




Quick Start Guide for Achieve Writing Assignments

1. Browse and customize prebuilt writing assignments.
 - ✓ From the Browse tab, filter the content types by Writing Assignment to see a full list of prebuilt assignments in your course.
 - ✓ Prebuilt assignments are an easy way to familiarize yourself with the elements of writing assignments available in Achieve.
 - ✓ Prebuilt assignments are fully editable and customizable; you can edit the prompt and add, remove, and edit elements to match your own language, feedback style, or pedagogy. **Note:** You must add a prebuilt writing assignment to your course in order to edit it; however, you should not assign it or change its visibility until you are ready for students to begin work. By assigning or making an assignment visible to students, you will lock the assignment from being edited.
 -  **Consider an introductory assignment.** Add a low stakes writing assignment to your course to orient your students to the elements of the writing assignment functionality. Your course includes a prebuilt assignment titled “Introductory Assignment: Your Strengths as a Writer.”
2. Build assignments from scratch.
 - ✓ See the [Introduction to Creating and Editing Writing Assignments](#) for more detail on building writing assignments.
 - ✓ You can configure elements you want to reuse across assignments (e.g., rubrics) from the [Writing Assets area](#), available from the My Content tab.
3. Add writing assignments to your course and assign them.
 - ✓ Keep assignments hidden until you are ready to introduce them to students. If assignments are visible, students are free to begin working on them, regardless of the due date.
 - ✓ To assign a writing assignment, you must adjust the visibility setting so that the assignment will be available to students.
 - ! As long as assignments are hidden and unassigned, you can continue to edit them; once a student has clicked on a visible assignment, the assignment will always be read-only.
4. Tips for managing writing assignments.
 - ✓ If you are using the same assignments in multiple course sections, you **must** add the assignments to your course prior to creating your course sections in order for your customizations to appear across sections.
 - ✓ If your assignment includes a **peer review** draft, you can create and associate a group set with that assignment any time prior to the start of peer review. You can edit the groups if necessary to reflect student preparedness while peer review is in progress.
 - ✓ Once the peer review due date has passed, all students will be able to move on to their next draft, regardless of whether they’ve completed all steps for peer review. Students can still return to the peer review stage and complete any outstanding tasks.

5. Tips for using writing assignments with LMS deep integration.
- ! **Important:** If you are linking to Achieve writing assignments through your LMS, please be advised that **only the final due date will appear in your LMS assignments list**. You should use the reminders/notifications functionality in your LMS to set up communication with students about due dates on all drafts prior to the final draft.

Tips for editing writing assignments

Important: If you are working from a course copied from a previous semester and you need to edit writing assignments, you must unassign them and change the visibility to **Private, hidden from students**.

There are basic rules for when a writing assignment can and cannot be edited.

- ✓ A prebuilt writing assignment **can be edited** once it has been added to the course.
- ✓ A custom writing assignment **can be edited** in either the My Content area of the Resources tab **or** once it has been added to the course.
- ✓ Once it has been added to the course, a writing assignment **can be edited** as long as it is set as **Private, hidden from students**.
- ✗ An assignment **can no longer be edited** if it is set as:
 - Available to students, but not assigned
 - Assigned to students
- ✗ An assignment **can no longer be edited** if it has ever been opened by a student.

If a writing assignment is edited:

- Edits made to the assignment in the course will be reflected in that assignment when opened from the Content Library or My Content tabs.
- Edits made to the assignment in the Content Library or My Content tabs will be reflected in that assignment when opened from the course.