ASSIGNMENT QUICK START GUIDE: MANAGEMENT PORTAL

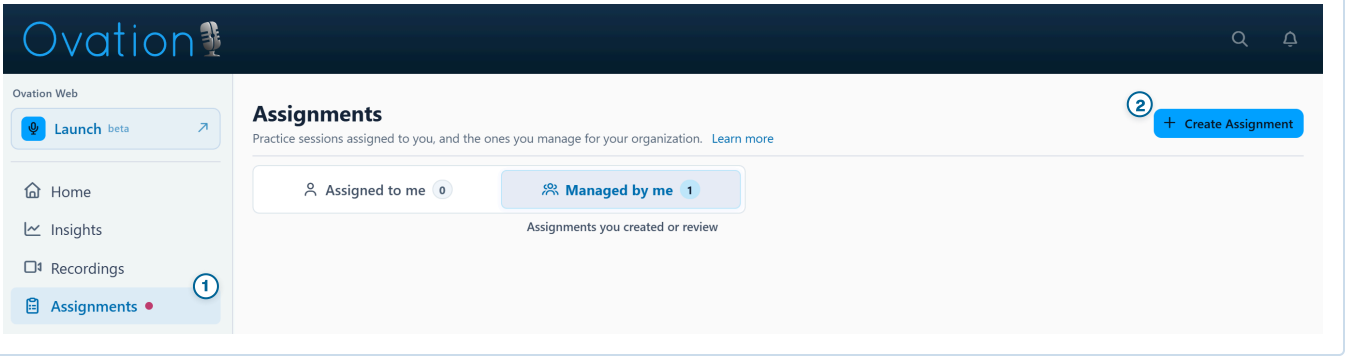
Create the Assignment

Tip: To keep this guide open, hold Ctrl (Windows) or Command (Mac) while clicking a link to open it in a new tab.

STEP 1

Open the assignment builder

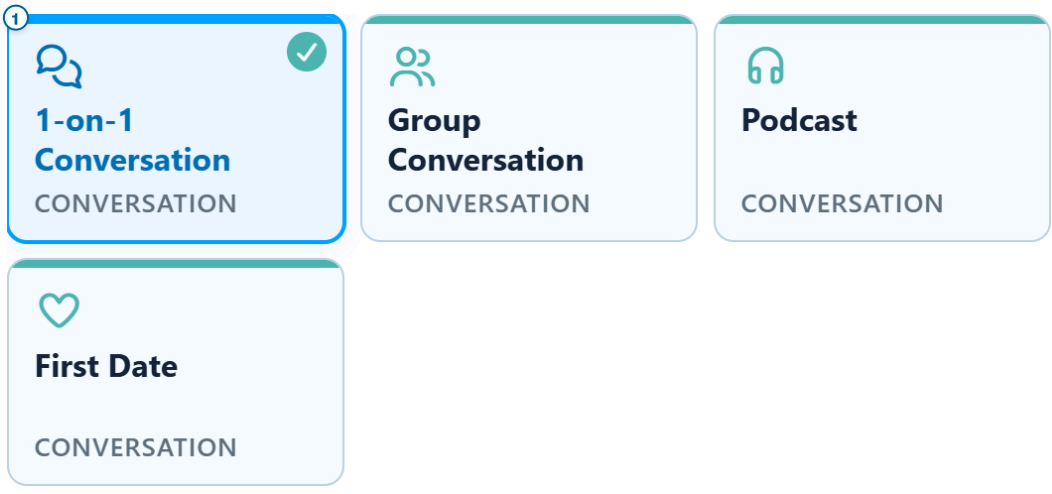
1. From the left navigation, select **Assignments**.
2. Open **Managed by me**, then select **Create Assignment**.



