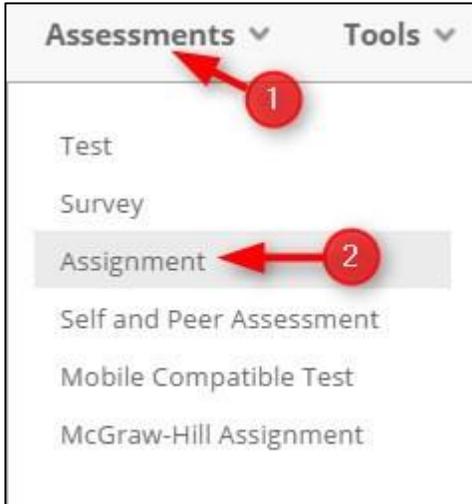


Adding an Assignment

With assignments, you can create coursework and manage the grades and feedback for each student separately. You can create assignments in content areas, learning modules, lesson plans, and folders. **NOTE: When you create an assignment, a Grade Center column is created automatically.**

Directions:

1. Click **Assessments**
2. Click **Assignment**



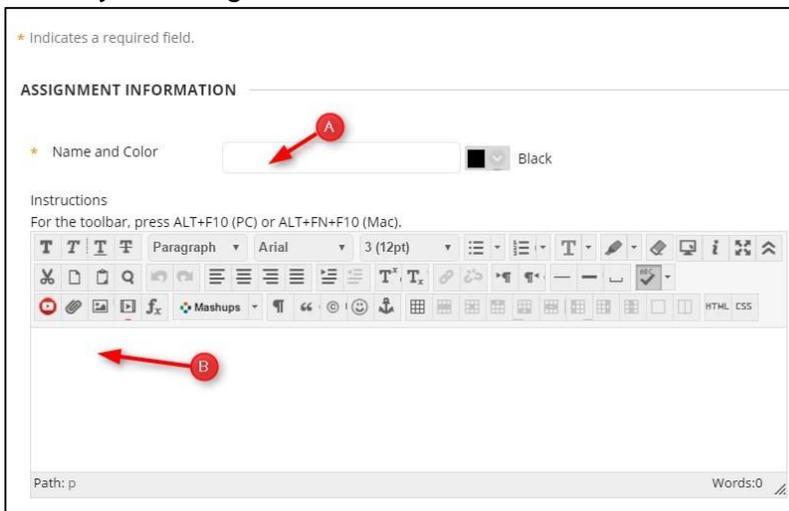
3. Name your assignment and add **Instructions**

* Indicates a required field.

ASSIGNMENT INFORMATION

* Name and Color Black

Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

A screenshot of the assignment creation form. It shows a text input field for the name and a color selector set to 'Black'. Below this is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and text color. A red arrow and circle with the letter 'B' point to the text area of the rich text editor. At the bottom, there is a 'Path: p' field and a 'Words:0' counter.

4. Add Files (if necessary) and set the Due Dates

ASSIGNMENT FILES

Attach Files ← A

DUE DATES

Submissions are accepted after this date, but are marked **Late**.

Due Date ← B

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. Set the Points Possible and add rubrics (if necessary).

GRADING

* Points Possible ← A

Associated Rubrics ← B

Name	Type	Date Last Edited	Show Rubric to Students
Submission Details	You can set group or individual submission and number of attempts		
Grading Options	You can enable anonymous grading or delegate grading to an additional grader		
Display of Grades	You can set how grades are displayed in grade center and for students		

6. Set Availability, Views, and Submit

AVAILABILITY

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability

Display After ← A
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views ← B

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

← C