

Professor: Assigning Content (For Use Outside of Class)

9-Mar-2020·Professor

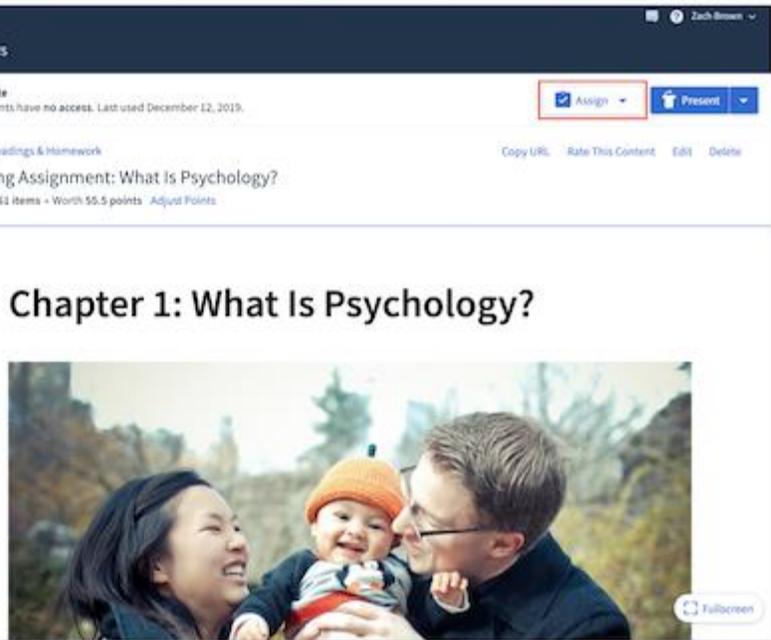
Depending how or when you would like your students to have access to your content will determine whether you present it or assign it. Presenting is designed for in-class use - your content will be displayed on your projected screen as well as synced to your students' devices. More on that is available here: [Professor: Presenting Content \(Best for In Lecture\)](#) Allowing your students to access your content (by way of their mobile apps (for iOS and Android) or a web browser on a computer (not a mobile web browser)), outside of the class is achieved through assigning it. There are a variety of options available for you when assigning content and we'll dive deeper into those in this article.

Contents

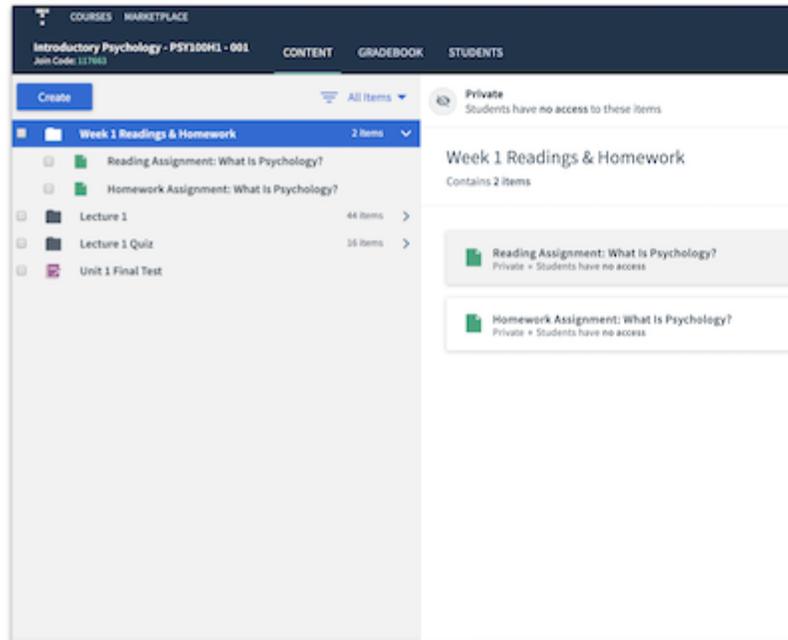
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Getting Started