STEP 2

Choose a starting path

1. Manual: choose the scenario that matches your learning goal, then select Continue.



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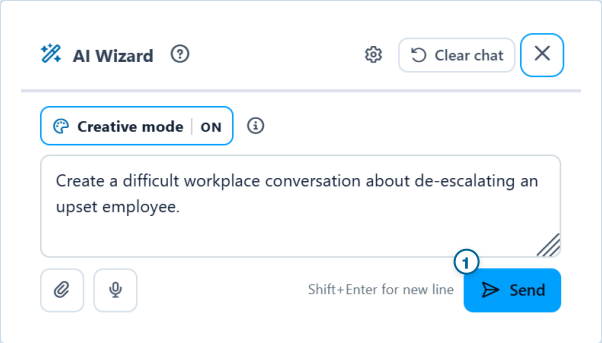
Describe the Assignment

Choose a starting path (continued)

AI-assisted setup (optional)

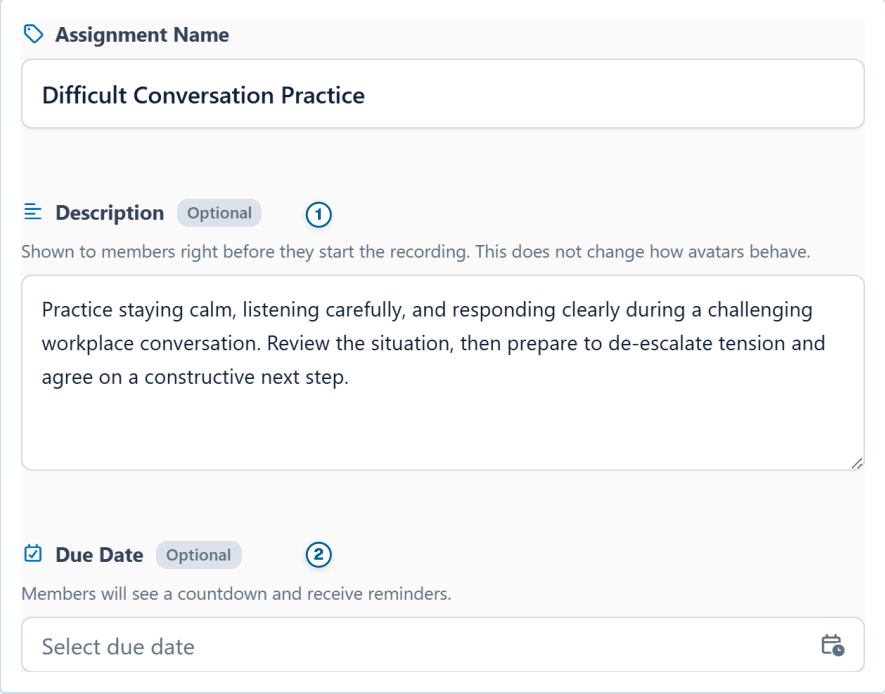
1. AI-assisted: describe the learning goal in the AI Wizard and select Send. The Wizard can draft the scenario, settings, Persona, Modifiers, Knowledge, and Factors for you.



STEP 3

Name and describe the assignment

1. Enter a clear Assignment Name and describe what students will practice, the role or situation, and what successful performance should include.
2. This is the final guidance students see before recording. Add an optional Due Date for a countdown and reminders.



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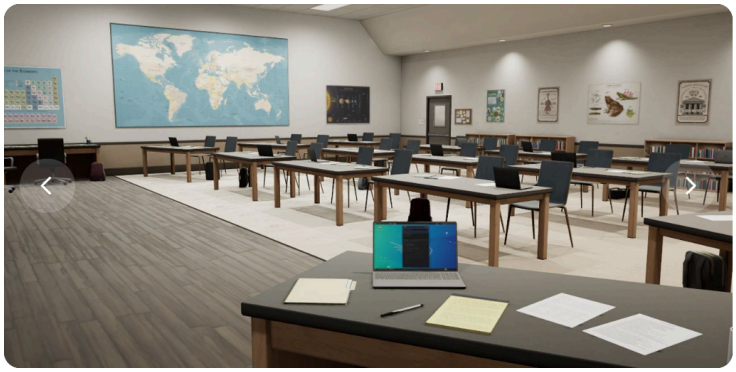
Set Up the Practice

STEP 4

Select the venue

1. Choose an environment that supports the learning goal.



VENUE-SPECIFIC OPTIONS

These options are available in this venue.

