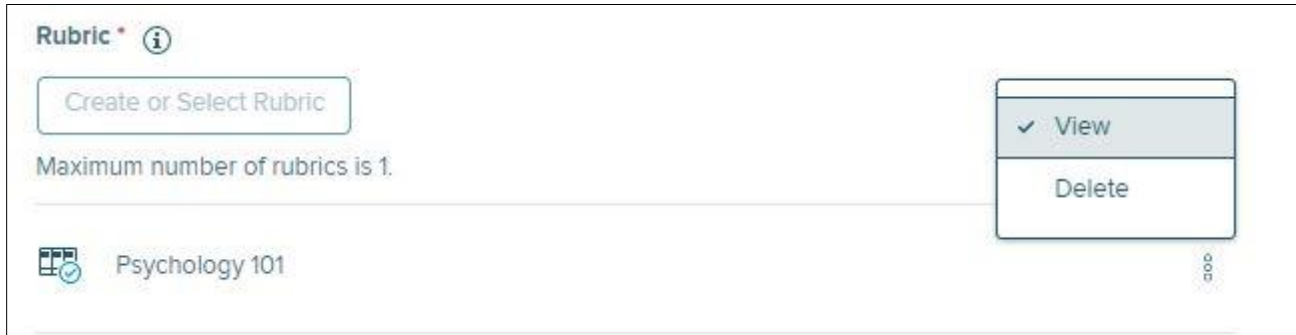
In the prompt library, you'll be able to select from McGraw Hill Prompts or prompts you've used in previous Writing Assignments under the My Prompts tab. These will also include grading rubrics.

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.

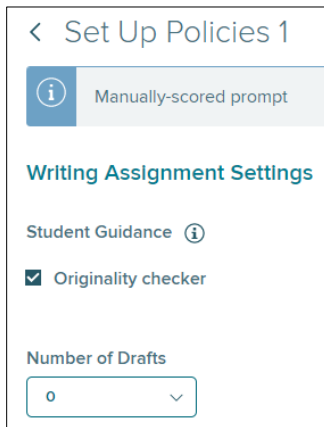
You'll also be able to edit the rubric to align with your course syllabus. You can find instructions for this in the Customize a pre-built rubric section in this guide.



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.

We also encourage you to enable the **Originality checker** for students, which can help them prevent plagiarism and helps you check that their work is original once it's turned in.

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

General Settings

Assignment Name * 1

Essay 1

53 Characters remaining

Start Date Time CST

Final Submission Due Date * 2 Time * CST

04/09/21 11:59 pm

Instructions 9913/10000 characters remaining

B I U 3

Please review the writing prompt and rubric carefully before beginning the assignment.

Grading Options

Score * 4

20

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"/>		05/08/20-01/31/21	
Essay 1	<input type="checkbox"/>		02/21/21-04/09/21	

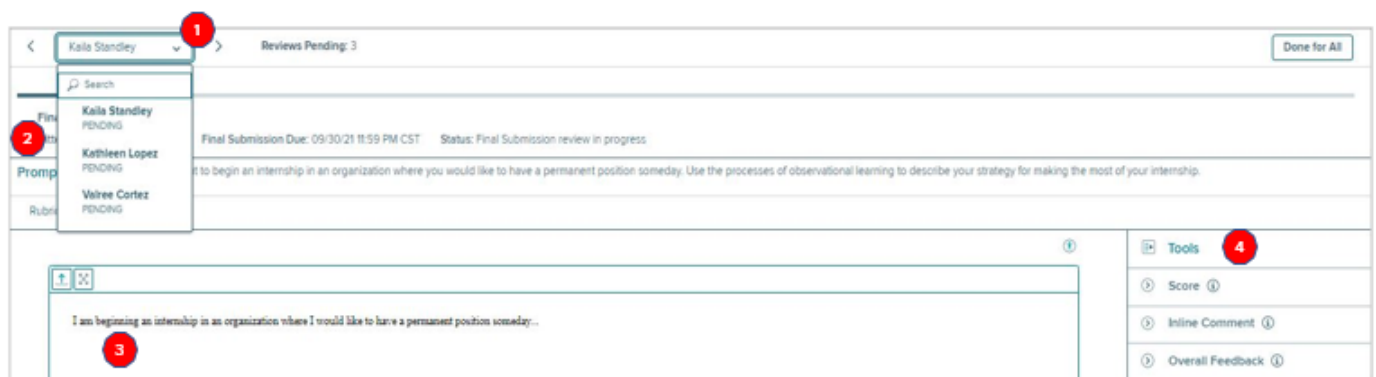
The new Writing Assignment will appear with the other assignments on your course homepage.

