Create an Assignment

Assignments allow you to create coursework and manage the grades and feedback for each student separately. In an assignment, you can include a description, point value, and file attachments. You can create assignments in several courses areas, such as in a **Content Area** or in a **Learning Module**, or **Content Folder**. Students access the assignment, type a submission, or attach files, and submit it. You can respond to each student separately with comments and attached files.

1. Verify **edit mode** is **ON** (Figure 1).
2. Access the content area or folder where you'd like to create the assignment.
3. At the top of the page, click **Assessments**, then click **Assignment** (Figure 2).
4. You will be brought to the **Create Assignment** screen. Input a **Name** and **Instructions** for your assignment. (Figure 3).
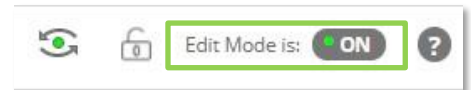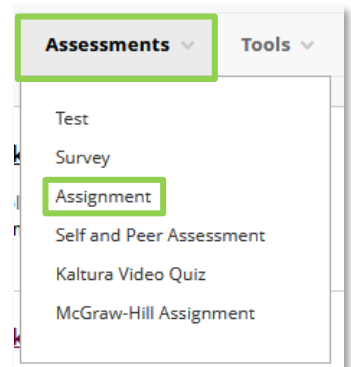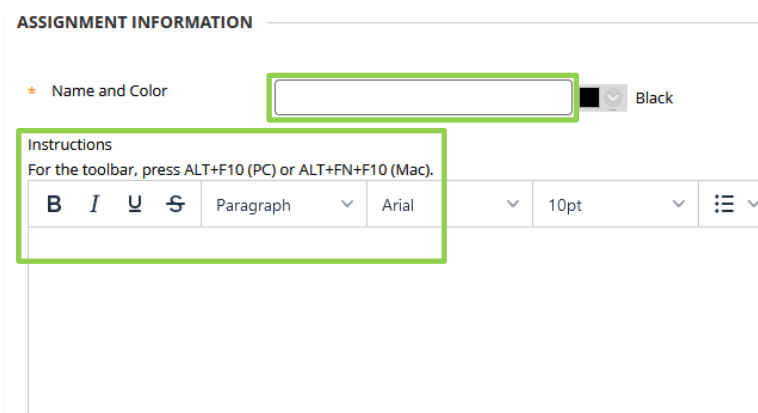

FIGURE 1

FIGURE 2

FIGURE 3

5. You can attach files from either your local computer or your content collection. Click **Browse Local Files** or **Browse Content Collection** (Figure 4).
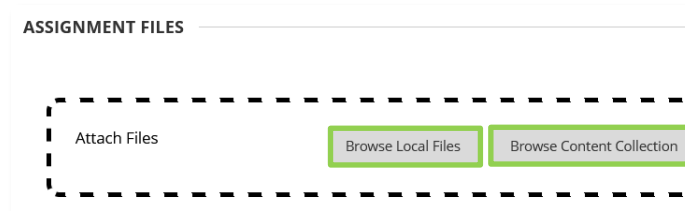

FIGURE 4

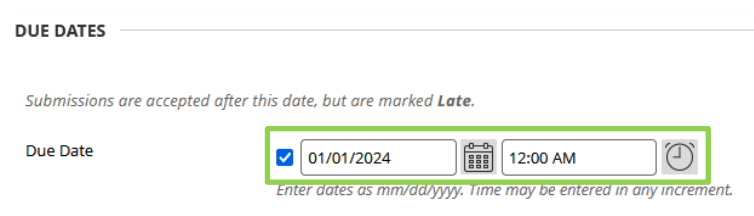6. Enter a **Due Date** for the assignment (Figure 5). Any submission submitted after the due date will be marked as late.

FIGURE 5

7. Enter the **number of points** which can be obtained on the assignment. You can also add a **rubric** (Figure 6).

FIGURE 5

8. Under **Submission Details** select the appropriate assignment type-group submission or individual submission (Figure 4). You also need to select the **Number of Attempts**. Students can be allowed a single attempt, multiple attempts with a number specified by you, or unlimited attempts. If you select more than one attempt, you need to specify the **Score Attempts Using**.

9. **Display of Grades** determines how you would like the grade to be displayed in the grade center along with if you want to include the grade in the Grade Center grading calculations.

7. **Make the assignment available** to allow students to access it. You can also set its **availability**. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.

8. Click **Submit** once you're done. The assignment will be created in your course.