

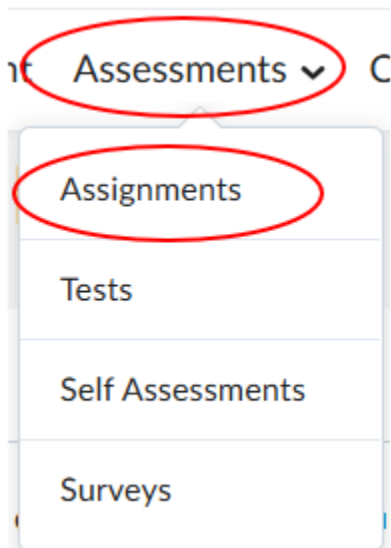


Creating a New Assignment

Workflow steps:

Step one:

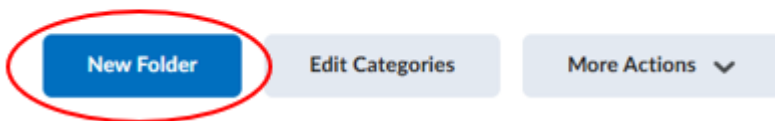
Click **Assessments** from the navigation bar, then select **Assignments**.



Step two:

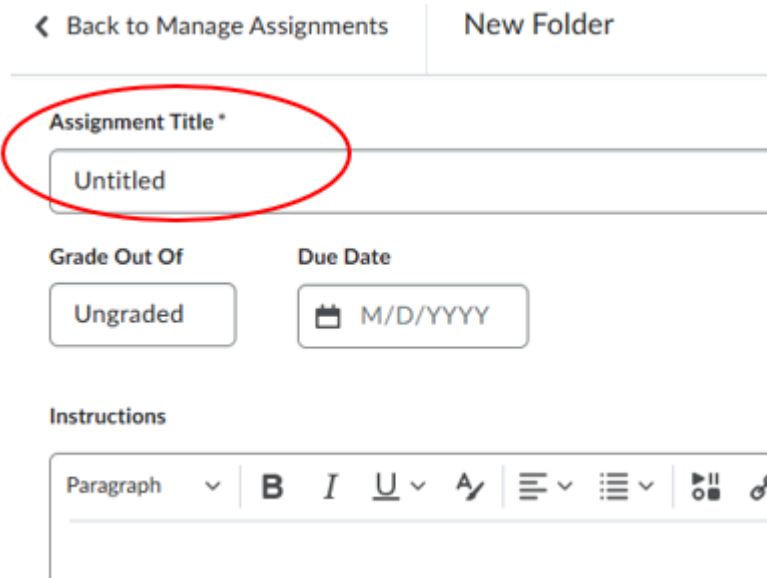
Select **New Folder**.

Dropbox/Submission Folders



Step three:

Add an **Assignment Title**.



← Back to Manage Assignments | New Folder

Assignment Title *

Untitled

Grade Out Of: Ungraded | Due Date: M/D/YYYY

Instructions: Paragraph | B I U A | | |

Step four:

Enter the total point value in the **Grade Out Of** Field and set a **Due Date**.



Grade Out Of: Ungraded | Due Date: M/D/YYYY

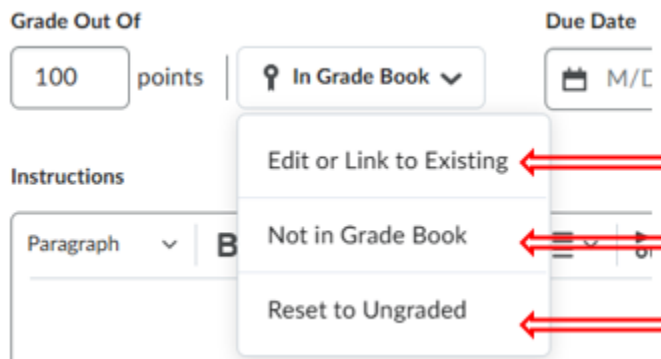
Step five:

Once you enter a point value in the **Grade Out Of** field, the **In Grade Book** menu will appear.