Grading Writing Assignment

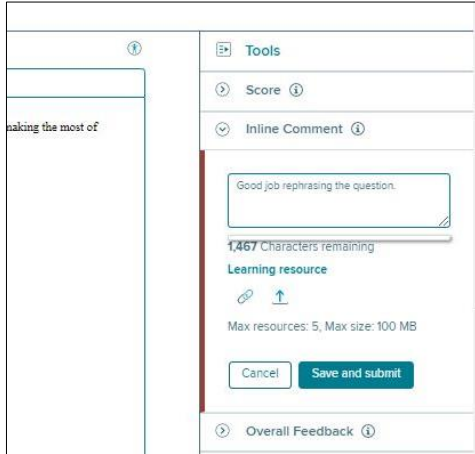
When you're ready to start grading students' Writing Assignment submissions, you can start by clicking into the assignment in your course homepage. You'll be able to see the student progress on the assignment – click **Grade Student Submission** in the upper-right corner to begin.



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

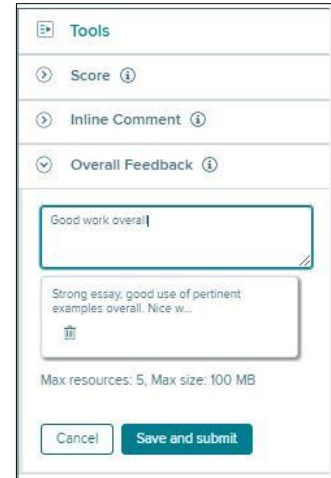


1. You can choose which student assignment you want to grade using the dropdown list in the upper-left corner of the page. The list is searchable and alphabetized to help you track your progress.
2. You'll be able to review the assignment details, including the prompt and rubric, at the top of the page.
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.

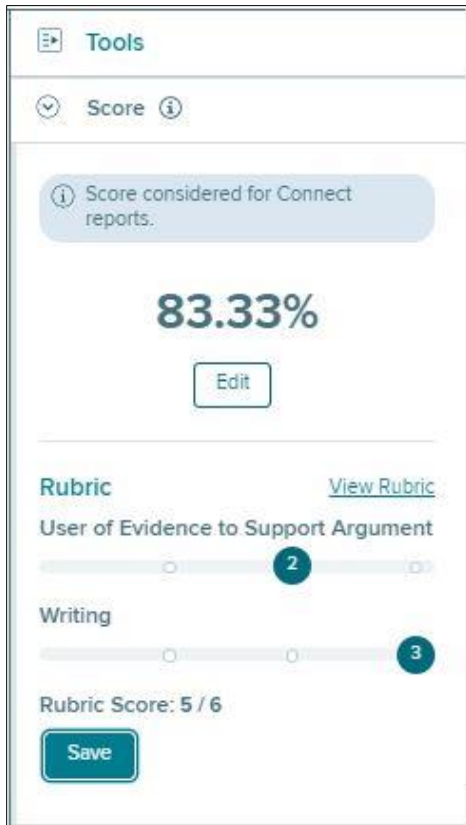
If you want to include a summary for the student, the **Overall Feedback** tool gives you the option to do that as a written or audio comment. You can attach specific resources or website links for students to reference as well. Once you're done, click **Save and submit** and your comments will be attached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



Click on **Grammar and Writing** to review your student's grammar and writing in the assignment. You can also check whether the student checked their grammar before they submitted the assignment, and what changes they made.

Run the **Originality checker** to check the originality of each student's work. It searches the Internet for possible plagiarism and also checks a student's work against previous assignments that have been turned in, so you can see if students are sharing their work. You can also check whether the student ran the Originality checker before they submitted the assignment and what changes they made.



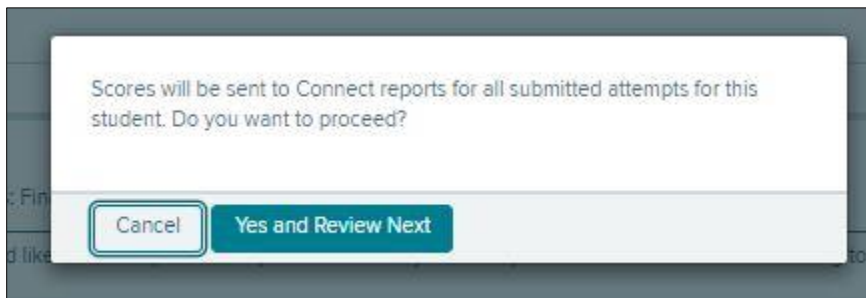


Finally, open the **Score** section and use the slider bars, which are based on the rubric, to grade the student's submission. You can also edit the final score as needed.

