

# Writing Assignment

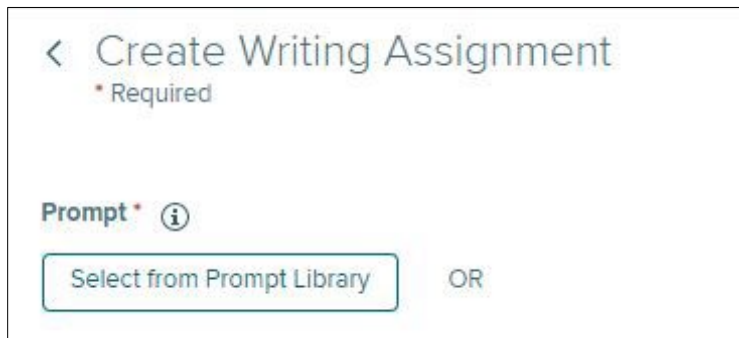
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## Quick Start

### Build a Writing Assignment – Auto-scored Prompts

Please note that the auto-scored prompts and rubrics are in beta version and still under development. We recommend using these as extra credit or as a low-stakes assignment option in your course.



To create an Auto-scored Prompt Writing Assignment, click on the **Select from Prompt Library** button.

In the prompt library select from **McGraw Hill Prompts** for Auto-scored prompts and corresponding rubrics. Select your prompt.

**Prompt** \* ⓘ

Select from Prompt Library OR

9796/10000 characters remaining

**B** **I** **U** **☰** **🔗** **📄** **▶** **🖼️** **👁️**

In one to two complete paragraphs, identify the three models of communication and note the function of the receiver in each. In which model does the receiver have the most influence over the message? Why?

**Prompt Title** \*

Communication Models BETA

**Rubric** ⓘ

View Rubric Edit Rubric Weighting

Review Auto-scored prompt language and title to make sure it is correct one. Prompt language cannot be revised.

Click **View Rubric** to review how student submissions will be graded by the AI.

Communication: Communication Models

Category	Level 4	Level 3
Identification of the three models of communication	<b>4 – Excellent</b> All three models of communication are correctly identified. <input type="text" value="30"/> percent	<b>3 – Satisfactory</b> Two of the three models of communication are correctly identified. <input type="text" value="20"/> percent
Identification of the receiver's function in the three models of communication	<b>4 – Excellent</b> The receiver's function for each of the three models is correctly identified. <input type="text" value="30"/> percent	<b>3 – Satisfactory</b> The receiver's function for two of the three models is correctly identified. <input type="text" value="20"/> percent

Click **Edit Rubric Weighting** to edit the percentages on each level of the rubric, keeping in mind that with any changes, the percentages need to add up to 100. Rubric levels and language cannot be revised, since they are part of the AI scoring.

When you're done click **Continue** to move to the next section.

General Settings

Assignment Name \* 1

Write assignment name

60 Characters remaining

Start Date Time \*

Due Date \* 2 Time \*

11:59 pm EDT

Instructions 10000/10000 characters remaining

Write instruction text 3

On the General Settings 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 (if desired).
4. Set the **Score** (Points) the assignment will be worth.

Grading Options

Score \* 4

Score limit 0-1000

Score Reporting Options ⓘ 5

Automatically update report with score.

Review and edit score before it goes to reports.

Assignment Attempts Allowed 6

1

Writing Assignment Settings

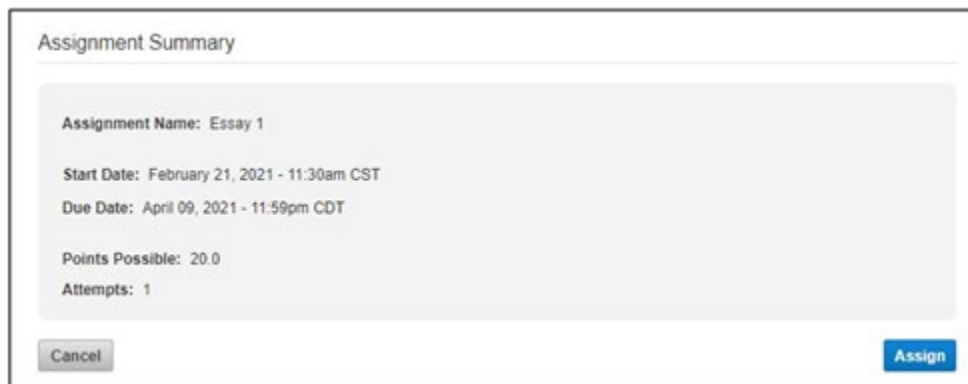
Student Guidance ⓘ 7

Originality checker

Cancel Continue

5. Choose the **Score Reporting Options**:
  - **Automatically update score** – will make the score available to students when they turn in their assignment.