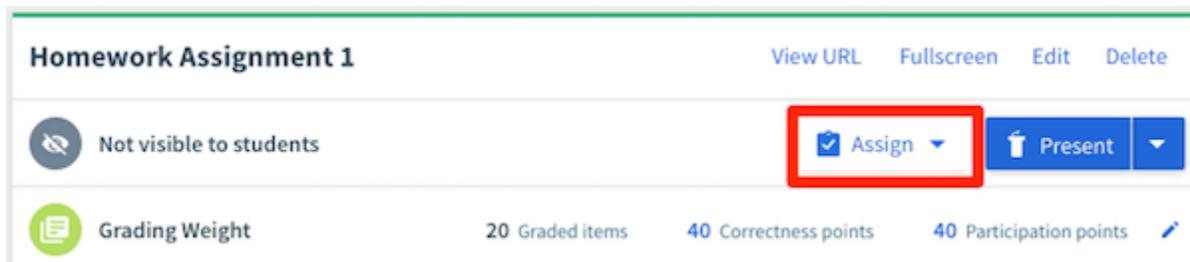
To assign content, click the item you would like to assign in the content tree and then click the "Assign" button above the preview pane. Alternatively, if your content is organized in folders, select the folder in the content tree, hover over the item you would like to assign in the preview pane and click the clipboard icon that appears.



or



If there are multiple items you'd like to assign at the same time, on the same cadence, you can also click in the box next to each item's title to multi-select. From there, click on the "Assign" button in the upper right hand corner of the preview pane.



Assign as: Homework (graded) ⓘ Review (not graded) ⓘ

Assign to: All students ▾

Start: Now

Due: No end date

Question Options

Attempts per question ⓘ 3 ▾

Provide feedback ⓘ

Show Correct Answer after last attempt ⓘ

Assign

Assign As:

The first choice available for you is whether you would like to assign your content to your students as homework or review.

Homework

Content that has been assigned to your students in the homework status will be graded. When students respond to items assigned in the homework status, their responses will be auto-graded (in the case of most question types) or require manual grading (in the case of discussions or long answer questions) according to the set correctness and participation point breakdown, and the gradebook will automatically be populated.

Once assigned, these items will be identifiable by a red content item icon, and in the preview pane to the right it will indicate when the item was assigned to homework and the due date if one has been set.

Psychology 101 - F18 - Sec. 002
Join Code: 361416

CONTENT GRADEBOOK STUDENTS MARKETPLACE

Create

Plant Reproduction 14 Homework

- First Day of Class Slideshow 23 items
- First Day of Class Slideshow 22 slides
 - Slide 1
 - Slide 2
 - Slide 3
 - Slide 4
 - Slide 5
 - Slide 6
 - Slide 7
 - Slide 8
 - Slide 9
 - Slide 10
 - Slide 11
 - Slide 12
 - Slide 13
 - Slide 14
 - Slide 15
 - Slide 16
 - Slide 17
 - Slide 18
 - Slide 19
 - Slide 20

Plant Reproduction 14 Feedback

Assigned as Homework Unassign

Who: All Students Started as Homework on September 5, 2018 4:26 PM → Ends on No End Date Set

Assign to individuals

Grading Weight

All Student Responses

Correct Responses

Plant Reproduction 14 Show

14. Plants that flower once in their lifetime are known as _____.

A	monoecious	
B	dioecious	
C	polycarpic	
D	monocarpic	

Review

Content that has been assigned to your students in the review status will NOT be graded. When students respond to items assigned in the review status, you will have no indication as to whether they have completed the assignment, and they will be able to check their answer and show the correct answer.

Once assigned, these items will be identifiable by an orange content item icon, and in the preview pane to the right it will indicate when the item was assigned to review and the due date if one has been set.

Psychology 101 - F18 - Sec. 002
Join Code: 361416

CONTENT GRADEBOOK STUDENTS MARKETPLACE

Create

Plant Reproduction 14 Review

First Day of Class Slideshow 23 Items

First Day of Class Slideshow 22 slides

Slide 1

Slide 2

Slide 3

Slide 4

Slide 5

Slide 6

Slide 7

Slide 8

Slide 9

Slide 10

Slide 11

Slide 12

Slide 13

Slide 14

Slide 15

Slide 16

Slide 17

Slide 18

Slide 19

Plant Reproduction 14 Feedback

Assigned as Review Unassign

Who: All Students Started as Review on September 5, 2018 4:39 PM Ends on No End Date Set

Assign to individuals

Grading Weight

All Student Responses

Correct Responses

Plant Reproduction 14 Show

14. Plants that flower once in their lifetime are known as _____.

A	monoecious	
B	dioecious	
C	polycarpic	
D	monocarpic	

Assign To:

You can choose to assign the content to all students in the class or to individual students. This option is often utilized to prevent student athletes or other students with excused absences from being penalized for their absence by allowing them to complete the material outside of lecture time. By default it will be assigned to all students, but clicking where it says "All students" will allow you to choose "Select students" if you wish.