TOOLS

Timer | Screen | Ground Teleprompter | Standing Teleprompter | Slides Monitor | Slides Notes Monitor | Computer | Lectern | Microphone Stand | Chair | Board

LOCATIONS

Behind the Desk, In Front Of Desk

STEP 5

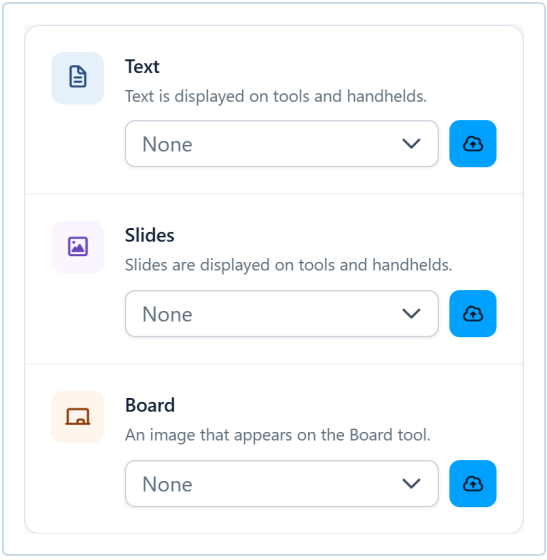
Finalize the assignment details and criteria

1. Set required submissions; choose whether students can complete the assignment in VR, on Desktop, and/or on the Web; and decide whether they can discard attempts, see training cues, and view Factor scores.
2. Review the starting location, who speaks first, available tools, and handhelds. Add minimum, desired, or maximum durations only when timing supports the learning goal.

STEP 6

Add Imports

1. Choose Text for notes, Slides for a presentation, or Board for an image.
2. Select an existing Import or upload one. Students can also upload their own materials.



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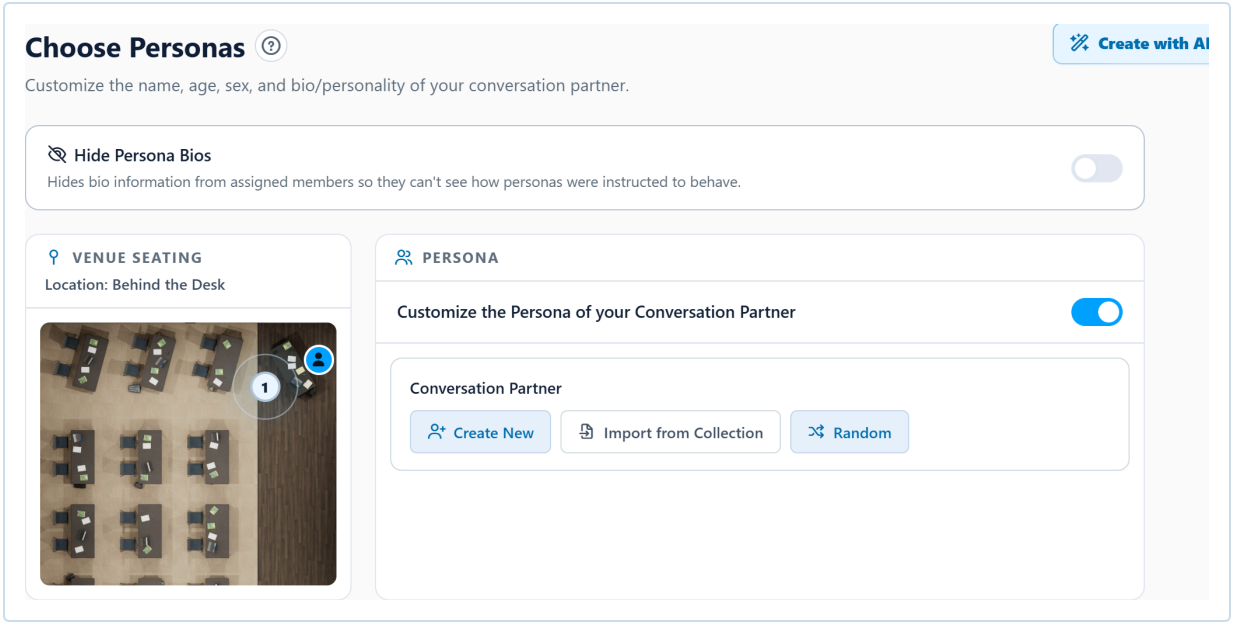
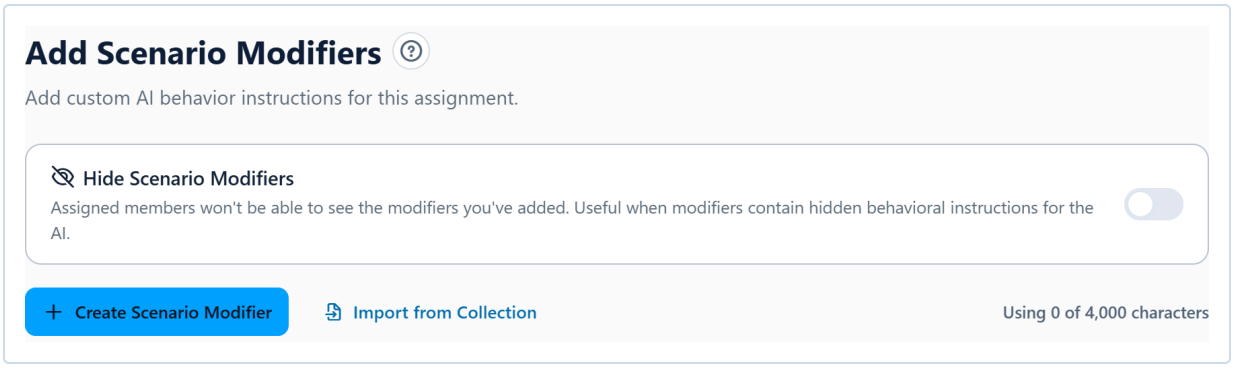
Customize AI Participants