- **Review and edit score before it goes to reports** will allow you to review submissions and change the scoring manually. Students won't see their scores until you release them. We recommend using this option if it is the first time you are using auto-scored prompts in your course.
- 6. Choose the number of attempts (1-3) that your students are allowed. If you are manually grading assignments, students will get automated feedback but not scores for each attempt. You can review and edit scores for each attempt, which will show up in Connect reports. Then you can choose which final score will flow to the LMS gradebook.
- 7. 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.



The screenshot shows a dialog box titled "Assignment Summary". It contains the following information:













- 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

At the bottom of the dialog box, there are two buttons: "Cancel" on the left and "Assign" on the right.

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

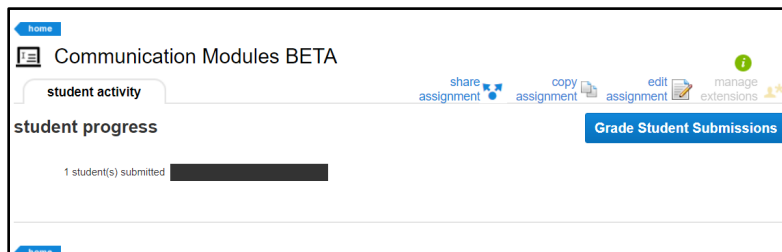
The new Writing Assignment will appear with the other assignments on your course homepage.

## Grading Auto-scored prompts

Assignments		+ Add Assignment					
Title	Shared	Info	Start-due	Show/hide			
 Introductory Speech (Speech due Friday, Reviews due Sunday)			08/26/20-09/02/20		<input type="checkbox"/>		
 Communication Modules BETA			03/26/21-04/05/21		<input type="checkbox"/>		
 GoReact			09/24/20-10/01/20		<input type="checkbox"/>		
 Adaptive Learning Assignment			09/24/20-09/30/21		<input type="checkbox"/>		

When you're ready to start grading students' Writing Assignment submissions, you can start by clicking on the assignment from your course section homepage. You'll be able to see the overall student progress on the assignment.

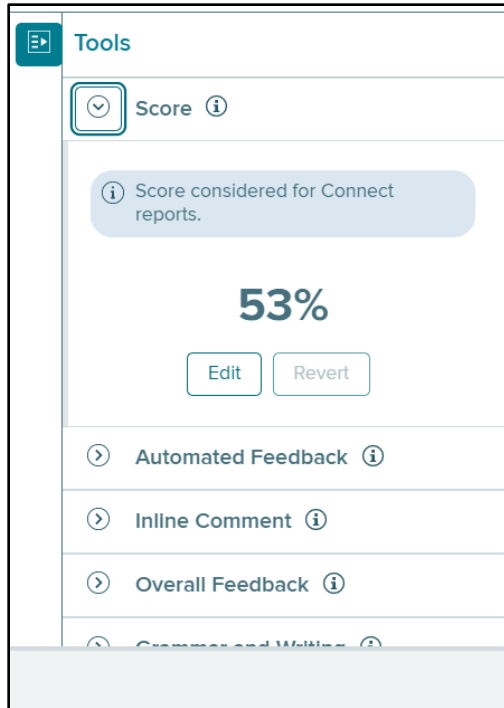
Click **Grade Student Submission** to begin—this option will only appear if “Review and edit score before it goes to reports” is selected in the assignment creation. If you chose to have scores automatically sent to students, you can still review them in your Connect report for the assignment.



