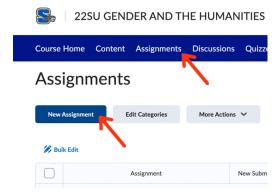


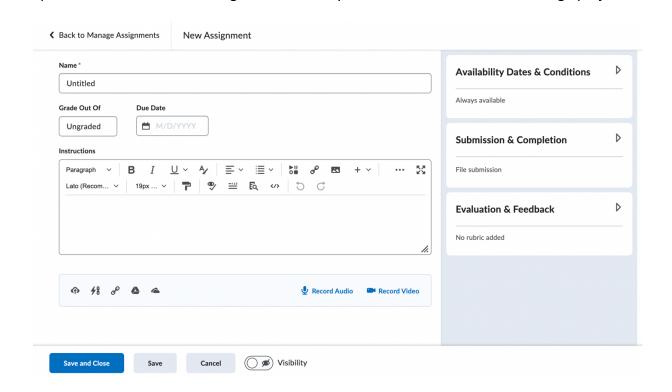
Create an Assignment

- The Assignments tool functions like a dropbox. This is where instructors create spaces for students to submit work or upload a file that can be viewed by the instructor only.
 Assignments can be graded and <u>annotated</u> here, and feedback can include a rubric, audio file, and video file.
- Click Assignment in your course navbar, then click New Assignment.
- 2. Type the name of your assignment.

4. Set a due date if desired.

- 3. If you fill in the Grade Out Of area, say by typing 100, it will automatically create an item in your gradebook.
- 5. You may include instructions for your students in the area provided and, below that, include an attachment or files for your students. For example, an accounting professor might give students a partially completed Excel spreadsheet to complete and submit. Or a professor might provide a Word file containing the format they need to use for a document design project.





6. Using the menus on the right, you can customize your assignment even more fully for your students. The Availability Dates & Conditions options screen enables you to set a start and end date as well as special access conditions, such as for students needing time and a half to complete the assignment.

The Submission & Completion options let you specify individual vs. group assignment, establish categories for your assignments, set the file and submission type (on paper and in person allow you to indicate that you saw the student's work physically, e.g., in class, and are entering grades based on that). You can set the number of submissions and which are kept.

For Evaluation & Feedback, you can attach a rubric, enable annotation tools, and hide student names while grading to better ensure completely objective assessment.