STEP 7

Customize Persona and AI behavior (optional)

1. Create or select a Persona to define each AI participant's identity, appearance, voice, and bio/personality.
2. Add a Scenario Modifier to guide AI behavior. Hide details that would reveal the exercise.





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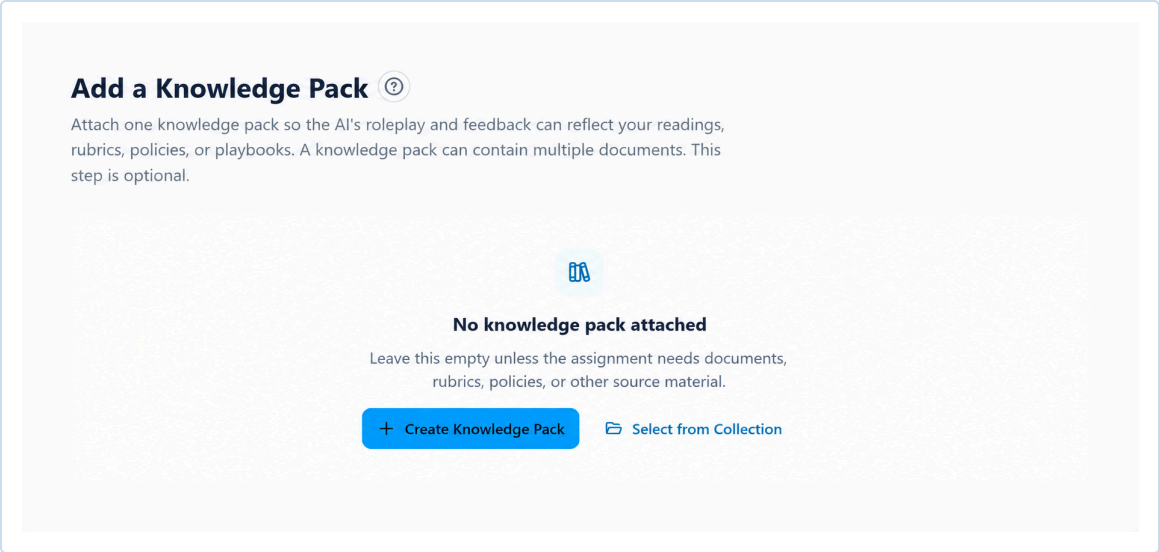
Choose Sources and Feedback

STEP 8

Attach a Knowledge Pack when needed

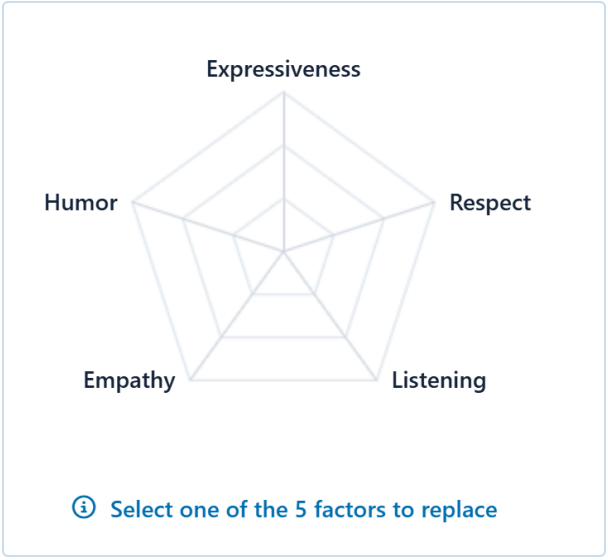
1. Use a Knowledge Pack to ground the AI in course readings, rubrics, policies, or other assignment-specific references.
2. Create a pack or select one from the Collection. Leave this optional step empty when no source material is needed.