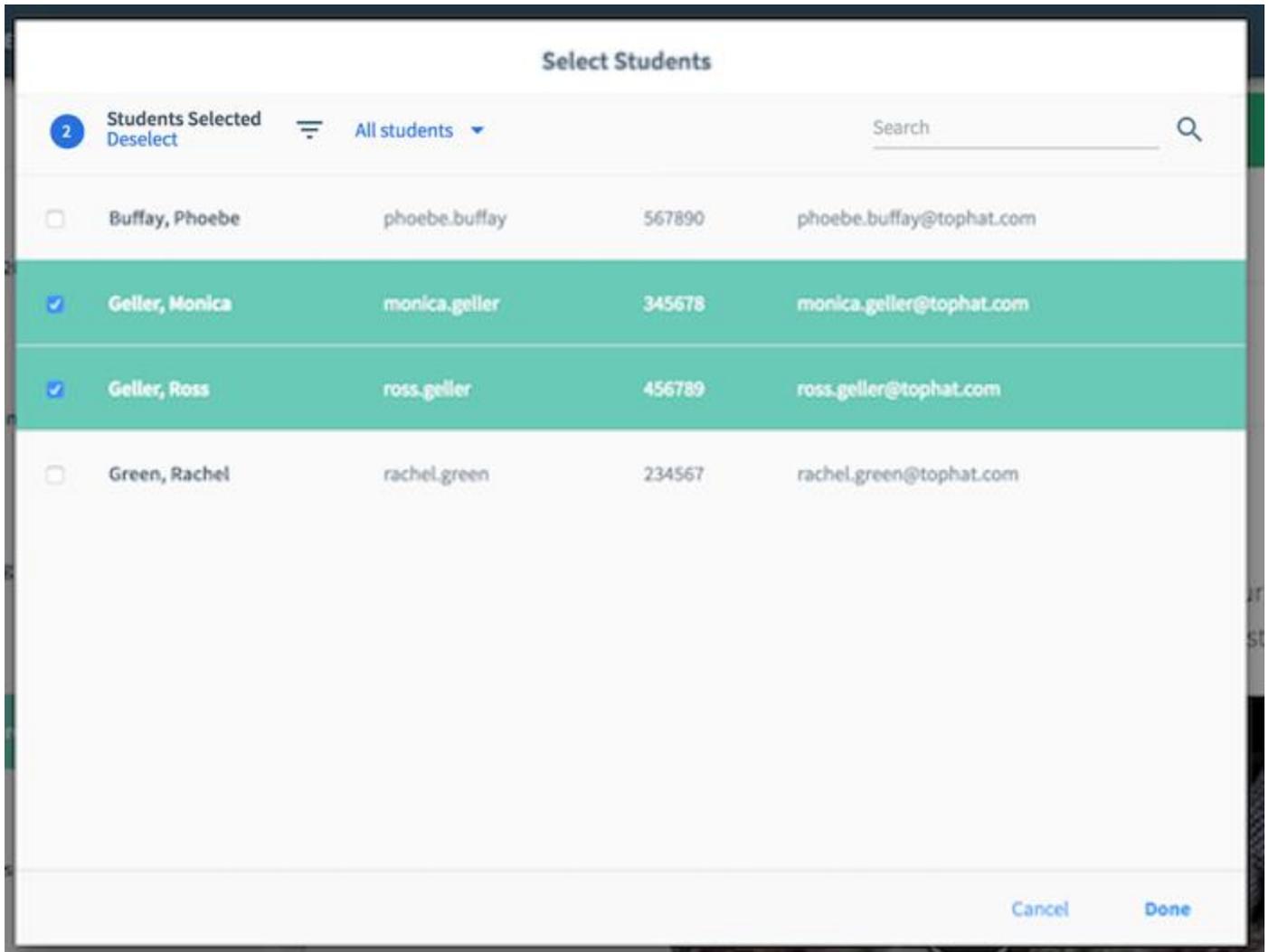
Assign as: Homework (graded) ⓘ
 Review (not graded) ⓘ

Assign to: All students
Select students

Start:

Due:  No End Date

Clicking "Select students" will provide you with a modal in which you can identify which students you would like to assign the content to. By default you will be able to select students from a list of all enrolled students, and clicking where it says "All students" will allow you to filter the list to show you "Only students who didn't answer." You can also click where it says "Search" to the right of that to search for specific students. Place a check mark in the box next to each student you want to assign the material to, and click "Done" in the bottom right corner.