Edit or Link to Existing: Opens additional options.

Remove in Grade Book: No grade item will be created. Note: If selected by mistake, you can choose **Add To Grades** from the dropdown menu to restore it.

Reset to Ungraded: Removes the point value, and the assignment will not be graded.



Grade Out Of: 100 points | In Grade Book ▾ | Due Date: M/E

Instructions: Paragraph | B

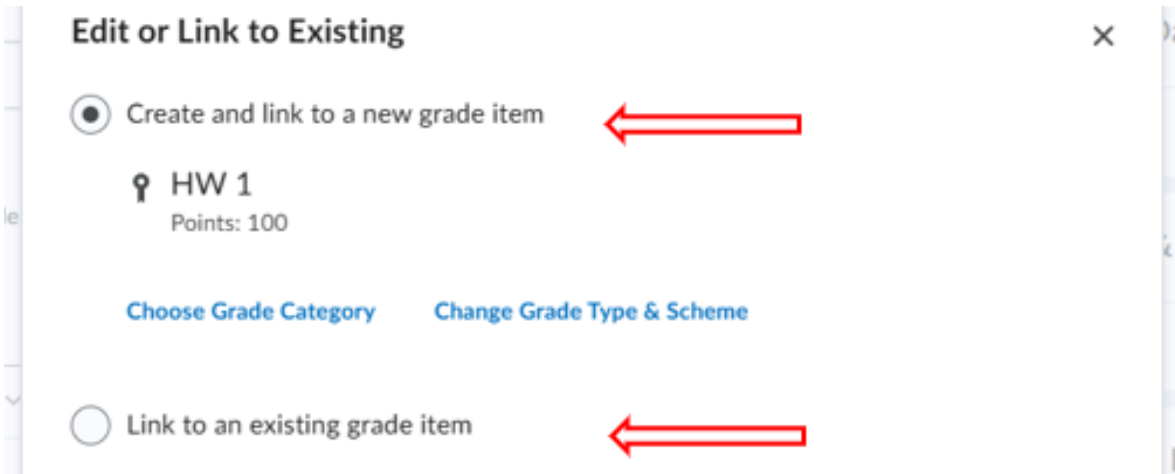
Edit or Link to Existing

Not in Grade Book

Reset to Ungraded

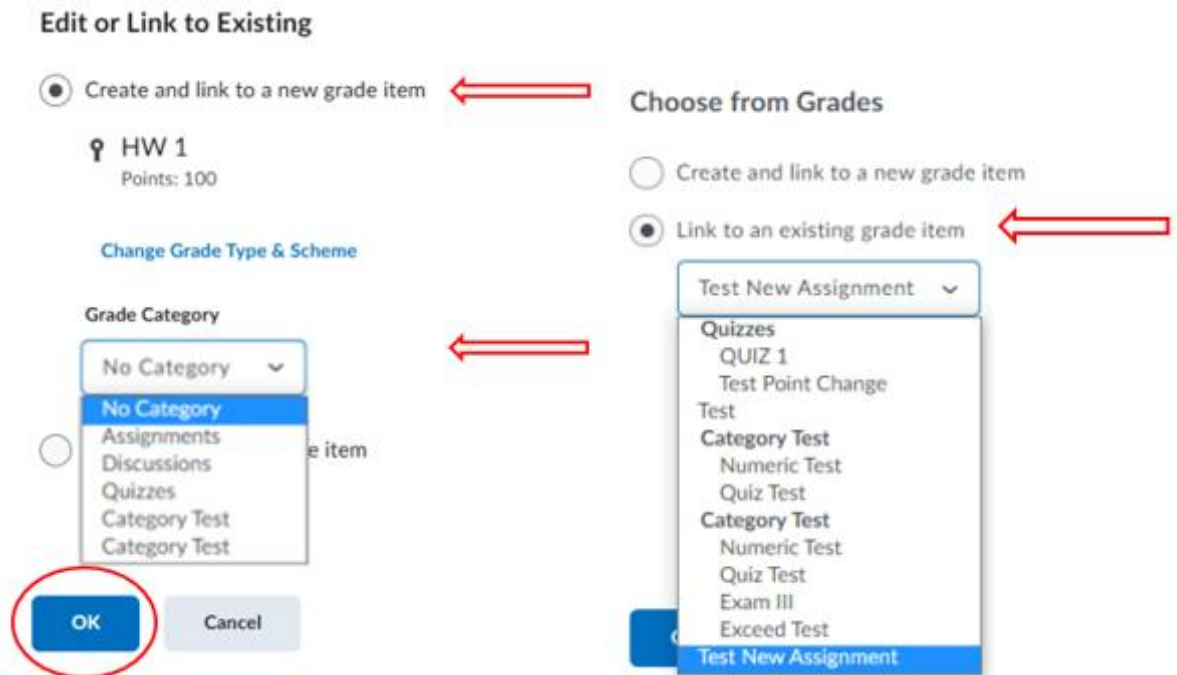
Step six:

The **Edit or Link to Existing** will open a menu with two options, **Create a link to a new grade item** or **Link to an existing grade item**.



Step seven:

Create and link to a new grade item automatically creates a grade item using the assignment name and lets you place it in a gradebook category. Alternatively, if a grade item already exists, select **Link to an existing grade item** to connect it to the assignment. Once finished, select **OK**.





Step eight:






Note: After you apply the settings, **In Grade Book** will appear next to the point value. This indicates that the assignment is linked to the gradebook.

Assignment Title *

Grade Out Of









 points |  In Grade Book  ←

Instructions

Paragraph  **B**    + 


Step nine:


Add instructions in the HTML Editor. The buttons at the bottom of the HTML Editor are: **File Upload**, **Attach Link to Existing Activity**, **Attach Weblink**, **Attach from Google Drive**, **Attach from OneDrive**, **Record Audio**, and **Record Video**.

       [Record Audio](#)  [Record Video](#)

Step ten:

Select the **Availability Dates & Conditions** tab. This opens a drop-down menu with the **Start Date** and **End Date** options. You can also set up any **Release Conditions** and manage **Special Access** here.

Availability Dates & Conditions 

Availability Dates & Conditions 


Always available

Start Date

End Date

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

[Add Release Condition](#) 

Special Access

Special Access allows activities to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)

Step eleven:

Click the **Submission & Completion** tab. This opens a drop-down menu with the **Assignment Type, Category, Submission Type, Files Allowed Per Submission, Allowable File Extensions, Submissions, and Notification Email**, options. **Note:** The Assignment Type defaults to Individual Assignment. The Group Assignment option will only be available if groups have been created using the Groups tool.

Submission & Completion ▸

File submission

Submission & Completion ▾

Assignment Type

Individual Assignment ▾

No groups exist. Create new groups in the Groups tool.

Category

No category ▾

Submission Type

File submission ▾

Files Allowed Per Submission

Unlimited

One File

Allowable File Extensions ?

No Restrictions ▾

Submissions

All submissions are kept

Only one submission allowed

Only the most recent submission is kept

Notification Email

Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.

Step twelve:

Select the **Evaluation & Feedback**. This opens a dropdown menu. From here, you can **Add rubrics** and **Learning Objectives**, as well as enable **Annotation Tools**, **Anonymous Marking**, **Evaluators**, and **Turnitin**.

Evaluation & Feedback ▾

Evaluation & Feedback ▸

No rubric added

Rubrics

[Add Rubric ▾](#)

Learning Objectives

No learning objectives

[Manage Learning Objectives](#)

Annotation Tools

Make annotation tools available for assessment ?

Anonymous Marking

Hide student names during assessment

Evaluators

1 evaluator can give feedback

[Select Evaluators](#)

Turnitin Integration

Turnitin™ adds additional functionality to evaluation.

[Manage Turnitin](#)

Step thirteen:

Once all settings are entered to your preference, select **Save and Close**, **Save** (without closing), or **Cancel**, and **Visibility**.

[Save and Close](#) [Save](#) [Cancel](#) Hidden