STEP 9

Choose 5 Factors

1. Choose **5 evaluation Factors** that align with your learning goal.
2. Replace a default Factor when needed. Each Factor is scored with written feedback after a saved session and appears in the student's report.



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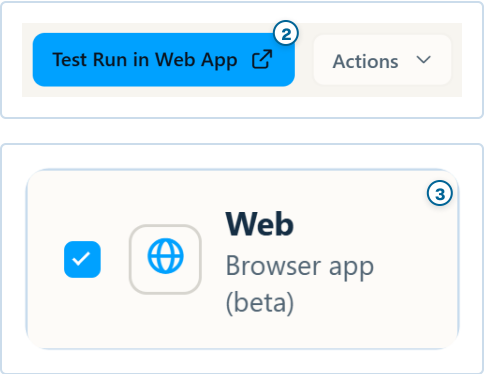
Test and Select Students

STEP 10

Save and open a Test Run

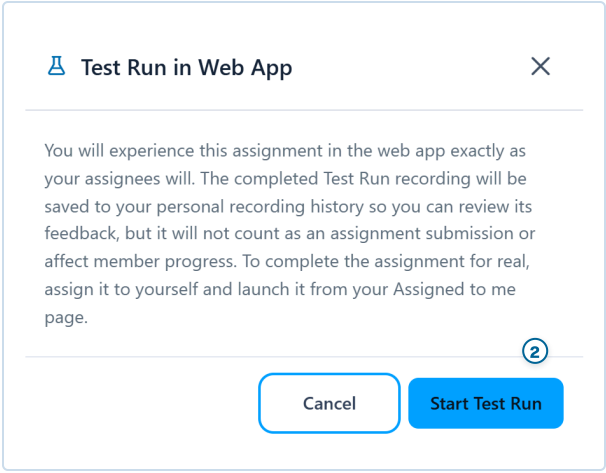
1. Leave members unselected and choose **Assign Later**. The saved assignment opens on **Submissions**.
2. In the saved assignment's page header, select **Test Run in Web App**.
3. If the button is unavailable, open Rules and select Web under Completion Platforms.



STEP 11

Test and refine before assigning

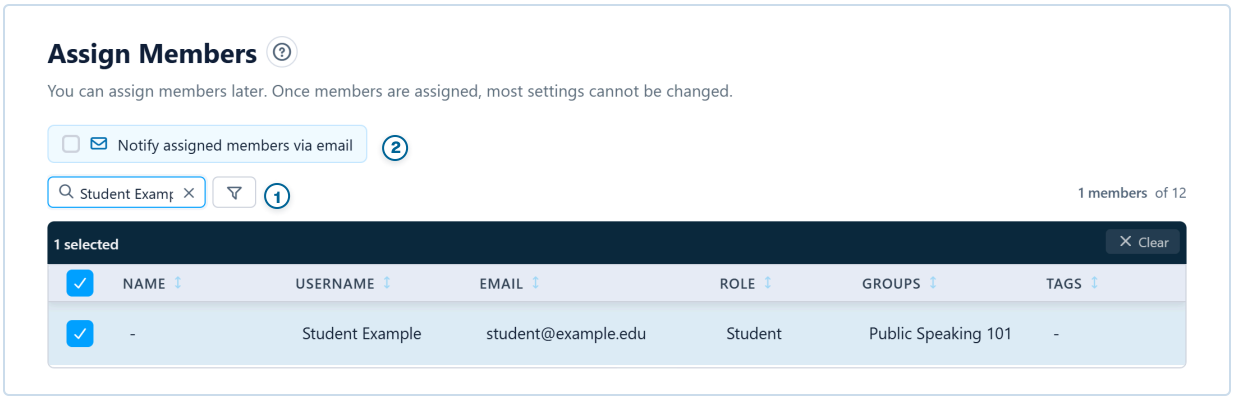
1. A Test Run lets you experience the assignment as a student, including its instructions, timing, AI behavior, and feedback. It does not count as a submission or affect student progress.
2. Select Start Test Run, complete the practice, and review the feedback. Edit and repeat as needed. Before assigning, confirm the intended completion platforms; LMS links require Web.