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.



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 '* Required' note. Below this is a 'Prompt *' section with an information icon. It contains a text input field with the placeholder 'Select from Prompt Library' and an 'OR' button. A character count '9763/10000 characters remaining' is shown above a rich text editor. The editor has a toolbar with icons for bold, italic, underline, list, link, image, video, and other functions. A red circle with the number '1' is placed over the toolbar. The text area contains the 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.' Below the editor is a 'Prompt Title *' section with a red circle '2' and a text input field containing 'Observational learning strategy essay'. A character count '219 Characters remaining' is shown below. At the bottom is an 'Add Resources' section with an information icon, a red circle '3', and an '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.

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

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

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. You can also add more rubric categories.

Create or Select Rubric

Performance Rating/Scale Labels

Unsatisfactory Needs Improvement Satisfactory Ex

Description of criteria

Unsatisfactory	Needs Improvement	Satisfactory	E
Points: not set	Points: not set	Points: not set	P
Does not describe any or incorrectly describes all of the accepted ways in which a person's behavior would be deemed abnormal.	Fully and clearly describes one of the three criteria.	Fully and clearly describes two of the three criteria.	Fi

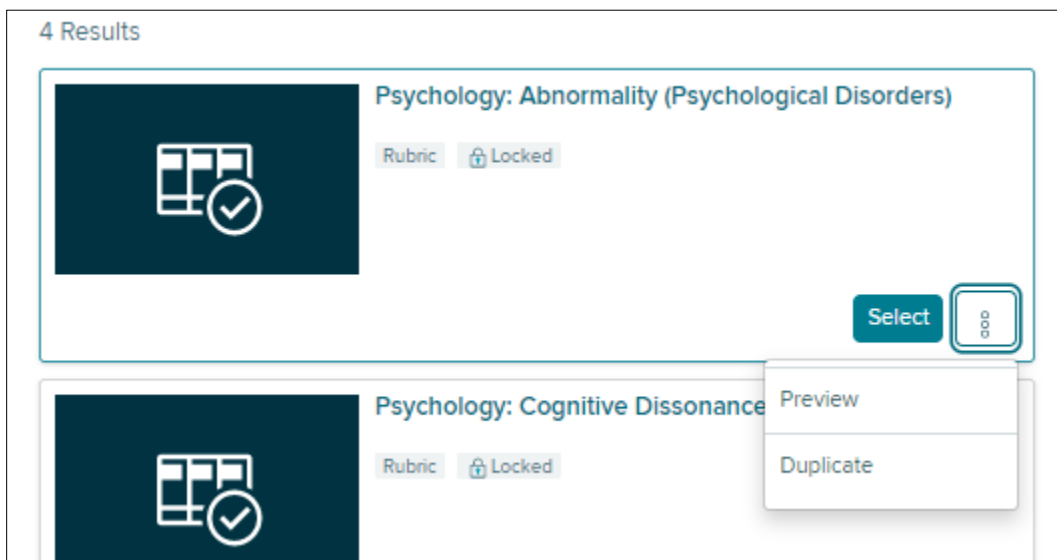
Total score: 0 points

Save and Return to Search Preview Save and Attach

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

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.



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. You can also add additional rubric categories.

The screenshot shows the 'Create or Select Rubric' interface. At the top, there is a header 'Create or Select Rubric' with a close button. Below this, the 'RUBRIC TITLE' section contains a text input field with the text 'Psychology: Abnormality (Psychological Disorders) COPY' and a red callout '1'. Underneath is an 'Additional Information' section with a dropdown arrow. The 'Performance Rating/Scale Labels' section has a red callout '2' and shows three labels: 'Unsatisfactory', 'Needs Improvement', and 'Satisfactory', with a partial 'Ex' label on the right. Below this is the 'Description of criteria' section with a red callout '3' and a table with four columns: 'Unsatisfactory', 'Needs Improvement', 'Satisfactory', and 'Ex'. Each column has a 'Points: not set' label below it. At the bottom left, there is a 'Total score: 0 points' label. At the bottom right, there are three buttons: 'Save and Return to Search', 'Preview', and 'Save and Attach' with a red callout '4'.

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