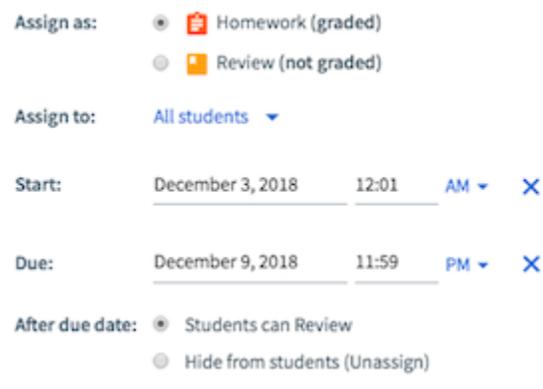
Content that has been assigned to individual students will remain inactive and unavailable for all students except those you selected. In order to ensure academic integrity, the correctness grade in the student gradebook will be replaced by the "Still open" message for *all* students until the material is no longer available for student submissions for any students.

Item Name	Student Answer	Date Answered	Correctness	Participation
Content, Support Q I am having an issue with Top Hat. What do I do?	Show Answer	Jan 11 2018 4:50 PM	STILL OPEN / 0.5	0.5 / 0.5

Start & Due

You can set the window of time students (either all students or selected individual students) will have to access the assigned materials. By default, the assignment will start when you click the blue "Assign" button. Should you wish to have the assignment start at a later date and time however, simply click where it says "Now," and then click on the populated date to select the start date on the provided calendar. You can also adjust the start time by typing in that field, and then ensuring you indicate AM or PM correctly before moving on.

You always have the option to manually unassign content that has been assigned to students, but should you wish to automatically unassign it you simply need to set a due date. This is a great option if you want to assign materials for students to complete outside of class during a predetermined period as you can set it and forget it! To set a due date, simply click where it says "No end date," and then click on the populated date to select the due date on the provided calendar. You can also adjust the time the assigned content is due by typing in that field, and then ensuring you indicate AM or PM correctly before moving on. If you do set a due date you will be provided with the additional option of "After due date:" If you have selected to assign the content as review, this will automatically be set to "Hide from students (Unassign)," but if you have selected to assign the content as homework, you can choose what level of access you would like our students to have once the scheduler ends. Selecting "Students can Review" will allow students the same review access as outlined previously, and "Hide from students (Unassign)" will do exactly that, it will prevent your students from having access to it.



The image shows a configuration interface for assigning content. It includes the following elements:

- Assign as:** Two radio button options: "Homework (graded)" (selected) and "Review (not graded)".
- Assign to:** A dropdown menu currently set to "All students".
- Start:** A date field set to "December 3, 2018", a time field set to "12:01", and a dropdown menu set to "AM". A blue 'X' icon is to the right.
- Due:** A date field set to "December 9, 2018", a time field set to "11:59", and a dropdown menu set to "PM". A blue 'X' icon is to the right.
- After due date:** Two radio button options: "Students can Review" (selected) and "Hide from students (Unassign)".

When Top Hat content is assigned to students and a schedule is added, students will see due dates when accessing Top Hat on their laptops (note: not currently available for our mobile apps on their phones or tablets). The number of days that remain until the item is due will be displayed to your students at the top of the assigned item on the right-hand preview pane as well as on the left-hand side in their list of course content that is assigned to them.

Psychology 101 - F18 - Sec. 002
Join Code: 361416

LECTURE ASSIGNED 1 GRADEBOOK

All Items Unanswered 1

Plant Reproduction 14
Homework • Due in 7 days

Assigned as Homework

Plant Reproduction 14

14. Plants that flower once in their lifetime are known as _____.

A monoecious

B dioecious

C polycarpic

D monocarpic

Unanswered

Scheduler vs. Question Response Timer

Scheduling content is used for controlling the state of items across a duration of hours or days whereas question response timers are used for controlling the state of a question for a duration of seconds. Scheduling content is used primarily for making content available for students outside of class, whereas question response timers are used for questions that are presented live in class. For more information on question response timers please see here: [Professor: Setting a Response Timer on your Question](#)

Question Options

Attempts Per Question

By default your students will have an unlimited number of attempts when answering a question. This simply means they can continually submit answers until they are happy with their submission, and it will be the final submission that is graded. Alternatively, should you wish to limit the number of attempts your students have to answer the questions, simply select an option between 1 and 5 attempts. Top Hat will remember how many attempts you assigned last that, and that will become the new default, but this can always be changed on an assignment by assignment basis.