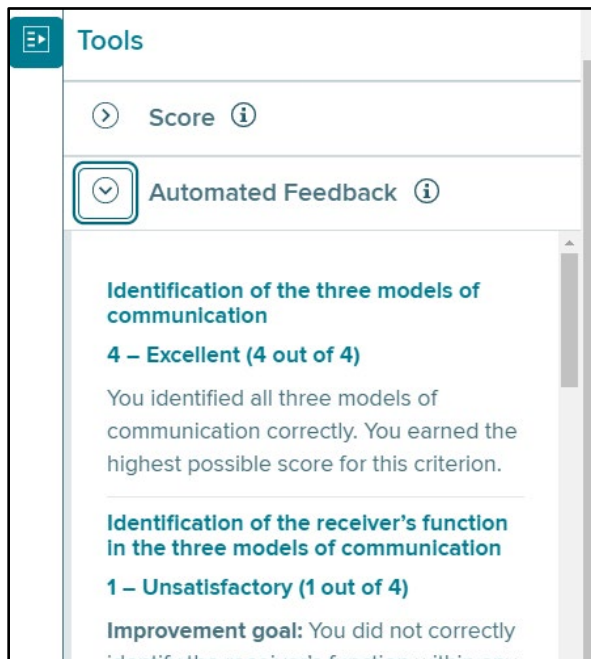
The screenshot shows the assignment page for 'Communication Modules BETA'. At the top, there are navigation links: Home, student activity, and a 'Grade Student Submissions' button. Below the navigation, there are icons for 'share assignment', 'copy assignment', 'edit assignment', and 'manage extensions'. The 'student progress' section shows '1 student(s) submitted' with a redacted name.

The screenshot shows the McGraw Hill Connect grading interface. At the top left, a dropdown menu (1) allows selecting a student. Below it, the assignment details (2) are displayed, including the prompt: "complete paragraphs, identify the three models of communication and note the function of the receiver in each. In which model does the receiver have the most influence over the message? Why?". The student's submission (3) is shown in a text box. On the right, the "Tools" sidebar (4) includes a score of 53%, an "Automated Feedback" section, and options for "Inline Comment" and "Overall Feedback".

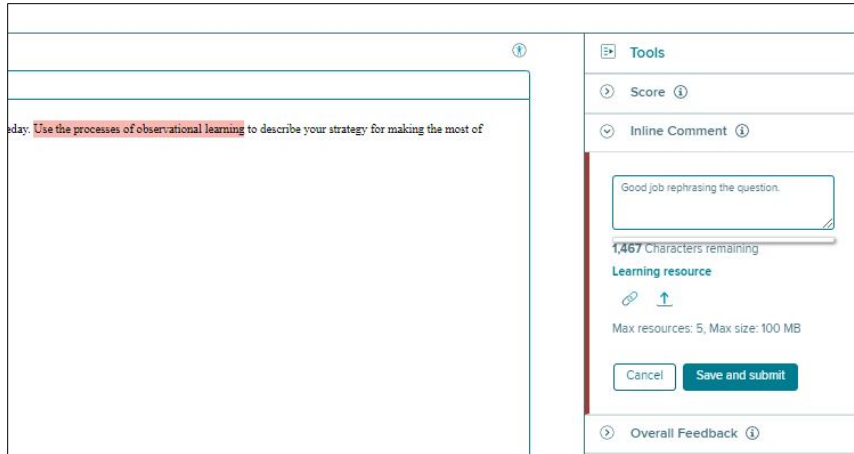
1. You can choose which student's assignment you want to grade using the dropdown list in the upper-left corner of the page. The list is alphabetized to help you track your progress.
2. You'll be able to review the assignment details, including the prompt and rubric, at the top of the page.
3. The student 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, so that you can edit the scores, review the automatic feedback, leave comments, and grade the submission.



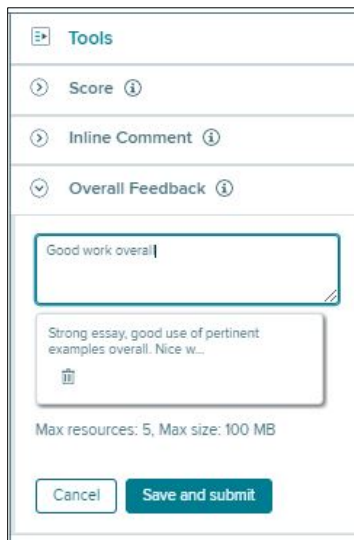
Click **Score** to view the Auto-scored grade for the individual student submission. Click **Edit** to manually change the student's score and **Update Score** to submit the updated score.



Click **Automated Feedback** to review feedback that student will receive based on their assignment submission and how they are scored based on the rubric attached to the assignment.



