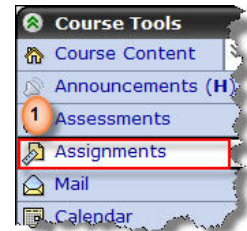


How TO CREATE AN ASSIGNMENT?

You can create assignments from the **Build** tab. The **Assignments** tool will appear under the **Course Tools** menu.

1. Choose **Assignments** from the **Course Tools** menu
2. Click **Create Assignment**



The **Create Assignment** screen will appear with descriptions and options as displayed in

the image below.

1. Give a **Title** of the Assignment
2. Give a short **Description**
3. **Item Visibility:** You can select **Show Item** or **Hide Item**.
 - a. **Show Item:** Allows the students to see the assignment
 - b. **Hide Item:** Hides the assignment from the students
4. Provide **Instructions** to the students on how to complete the assignment or what it is about. You can use the HTML Creator to give you a simple GUI-based text editor.

A screenshot of the 'Create Assignment' form. It contains the following fields and options:

- 1. ***Title:** A text input field.
- 2. **Description:** A large text area.
- 3. **Item Visibility:** Radio buttons for 'Show Item' and 'Hide Item'. Below the 'Hide Item' option is the text: '(This item cannot be made visible until it is assigned to an individual or group of Students)'. The 'Hide Item' option is selected.
- 4. **Instructions:** A large text area with an 'Enable HTML Creator' button to its right.
- 5. **Attachments:** A checkbox for 'Use HTML' (checked) and an 'Add Attachments' button.

5. **Attachments:** You can **attach** one or more files to deliver to the students as part of the assignment if necessary. Click **Add Attachments** to upload the assignment as attachment.

How TO CREATE AN ASSIGNMENT?

Student submission format

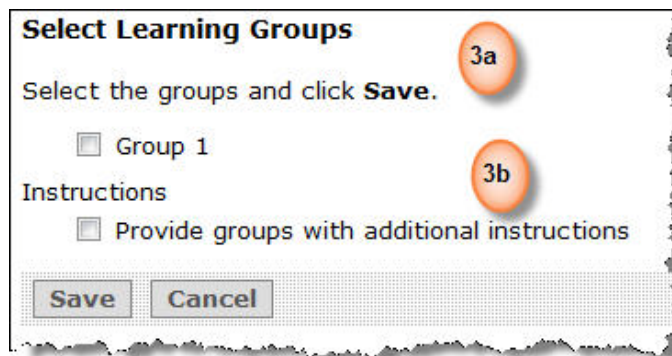
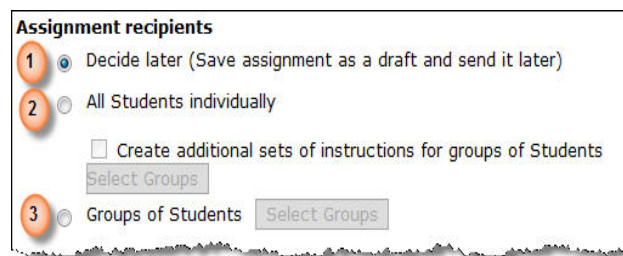
1. **Generally** select **Text** to allow students to upload a single file or multiple files
2. Select **Web site** if you have your students creating a web site as an assignment this will allow them to upload a ZIP file.



Assignment recipients

When deciding the recipients of the assignment you can choose from the following:

1. **Decide later:** You do not know how you want to proceed but want to at least create the assignment
2. **Generally** select **All Students Individually:** Each student will be turning in their own assignment
3. **Groups of Students:** If you have already created groups of students in **Group Manager** under Instructor Tools in **Teach** tab, you can choose which of the groups will get the assignment. In this case, all students will receive the assignment. Only one person in each group is required to submit the assignment and all members of the group will receive the grade for it.
 - a. You will then need to select the groups. Groups must have already been created. Use the **Teach** tab to create groups. You can come back later to choose the groups.
 - b. You can create additional instructions for groups if you need to give one assignment but additional instructions to each individual group



How TO CREATE AN ASSIGNMENT?

Dates

- **Due Date:** Sets the **due date** for the assignment
- **Cutoff Date:** Choose the date after which submissions are no longer accepted. This date causes the assignment to **no longer be available** to the students.

Dates

* Due Date (Submissions are accepted after this date but are marked 'late')

Create a corresponding event in the Calendar tool

* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')

- The **Cutoff Date** and the **Due Date** can be the same. It is recommended that you allow at least 12 hours between the due date and cutoff date.

Note: Students can easily get 12:00 a.m. and 12:00 p.m. confused. Use a time like 11:59 p.m.

Grading

1. **Allow the assignment to be graded:** If you want to give students a grade, check this option. Then give it a **column title** for the grade book.

Grade Release: Select this option will make the column visible to the students when they go to view their grades

2. **Numeric grade or Alphanumeric grade:** Choose which type of grade you will give for the assignment. Generally choose **Numeric grade** points for assignment. This will help the grade book during **calculation** of total points possible for the course.

If you have created Grading Form/Rubrics under Grading Forms tool, select Grade by Grading Form to use the form /rubric.

Grading

1 Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)

Grade Book column title:

Release grade to Students in *My Grades*

Numeric grade: Out of

2 Alphanumeric grade

Grade by Grading Form:

More Options

Taking Back Submissions

Students can take back and correct work after submission

Taking Back Submissions:

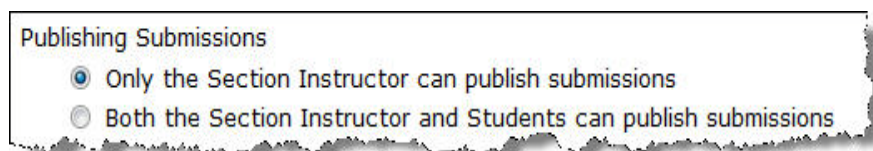
Allows students to correct work after they have submitted it. Students can only do this if the due date has not passed or the assignment has been graded.

Publishing Submissions

How TO CREATE AN ASSIGNMENT?

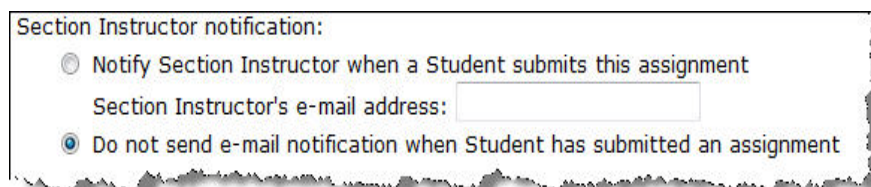
This feature allows you or the students to publish assignments, making them available to all members of the class.

- For example, you could use this tool if you have students write a paper and then wish to showcase a couple of the top papers to the other students
- By default, the option selected allows only instructors to publish submissions. Students will not be able to publish their own submissions unless the **Section** option is selected.



Section Instructor

notification: If you want to receive an email each time a student submits an assignment you can select this option.



Click **Save** when finished, to return to the Assignments Tool inventory page.

Editing Assignments

If you need to make changes to your assignment:

1. Go to the **Build tab** and select **Assignments** from the course menu.
2. Locate the assignment you wish to edit and click on its **ActionLinks** (red box on the right image)
3. Choose Edit Properties (pencil icon)
4. **Save** after you have changed any settings.

