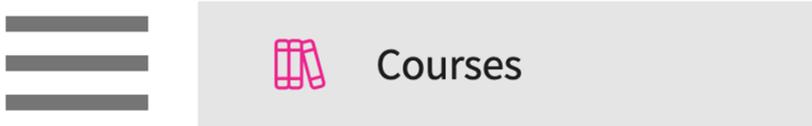


During a placement, your program may require students to upload specific assignments (weekly goals, reflections, presentations, etc.). This can be achieved with via Assignments. Assignments can easily be created and used time and time again.

1. Select Courses from your dashboard or left menu.



2. On the Course Offerings page, find and select the course you'd like to manage.

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	COHORT	PROFESSIONAL YEAR
DPT 762	<a href="#">Movement Analysis II</a>	2024 - 2025	Class of 2027	1st Year
DPT 750	<a href="#">Anatomy I</a>	2022 - 2023	Class of 2022*	-
DPT 513	<a href="#">Pathophysiology of disease I*</a>	2019 - 2020	Class of 2022*	1st Year
DPT 850	<a href="#">Clinical Practice II*</a> <span>P</span>	2026 - 2027	Class of 2025	2nd Year

3. Expand the Learning Activities option on the left panel and select Setup.

A screenshot of a course page for 'DPT 850 Clinical Practice II\*'. The page header shows 'Class of 2025 | 2nd Year | Summer | 2026 - 2027 | 3 registered students'. On the left, there is a navigation menu with options: Course information, Students, Announcements, Placements, Learning activities (expanded), and Review. Under 'Learning activities', the 'Setup' option is highlighted with a red box. The main content area shows 'Course Details' with a description, credits (4), nature (Core), fields of study, and share with site (No).

4. The system will load all learning activities and will indicate any that are activated. Click on the + icon within the Forms/Evaluations card.

Activity Setup Total Weightage : 0

Forms/Evaluations | 0% Weightage Status: **Activated** +

FORM (2)	WEIGHTAGE (%)	PUBLISH DATE	MIDTERM DUE	FINAL DUE DATE	STATUS	ACTIONS
CI Details	N/A	4 Days (Before the Placement Start Date)	N/A	3 Days (After the Placement End Date)	<b>Active</b>	
CIET	N/A	1 Days (Before the Placement Start Date)	4 Days (Before the Placement Mid Date)	2 Days (After the Placement End Date)	<b>Active</b>	

[See Less](#)

Patient Logs | PT Patient Log Status: **Activated**

Timesheet | 0% Weightage Status: **Not Activated**

Time Off | 0% Weightage Status: **Not Activated**

5. A drawer will open. If your program has previously created an assignment, find, and click the arrow for the existing assignment. If the assignment is not listed, click on the arrow for Add Assignment.

× Forms/Evaluations

**1 Select Form** 2 Configure Form

**Total Forms (8)**

**Add Assignment** →  
Create a new assignment

**DCE Performance Assessment for Students** →  
DCE Performance Assessment for Students

6. If you selected an existing assignment, the system will show you any presets your program has selected for this assignment. Carefully review the selections and set the assignment as active.

Click Save once done.

7. If you are adding a new assignment: provide a title, description and set the assignment as Active.
8. If this assignment will apply to other course offerings, set **Is this assignment applicable for other course offerings in the program as well?** to yes.
9. Decide if your assignment will be scored by selecting yes or no.
10. You will then decide when the form is published (visible to students), and when it will be due.
  - a. Our system assigns publish and due dates using anchors.
  - b. Example: If you'd like students to see their assignment one month before their placement begins, set it to 30 days before placement start date.
  - c. If the assignment is due on week 1, set it to 7 days after placement start date.
11. Click Save once done.

Select Form

2 Configure Form

Back

Save

Active



Title \*

Weekly Reflection (week 2)

Instructions

Is this assignment applicable for other course offerings in the program as well? ⓘ

Yes  No

Grading

Does this form contribute to the student's final score?

Yes  No

Scoring

Do you want a score to be associated with this assignment?

Yes  No

Publish date for the form is

Days \* 14 Before or After \* Before Anchor \* Placement St...

Due date for the final form is

Days \* 7 Before or After \* After Anchor \* Placement St...

File Upload



Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx,.pptx,.pptm,.potx,.potm  
You can only upload files with file size under 10 MB.