**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 (up to 5 minutes) and your comments are reusable as needed. They will come up for you to choose as you start typing.



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 (up to 5 minutes). 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.

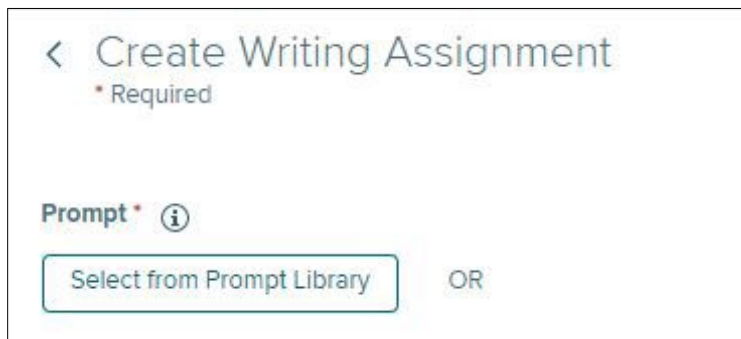




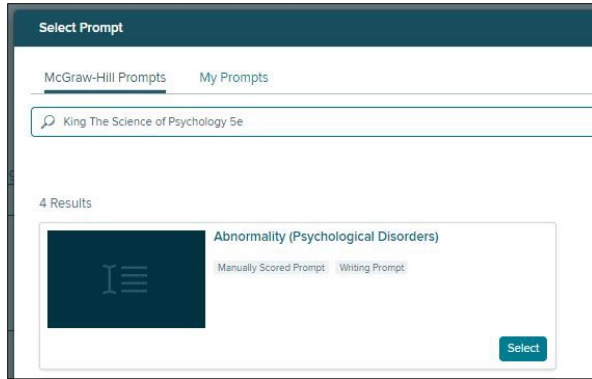
Click on **Grammar and Writing** to review your student’s grammar and writing in the assignment. You can also check whether the student checked their grammar before they submitted the assignment, and what changes they made.

Run the **Originality checker** to check the originality of each student’s work. It 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.

### Build a Writing Assignment – Manually-scored prompts



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

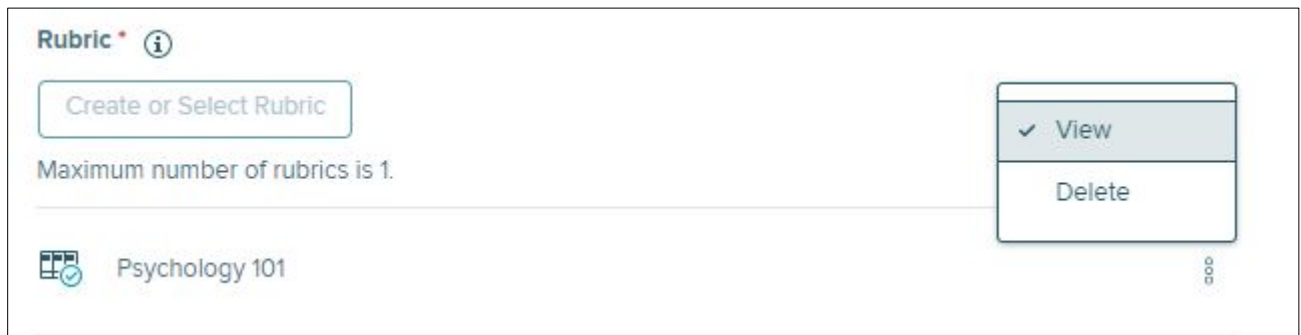


In the prompt library, you'll be able to select from McGraw Hill Prompts or prompts you've used in previous Writing Assignments. These will also include grading rubrics.

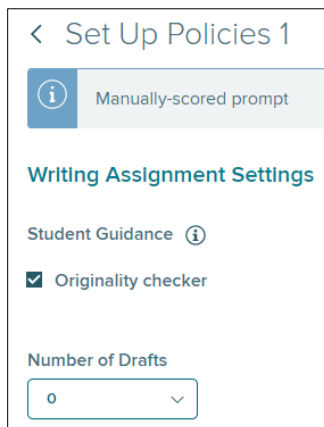
Once your prompt is selected, you can edit the copy and title, and attach pertinent resources you want students to be able to access with the assignment.

