

Creating the Assignment in Courseworks

Select Assignments > +Assignment

This will take you to the *Create New* page.

Title the Assignment (for example Midterm)
Put in the **points**

Scroll down to find **Submission Type**

Submission Type: Select Online

Online Entry Options: Select File Uploads (I recommend you restrict the type to pdf)

Submission Type

Online

Online Entry Options

Text Entry

Website URL

Media Recordings

File Uploads

Restrict Upload File Types

pdf

Enter a list of accepted extensions, for example:
doc,xls,txt

Scroll down to find **Assign**

Put in the Due date – specify day and time the exam is due

Available from and Until – put in the start time and the submission deadline.

Assign

Assign to

Everyone ×

Due

Mar 11 2:35pm 📅

Wed Mar 11, 2020 2:35pm

Available from **Until**

Mar 11 1:05pm 📅

Mar 11 2:35pm 📅

Wed Mar 11, 2020 1:05pm Wed Mar 11, 2020 2:35pm

+ Add

Select **Save and Publish** to create the assignment.

I do not recommend that you use the tool to make the exam available. Instead, post it in Courseworks in the Files section at the start of your exam.

ODS Accommodations

I have been in touch with ODS at Columbia. They are in the process of preparing a list for each faculty member of the students in their classes registered for accommodations with their office. For most students, this will be extra time. It is possible to create a second (or third assignment) for these students which simply have additional time added. You can assign this second assignment to just those ODS students. In the Assign box (pictured above) you would click on **Everyone** and then just select the students that you wish to give extra time. If you have only a few students who need extra time then I would recommend simply asking those students to email you their exam directly. Emails are time stamped so you would know whether or not they got the exam in on time. Note that you will have to “return” these graded exams via scan and email to the students (since they will not be in Speed Grader – see below).

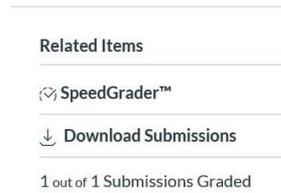
If students in your class have some accommodation OTHER than extra time, then ODS will indicate that in their email. In that case, you will probably need to get in touch with ODS directly on how to adjust the assignment for these students. ODS will not be administering any exams in person (and presumably not online either).

Grading the Exam with Speed Grader

Once students have submitted their exams you are able to view them in Courseworks and Download them to your computer.

Select **Assignments**> Click on your Midterm Exam Assignment.

A page will open up with the title of your assignment. On the right hand side of the screen you will see a section titled **Related Items**. Two options are listed: **Speed Grader** and **Download Submissions**.



Speed Grader will allow you to view and to grade the submissions directly in Courseworks. Your TAS should also be able to view the assignments. It has much less flexibility and functionality than does Gradescope, but you can still use it to grade individual exams. Once exams are graded in Speed Grader then students should be able to view their graded exams in Courseworks (I have not used that feature before, but I believe this is the case). I believe that you have the option to Hide Grades until you want to make them public (there is a small *eye* icon on the left hand side of the Speed Grader viewer).