

Getting Started

Note(s):

Although this Quick Guide will refer to Assignments, all steps also apply to Projects.

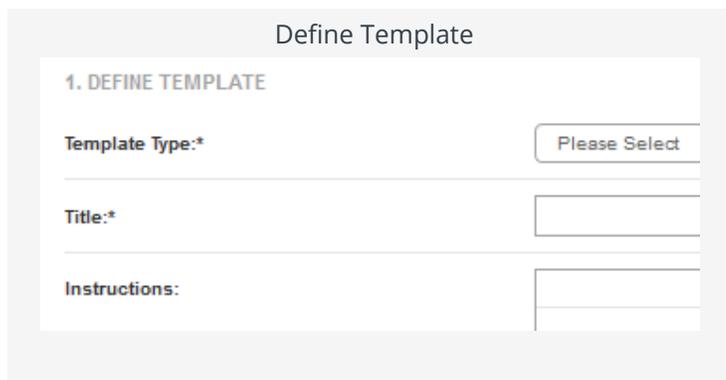
Before a Template can be created, the necessary Artifact Templates and Assessment Tools need to be created from the Administration tab.

Create a New Assignment Template

1. Click on **Courses** in the side menu.
2. Click on **My Templates** located in the side menu below.
3. Click on **Assignment and Project Templates** located in the side menu below
4. Click on **Create New Assignment and Project Template**.

Step 1: Define Template

1. Select a **Assignment** as **Template Type** from the dropdown menu.
Note: There is NO difference between an assignment template and a project template. The only difference is the nomenclature being used.
2. Enter a **Title** for the template.
3. Enter a **Instructions** (optional).



The screenshot shows a form titled "Define Template" with the following fields:

- 1. DEFINE TEMPLATE** (Section Header)
- Template Type:*** (Dropdown menu) with a "Please Select" button.
- Title:*** (Text input field).
- Instructions:** (Text input field).

4. Choose template **Visibility**.
 1. **Private:** Only you can see and use the template.
 2. **Public:** Template is available for others to use.
5. Place a checkmark next to the **Student Submission Type(s)** you want attached.

6. If you choose **Artifact**, you must also select an available artifact template.

7. Click Next.

Note(s):

File: a file type attachment (e.g., .docx, .pdf, .xlsx)

Text: a rich text type entry

Artifact: a preconfigured form for data collection

Step 2: Standards (optional)

1. Click **Add New** .
2. Select standard(s) from those available that this assignment is meant to achieve.
3. Click **Next**. (**JUST CLICK NEXT** - Fitchburg State is not using the AMS component at this time.)

Step 3: Select Assessment Tool(s)

1. Select the **Assessment Tool(s)** that will be used by the assessor by placing a **checkmark** next to the corresponding form.

2. Click **Next**.

Note: If the Assessment Tool has been configured but is not listed, contact the Director of Assessment to correct.

Step 4: Review

1. Make the Assignment Template active, by selecting **Yes**.
2. Click **Finish**.

Note(s):

If you select **Save**, it will save the work and the user will remain on the page.

If you select **Finish**, it will save the work and the user will land on the Assignment Templates page.

If you select **Close**, it will prompt you to a screen that asks you if you would like to save before closing.

You cannot send an assignment based on the the template unless it is active.

If your templates for different assignments vary slightly, you can copy a template, make adjustments, and then rename the template accordingly.