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

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



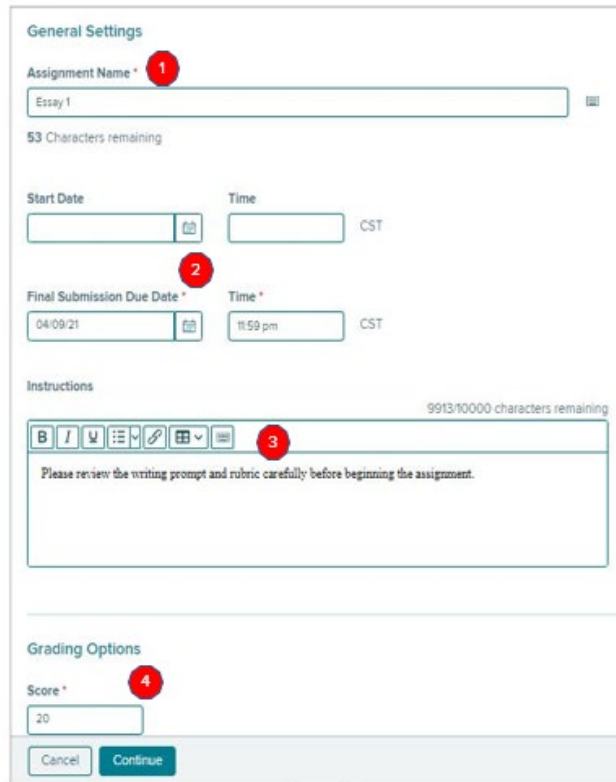
Once you're satisfied with the prompt and rubric, click **Continue** at the bottom of the screen to set up assignment policies.



If you want students to be able to submit a draft of their work before the final submission, you can allow for that under “Number of Drafts”. Please note that you will need to review and release each draft back to the student for them to submit their final paper.

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.



The screenshot shows the 'General Settings' form for an assignment. It includes the following sections and fields:

- Assignment Name \***: A text input field containing 'Essay 1'. A red circle with the number '1' is next to the asterisk.
- 53 Characters remaining**: A label below the assignment name field.
- Start Date**: A date picker field.
- Time**: A time picker field set to 'CST'.
- Final Submission Due Date \***: A date picker field set to '04/09/21'. A red circle with the number '2' is next to the asterisk.
- Time \***: A time picker field set to '11:59 pm' and 'CST'. A red circle with the number '2' is next to the asterisk.
- Instructions**: A rich text editor area with a toolbar and a text box containing 'Please review the writing prompt and rubric carefully before beginning the assignment.' A red circle with the number '3' is next to the toolbar.
- 9913/10000 characters remaining**: A label above the instructions text box.
- Grading Options**: A section with a **Score \*** input field set to '20'. A red circle with the number '4' is next to the asterisk.
- Buttons**: 'Cancel' and 'Continue' buttons at the bottom.

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 (if desired).
4. Set the Score (number of points) 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

Cancel Assign

Assignments [+ Add Assignment](#)

Title	Shared	Info	Start-due	Show/hide
Algorithm essay			05/08/20-01/31/21	
Essay 1			02/21/21-04/09/21	

The new Writing Assignment will appear with the other assignments in your assignment list on your section homepage.

### Grading Writing Assignment

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

Home

Writing Assignment:...

student activity share assignment copy assignment edit assignment manage extensions

student progress [Grade Student Submissions](#)