Assign as: Hints and Explanations (ed) ⓘ Randomize (ed) ⓘ

Assign to: All students

Start: Now

Due: No end date

Question Options

Attempts per question ⓘ Unlimited ▾

Provide feedback ⓘ

Show Correct Answer ⓘ

Assign

Provide Feedback

Enabling this option will provide students with feedback as to whether or not they answered the questions correctly. In addition, if hints and/or explanations have been built into the questions prior to assigning (more on this is available here: [Professor: Hints and Explanations in Questions](#)), students will also receive this feedback after their first attempt (the hint if they answered incorrectly, and/or the explanation if they answered correctly). If the "Provide feedback" option is not enabled, students will have no insights as to whether they answered correctly or not.

Question Options

Attempts per question ⓘ 2 ▾

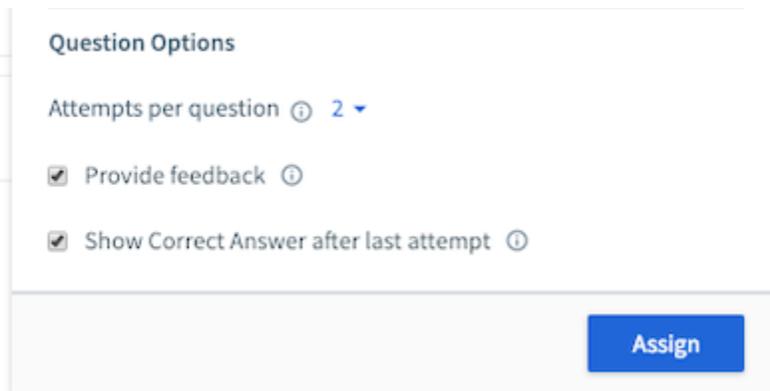
Provide feedback ⓘ

Show Correct Answer after last attempt ⓘ

Assign

Show Correct Answer After Last Attempt

This option is an extension of providing feedback to your students and is thus only available if you have enabled the "Provide feedback" option. Enabling "Show correct answer after last attempt" will provide students with a "Show Correct Answer" button either after their last incorrect attempt if limited attempts have been selected. If unlimited attempts has been selected, the "Show Correct Answer" button will appear after their first incorrect attempt, allowing them an opportunity to practice.



Question Options

Attempts per question ⓘ 2 ▾

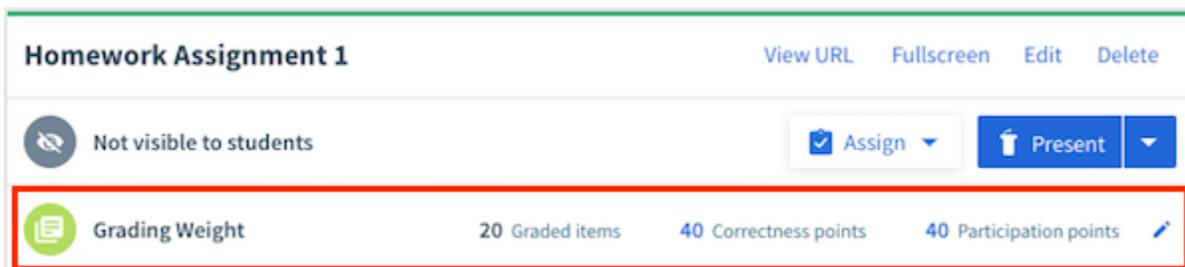
Provide feedback ⓘ

Show Correct Answer after last attempt ⓘ

Assign

Grading Weight (Pages Only)

In the Grading Weight section of the preview pane of a pages assignment or textbook chapter you will see the grades that are assigned to this page. By default, the grading will be the cumulative total of each individual graded item within the page. You can choose to modify this by clicking on the pencil icon at the far right and adjust the correctness and participation grades proportionally. This option is commonly used to prevent pages with a high volume of graded content taking over a course's gradebook. To revert to the original grading simply click "Reset to Default," or if you are happy with the adjusted grading weight simply click "Save."



