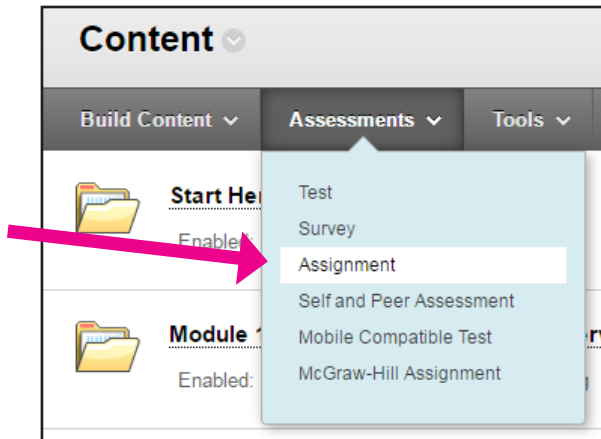


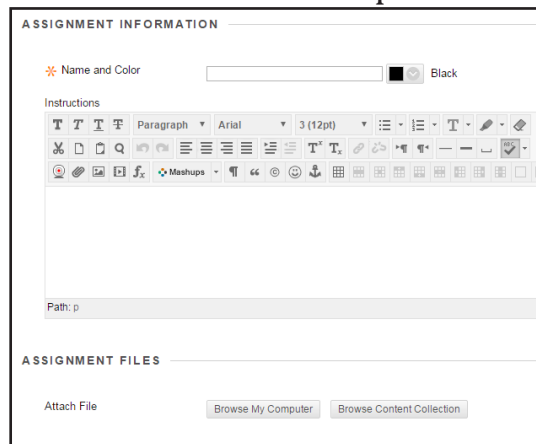
How to Create an Assignment

How to Create an Assignment

1. Navigate to the location in the course in which you would like to create an assignment.
2. Hover over **Assessments** to reveal the drop-down menu and click **Assignment**.



3. On the create assignment page, enter a **Name** for the assignment. Please be sure to use the proper activity code. This is required.
4. Provide **instructions** for the assignment. You can also attach necessary documents from your computer or the content collection. Be sure to provide a link to a PDF version of the rubric.

A screenshot of the 'ASSIGNMENT INFORMATION' form. It includes a 'Name and Color' field with a color picker set to 'Black'. Below is a rich text editor for 'Instructions' with a toolbar showing options like Paragraph, Arial, 12pt, and various text formatting tools. A 'Path: p' field is visible. At the bottom, there is an 'ASSIGNMENT FILES' section with an 'Attach File' button and two buttons: 'Browse My Computer' and 'Browse Content Collection'.

5. Provide a **due date** (if applicable) and **points possible**.
6. **Add a rubric** by selecting a current rubric or creating a new one.

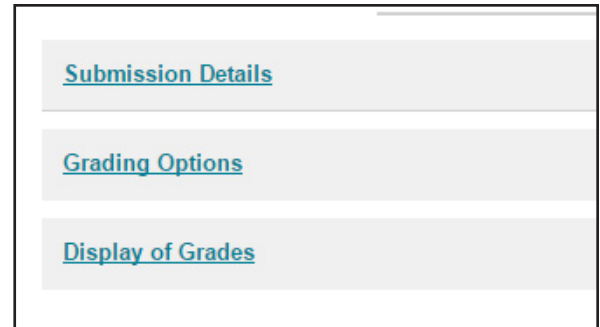
A screenshot of the 'DUE DATES' and 'GRADING' sections of the form. The 'DUE DATES' section includes a note: 'Submissions are accepted after this date, but are marked Late.' Below is a 'Due Date' field with a calendar icon and a time zone icon. A note below the field says: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.' The 'GRADING' section includes a 'Points Possible' field, an 'Associated Rubrics' section with an 'Add Rubric' button, and a table with columns: 'Name', 'Type', 'Date Last Edited', and 'Show Rubric to Students'.

How to Create an Assignment

7. Update Submission Details, Grading Options, and Display of Grades according to your preferences.

Submission Details

Assignment Type - Individual, Group, or Portfolio
Number of Attempts - Single, Multiple, or Unlimited
Plagiarism Tools - SafeAssign



The screenshot shows a vertical list of three sections, each with a blue underlined link: 'Submission Details', 'Grading Options', and 'Display of Grades'. The sections are separated by thin horizontal lines.

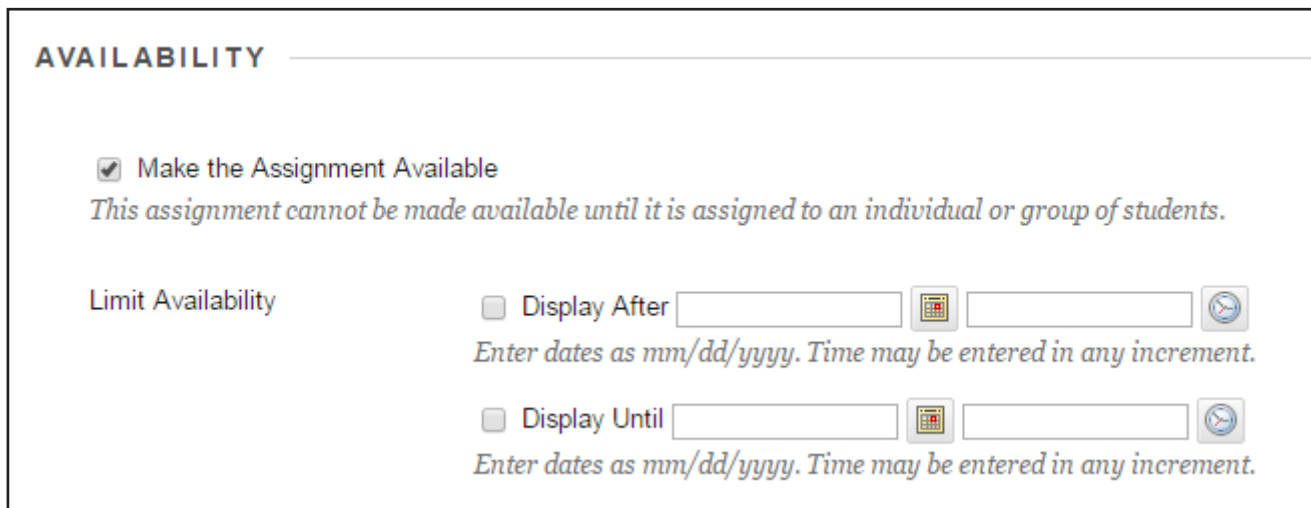
Grading Options

Anonymous Grading - Students names are hidden during the grading process
Delegated Grading - Delegate grading responsibilities to one or more additional graders

Display of Grade

This section allows you to specify how you would like the grade displayed to students and whether or not you'd like it included in Grade Center calculations.

8. Click **Make the Assignment Available** or it will not be visible to students. You can limit the visibility by providing availability dates.



The screenshot shows the 'AVAILABILITY' section. It has a title 'AVAILABILITY' at the top left. Below it is a checked checkbox labeled 'Make the Assignment Available' with the text 'This assignment cannot be made available until it is assigned to an individual or group of students.' underneath. Below that is the 'Limit Availability' section, which contains two options: 'Display After' and 'Display Until'. Each option has a radio button, a text input field, a calendar icon, another text input field, and a time selection icon. Below each option is the instruction 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'

9. Click **Submit** to create assignment.