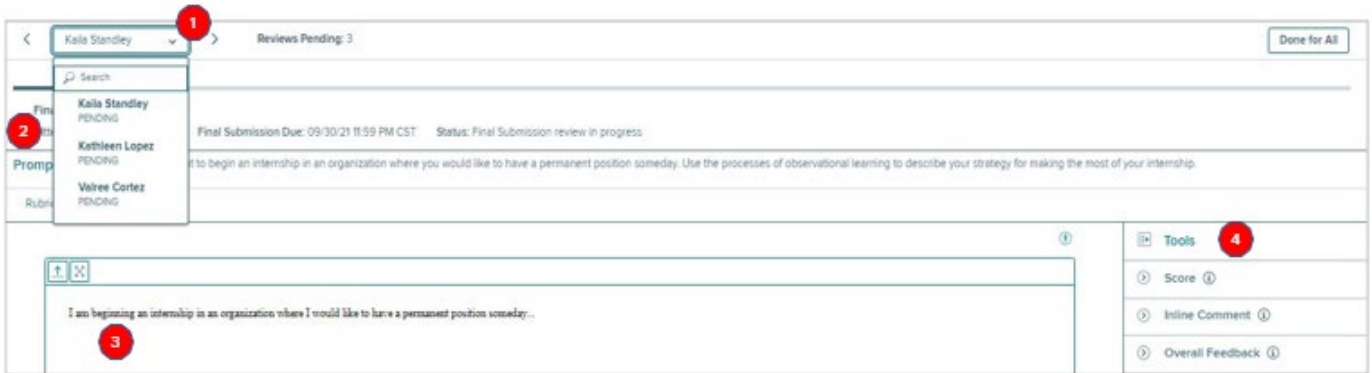
2 student(s) in progress

4 student(s) not started

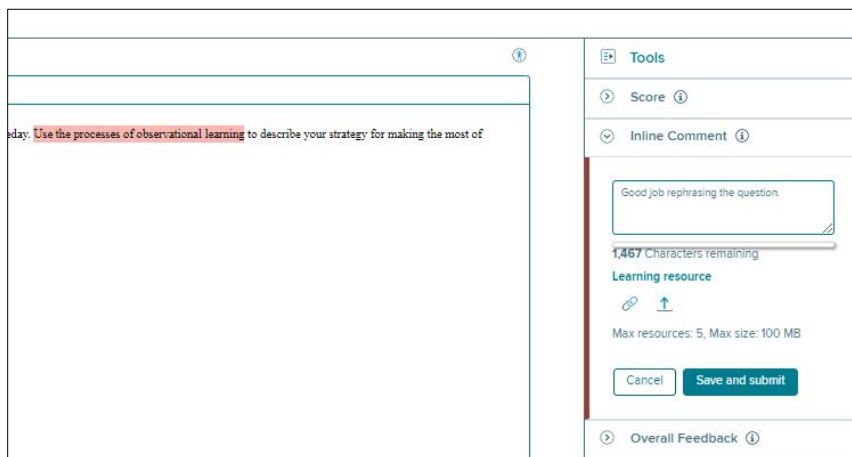
3 student(s) submitted

Home

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



1. You can choose which student's 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 and provide your relevant feedback. 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.

The screenshot shows the 'Overall Feedback' tool interface. At the top, there is a 'Tools' menu with options for 'Score', 'Inline Comment', and 'Overall Feedback'. The 'Overall Feedback' option is selected. Below the menu, there is a text input field containing the text 'Good work overall'. Below the text input field, there is a preview area showing a sample comment: 'Strong essay, good use of pertinent examples overall. Nice w...'. Below the preview area, there is a note: 'Max resources: 5, Max size: 100 MB'. At the bottom, there are two buttons: 'Cancel' and 'Save and submit'.

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 the 'Originality' tool interface. At the top, there is a 'Tools' menu with options for 'Score', 'Inline Comment', 'Overall Feedback', 'Grammar and Writing', and 'Originality'. The 'Originality' option is selected. Below the menu, there are two tabs: 'Student Report' and 'Current Report'. Below the tabs, there is a message: '1 time student generated originality report.' Below the message, there is a section titled 'Student first originality report.' with a red bar indicating '77.78% Unoriginal'. Below the red bar, there is a message: 'Unoriginal matches found: 1'. Below the message, there is a list of matches: '1. I am beginning an internship in an organization where I would like to have a permanent position someday'. Below the list of matches, there is a green bar indicating 'POSSIBLY ALTERED TEXT'.

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 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 see what changes they made.

**Tools**

Score ⓘ

Score considered for Connect reports.

**83.33%**

Edit

**Rubric** [View Rubric](#)

User of Evidence to Support Argument

2

Writing

3

Rubric Score: 5 / 6

Save

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.

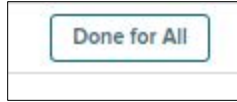
Be sure to click **Save** before moving on.

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.

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

Cancel Yes and Review Next



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.

A screenshot of the "Create Writing Assignment" form. The form has a title "Create Writing Assignment" with a back arrow and a "\* Required" note. Below the title is a "Prompt\*" field with an information icon. There is a button "Select from Prompt Library" followed by "OR". Below that is a rich text editor with a toolbar and a character count "9763/10000 characters remaining". The text in the editor is "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\*" field with a character count "219 Characters remaining" and the text "Observational learning strategy essay". At the bottom is an "Add Resources" section with an information icon and a button "Attach a File". Three red circles with numbers 1, 2, and 3 are placed over the rich text editor, the Prompt Title field, and the Attach a File button respectively.