Homework Assignment 1 View URL Fullscreen Edit Delete

Not visible to students Assign Present

Grading Weight 20 Graded items 40 Correctness points 40 Participation points

Grading Weight

Graded items will be scaled proportionally to add up to your custom weights. Commonly used to prevent pages with a high volume of graded content taking over a course's gradebook.

Correctness points: 20	Participation points: 10
<hr style="border: 0; border-top: 1px solid black; width: 100%;"/>	<hr style="border: 0; border-top: 1px solid black; width: 100%;"/>

[Reset to Default](#)

[Cancel](#) [Save](#)

Reviewing Assignments

Once assigned, you can filter your list of course content to show only the items that have been assigned to your students in the homework or review statuses. These will be the only items that your students have access to.

☰ All Items ▾ >

<input type="checkbox"/>		Introduction to Psychology	2 Assigned	▾
<input type="checkbox"/>		Welcome to Psychology!		
<input type="checkbox"/>		Chapter Listing and Authoring Team		
<input type="checkbox"/>		Expanded Table of Contents		
<input type="checkbox"/>		Chapter 1: What is Psychology?	1 Assigned	▾
<input type="checkbox"/>		CH 1: What is Psychology?	Review	
<input type="checkbox"/>		CH 1: End of Chapter Questions		
<input type="checkbox"/>		CH 1: Test Bank Questions		
<input type="checkbox"/>		Chapter 2: Methods	1 Assigned	▾
<input type="checkbox"/>		CH 2: Methods	Homework	Ends: 6d
<input type="checkbox"/>		CH 2: End of Chapter Questions		
<input type="checkbox"/>		CH 2: Test Bank Questions		

Modifying Assignments

Once an assignment has been set you can easily edit it. Simply select the item in your list of course content on the left hand side of your course, and click the "Edit" button associated with the assignment instance you would like to modify. This will launch an edit modal which will allow you to alter the assignment settings, including, but not limited to, extending the due date, adding a due date, or modifying who the page has been assigned to.

Homework Assignment 1 [View URL](#) [Fullscreen](#) [Edit](#) [Delete](#)

Assigned as Homework Assign to Individuals [Present](#)

Who: All Students Started as Homework on September 20, 2018 8:02 AM → Ends as Review on September 27, 2018 8:02AM [Edit](#) [Unassign](#)

To cancel or unassign the assigned content select it in the list of your course content and then click on the "Unassign" button associated with the assignment instance you would like to cancel. You will find that you will not be able to present content that is currently assigned, so if you want to present content you will want to first unassign it, and then present it.

Homework Assignment 1 [View URL](#) [Fullscreen](#) [Edit](#) [Delete](#)

Assigned as Homework Assign to Individuals [Present](#)

Who: All Students Started as Homework on September 20, 2018 8:02 AM → Ends as Review on September 27, 2018 8:02AM [Edit](#) [Unassign](#)

Multiple Assignments

In some cases you may wish to assign content on a different schedule for different students such as if you want to give specific students an extension. If you have previously assigned the content to all students for example, simply click where it says "Assign to Individuals."

Homework Assignment 1 View URL Fullscreen Edit Delete

Assigned as Homework Assign to Individuals Present

Who: All Students	Started as Homework on September 20, 2018 8:02 AM	→	Ends as Review on September 27, 2018 8:02AM	Edit Unassign
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You will be able to see the details of all assignments in the preview pane when the assigned content is selected in your list of course content.

Homework Assignment 1 View URL Fullscreen Edit Delete

Assigned as Homework Assign to Individuals Present

Who: All Students	Started as Homework on September 20, 2018 8:02 AM	→	Ends as Review on September 27, 2018 8:02AM	Edit Unassign
Who: 1 Student	Started as Homework on September 20, 2018 8:00 AM	→	Ends as Review on September 27, 2018 8:00AM	Edit Unassign

Support

Should you require further assistance with Top Hat, our Support Team is here to help! You can contact us directly by way of email (support@tophat.com), the in app support button, the "Contact Support" button on this page, or calling us at 1-888-663-5491.