

# ADDING A TIMED ASSIGNMENT TO YOUR TWEN SITE

STEP 1: Click on **Grade Book** near the bottom of the left navigation panel.

This screenshot shows the TWEN interface for the 'Administrative Law' course. The top navigation bar includes 'Return to Law School Homepage', 'Westlaw, TWEN, Practical Law...', a notification bell with '0', and the user profile 'Steve Young, Catholic University/Washington'. Below this is the Thomson Reuters logo and 'TWEN' branding, followed by links for 'Events', 'Knowledge Center', 'Survival Guide', and 'Contact Us'. The left navigation panel is expanded to show 'Administrative Law (Summer 2020)' with a 'Manage' button. Underneath, 'Course Information' also has a 'Manage' button. The main content area displays 'Administrative Law (Summer 2020) Steve Young' with a large envelope icon. The left sidebar lists various course features like 'Calendar', 'CALI Lessons', and 'Assignments & Quizzes', along with an 'Administrators Only' section containing 'Grade Book (F)'. A 'West Admin' link is at the bottom left.

STEP 2: On the Grade Book screen click **Grade Book Navigation** on the right side of the screen and select **Add An Assignment** from the drop-down display.

This screenshot shows the 'Grade Book Home' page. The top navigation is identical to the previous screenshot. The left navigation panel now shows 'Grade Book Home' selected, with an 'Actions...' button. A welcome message reads: 'Welcome to the Grade Book. To get started, click on the "Grade Book Navigation" right corner. Use this drop down menu to get anywhere you want to within create your first assignment or quiz. Also notice the help icons throughout any of these for an explanation of specific settings and features.' Below this is a 'Grade Book' section with a 'User display order' dropdown set to 'Due Date'. A message states: 'There are currently no assignments or quizzes in this grade book.' The 'Grade Book Navigation' dropdown menu is open, listing options such as 'Grade Book Home Page', 'Add an Assignment', 'Add a Quiz', 'Grade Assignments/Quizzes', 'View Students', 'Grade Students', 'Manage Grade Books', 'Manage Quizzes and Library', 'Manage Honor Code', 'Manage Anonymous Instructions', 'Manage Grade Scale/Display', and 'View Assignments & Quizzes as a Student'. The left sidebar is similar to the previous screenshot, with 'Grade Book (F)' highlighted in the 'Administrators Only' section.

Administrative Law  
(Summer 2020)  
[Manage Features](#)

Assignments & Quizzes  
Calendar  
CALI Lessons  
Customized Polling  
E-Mail Options  
Forums  
Legal News  
Live Discussion  
Sign-Up Sheets  
Syllabus  
Course Materials  
Panopto Videos

Administrators Only  
Web Links  
Training  
Grade Book (F)  
Manage Course (F)  
Course Usage (F)

[West Admin](#)

### Add/Edit Assignment

Grade Book Navigation

Submit Cancel Times displayed in Eastern Time

#### Assignment Content & Availability

Title:  
Final Exam

Description of the assignment:  
Trebuchet ... 10pt Paragraph  
B I U S [Text Formatting Icons]  
This is a closed book 3hr final.

Set Assignment Availability:  
 Make this assignment available now.  
 Hide this assignment from student view.  
 Specify assignment availability:  
 From: 5/5/2020 9:00 AM  
 To: 5/5/2020 12:00 PM  
 Display assignments if grades are released.

Set Due Date:  
 No Due Date  
 Due: 5/5/2020 12:00 PM  
 Allow submissions after the Due Date.

Set Assignment Value:  
 Total points possible: 100  
 Enter character(s) instead of grades

p Words: 7  
 Automatically mark citations in your description to link to Westlaw

#### Attachments

Upload Files  
 Browse

**STEP 3:** Enter the title of the assignment and any description in the appropriate boxes. Use the right side boxes to determine when the exam is visible to students, and to stipulate when it is due and whether submissions after the due date/time are allowed.

**STEP 4:** Scrolling further down the screen be sure to add the file containing the assignment and then carefully read the Additional Settings. You may not want an email every time a student submits their assignment, you may want to use anonymous grading, and you will want to make this a timed assignment. **Be sure to read all the options very carefully! Click Submit when finished.**

#### Attachments

Upload Files  
 Admin Law Final.docx Browse  
 Browse  
 Browse  
 More Files...

#### Additional Settings

- Activate anonymous grading for this assignment.
  - Students use their primary anonymous I.D. for this assignment.
  - Require students to enter a unique I.D. number for this specific assignment.
  - Generate randomized anonymous I.D. numbers.
- Require honor code acceptance for this assignment.
- Allow submission of assignments online
  - Allow resubmission (multiple submissions) of this assignment.
  - Send an e-mail message each time a student submits to this assignment.
- Include this assignment in total grading calculation.
- Release Grades, allow students to see their own grades for this assignment.
  - Hide comments until grades are released.
  - Send an email to grade book participants when the grades are released.
- Make this a timed assignment.

Add a message for students about the timed assignment:

Times Ne... 12pt Paragraph  
 B I U S [Text Formatting Icons]

More detailed information on timed assignments is available at:  
<http://lscontent.westlaw.com/images/content/documentation/AdminTWENGuide2013.pdf>