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.

**Create or Select Rubric**

Create Rubric  
*All fields are required*

**Title**  
Rubric title 1

**Level**  
Select level 2

**Level Order**  
 Ascending  Descending 3

**Display Scores as**  
 Points  Percent 4

Return to Search Next 5

1. Enter the rubric title.
2. Select the number of levels, or criteria, in the rubric.
3. Select the level order.
4. Select how to display the score – we recommend points using.
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.

**Create or Select Rubric**

**Performance Rating/Scale Labels** 1

Unsatisfactory Needs Improvement Satisfactory Ex

**Description of criteria** 2

Unsatisfactory	Needs Improvement	Satisfactory	Ex
Points: not set	Points: not set	Points: not set	E
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

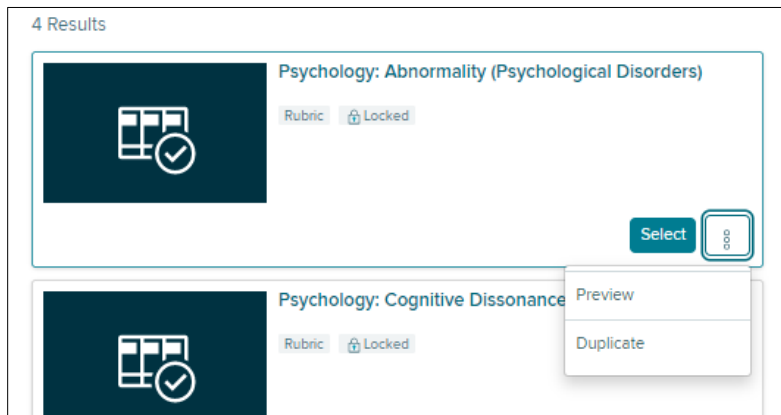
Total score: 0 points

Save and Return to Search Preview 3 Save and Attach

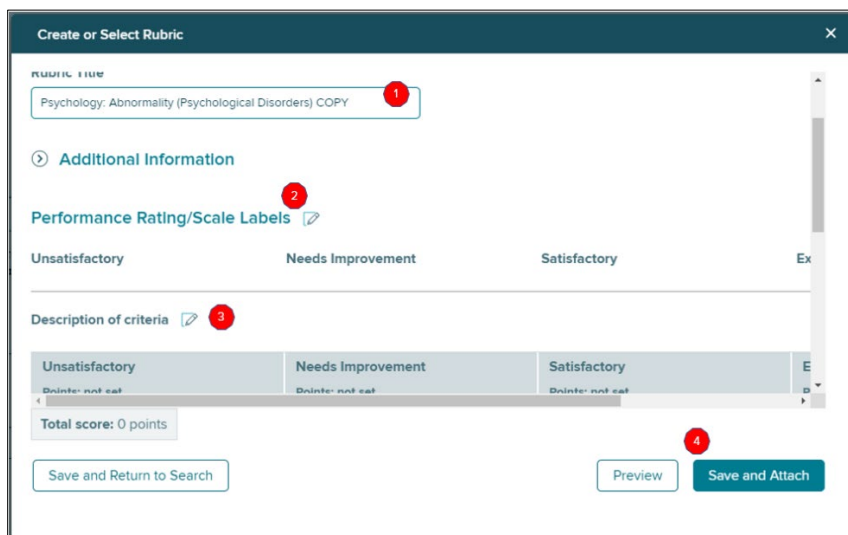
1. Add performance rating/scale labels.
2. Enter category headings, point/percentage values, and criterion descriptions.  
You can also add more rubric categories.
3. Once finished, select **Save and Attach**.

### 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.



**Create or Select Rubric**

RUBRIC TITLE  
Psychology: Abnormality (Psychological Disorders) COPY 1

Additional Information

Performance Rating/Scale Labels 2

Unsatisfactory Needs Improvement Satisfactory Ex

Description of criteria 3

Unsatisfactory	Needs Improvement	Satisfactory	E
Points: not set	Points: not set	Points: not set	

Total score: 0 points

Save and Return to Search Preview Save and Attach 4

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