

Creating Assignments

Steps to Create an Assignment:

1. Depending on whether you are creating or editing an assignment, do one of the following from the *Assignments* screen:
 - a. If you are creating an assignment, click **Create Assignment**.
 - b. If you are editing an assignment, click the **assignment**.
2. Enter a title and description. The description is displayed to Section Instructors and Students.
3. Next to *Item Visibility*, note that the Hide Item option is selected by default. Assignments are automatically hidden from Students until you send and show the assignment.
4. Enter instructions for the assignment:
 - a. To enter instructions in Plain Text format, enter it in the Description text box. The description will appear exactly as you have typed it.
 - b. To enter instructions in HTML format, you can use the **HTML Creator** or hand code the HTML:
To use the HTML Creator, click **Enable HTML Creator**.
5. If you want to attach files:
 - a. Click **Add Attachments**.
 - b. Locate and select the files you want to attach.
6. Under ***Student Submission Format***, select the assignment type.
7. Under ***Assignment Recipients***, ***select one of the following***:
 - a. If you want to send the assignment to Students later, *select Decide later*.
 - b. If you want to send the assignment to individual Students, *select All Students individually*.
 - c. If you want to send the assignment to individual Students who are placed into groups and you need to provide different instructions for each group, *select All Students individually* and do the following:
 1. Select *Create additional sets of instructions for groups of Students*.
 2. Click **Select Groups**.
 3. Select the groups that you want to send the assignment to

and click **Continue**.

4. In the Additional Instructions text box for each group, enter the instructions. If you want to attach a file, click **Browse**.

5. Click **Save**.

d. If you want to send the assignment to groups of Students who will work collaboratively, select Groups of Students and do the following:

Click Select Groups.

1. Select the groups that you want to send the assignment to.

2. If you have additional instructions for each group, do the following:

3. Select Provide groups with additional instructions and **click Save**.

4. In the Additional Instructions text box for each group, enter the instructions. If you want to attach a file, **click Browse**.

5. **Click Save**.

8. Under **Dates**, specify a due date, cutoff date, or both:

a. Click the **Date Selection** and **Time Selection** icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.

b. If you want to add the due date to the Calendar tool so all Students can see it, select *Create* a corresponding event in the Calendar tool. *Note: You can grade assignments before the due date but if you allow Students to take back their submissions, you should grade them after the due date.*

9. Under **Grading**, if you want the assignment to be graded:

a. Select allow the assignment to be graded. A column for the topic is automatically created in the Grade Book.

b. If you want the Grade Book column title to be different from the assignment title, enter the title in the Grade Book column title text box.

c. If you want Students to see their grades for this assignment, select Release grade to Students in My Grades.

d. Select a **grading scheme**:

1. To assign a numeric grade to the topic, select Numeric grade and enter the maximum grade.

2. To assign a letter grade to the topic, select Alphanumeric grade.

3. To use a **grading form**:

- a. Select *Grade by grading form* and click **Select Grading Form**.
- b. Select the **form**. Tip: To see the content of the grading form, click its title.
- c. Click **Select**.

10. Under **Goals**, if you want to associate a goal with this assignment:

Click Select Goals.

- a. Select each goal you want to associate.
- b. Click **Add Selected**.

For more options, click the Expand icon next to **More Options**. The following options appear:

1. Under **Taking Back Submissions**, if you want to allow Students to take back submitted assignments and revise them before the due date, select this option. If you select this option, do not grade submissions until the due date has passed.
2. Under **Publishing Submissions**, select whether you want to allow only the Section Instructor or both Section Instructor and Students to publish submissions. Publishing submissions allows all course members to view submitted assignments.
3. Under **Section Instructor Notification**, select whether or not you want the Section Instructor to receive e-mails when Students submit assignments.

11. **Click Save.**