

Assignments - Creating Assignments

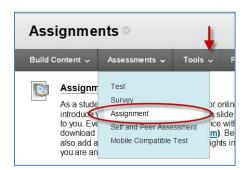
You can use the Assignments Tool to create assignments in Content Areas, learning modules, or folders. An Assignment lists the name, point value, due date, and instructions for the assignment. You can also attach files to an assignment and control when the assignment is available to students. You can create an Assignments content area and place all assignments in that content area or you can create individual assignments in the different content areas that you create for a course. When an assignment is created a corresponding item is automatically added to the Grade Center.

Creating Assignments

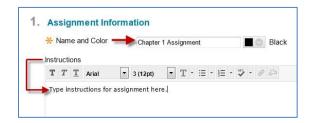
1. Select a Content Area link in which you want to create an assignment.



2. Click Create Assessment on the action bar and select Assignment.



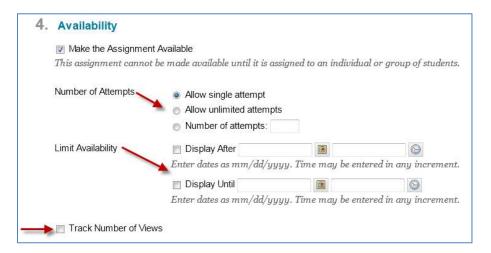
3. In section 1, fill out the Name and Instructions for the assignment.



4. In Section 2, you have the option of attaching a file such as a Rubric or Assignment Sheet by clicking Browse and choosing the file. In Section 3, assign a point value for grading purposes in the Points Possible field. You may also add a rubric (see Rubric Tutorial for detailed information on adding rubrics).



5. In Section 4, select the assignment availability options (The assignment cannot be made available until it is assigned to an individual or group of students).



Make the Assignment Available: instructors can choose to leave the assignment unavailable by removing the checkmark from the checkbox.

Number of Attempts: instructors can allow single or multiple attempts for an assignment.

Allowing multiple attempts while the assignment is available eliminates the need for instructors to Clear Attempt when students submit the wrong assignment or document.

Limit Availability: this optional feature allows instructors to choose assignment availability based on date restriction, including date and time. Note: If this feature is used, instructors must use both Display After and Display Until.

Track Number of Views: this optional feature allows instructors to track each student's click on this single item. A statistics report can be generated to show how many times each student accessed the item each day up to two weeks prior to the current date.

6. In Section 5, select a due date for the assignment (Submissions are accepted after this date, but are marked Late).



7. In Section 6, determine the Recipients for the Assignment by selecting All Students Individually option.



8. In Section 8, click Submit.