STEP 12

Select students

1. In **Submissions > Assign Members**, search or filter the list, then select the students.
2. Optionally select **Notify assigned members via email**.



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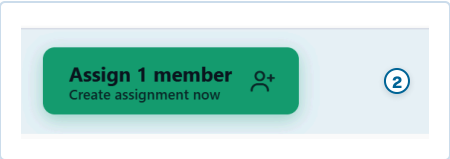
Assign, Share, and Monitor

STEP 13

Finalize the assignment

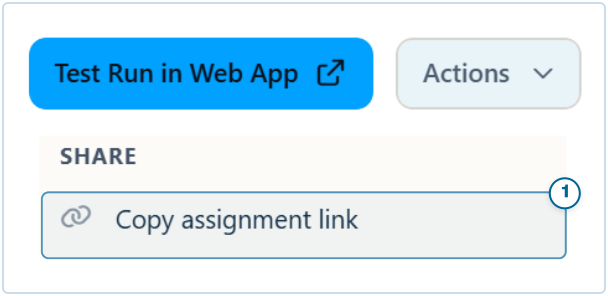
1. Complete your test first. Most settings become locked once members are assigned.
2. Review the selected members, then select **Assign**.



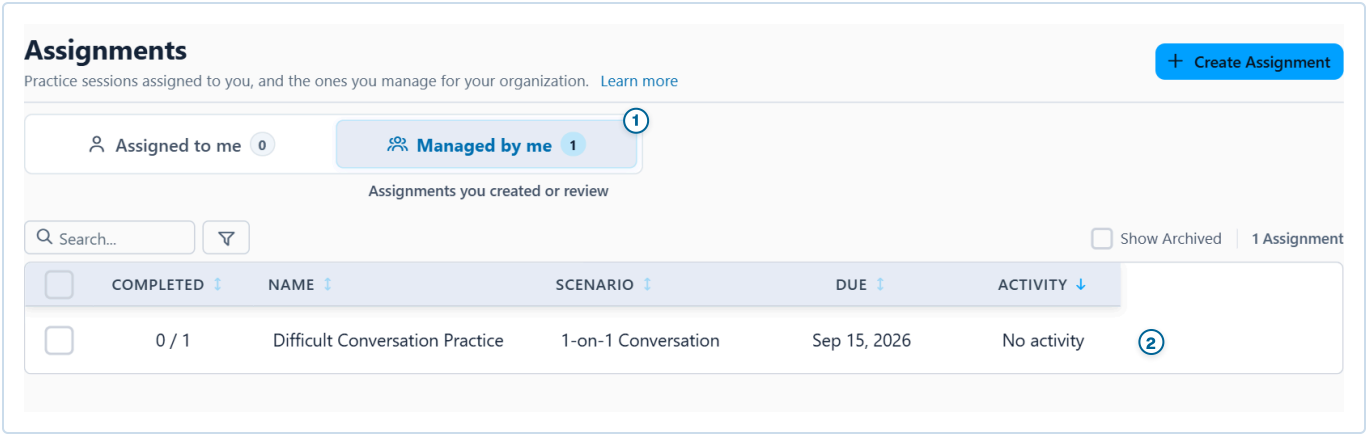
STEP 14

Share the assignment in your LMS (optional)

1. Open the assignment, then select **Actions > Copy assignment link**. Web must be enabled under Rules > Completion Platforms.
2. In your LMS, add an external link to an assignment, module, or course page. Paste the URL and set it to open in a new tab.
3. Students follow the link and **sign in to Ovation**. Assign them in Ovation first; posting the link does not assign students automatically.



STEP 15

Monitor progress after assigning

1. Return to **Assignments > Managed by me**.
2. Check the **Completed** and **Activity** columns for a progress summary. Then open the assignment and filter **Submissions** by **Incomplete** to see students who have not finished, including those who have not started.
3. For a student with submissions, use the row menu's **View Submissions** action to review their work.