



HOW TO CREATE ASSIGNMENTS

GENERATE A NEW ASSIGNMENT

- STEP 1:** Go to the **Assignments** tab in the course navigation bar.
- STEP 2:** Click on the **'+Assignment'** button in the upper-right corner.

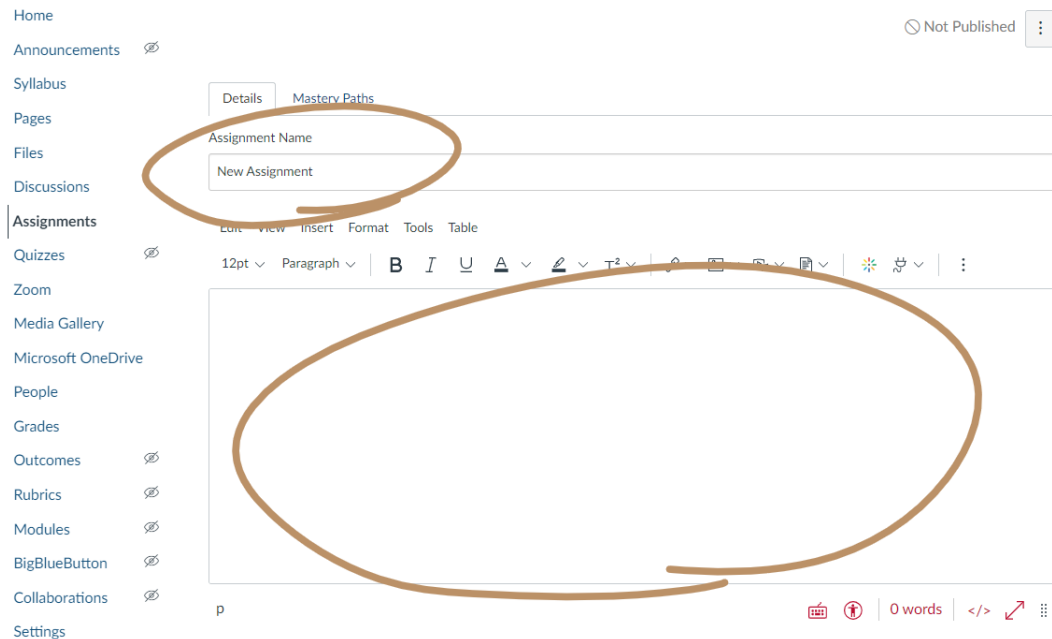
The screenshot shows a course management interface for a course with ID 123456. The page title is "Assignments". In the top right corner, there is a "Student View" button and a back arrow. Below the navigation bar, there is a search bar and a "Group" button. The main content area shows a list of assignments:

▼ Assignments		+	⋮
⋮	Assignment #2		✓ ⋮
⋮	Assignment #1 10 pts		⊘ ⋮

The "Assignments" tab in the left navigation bar and the "+ Assignment" button in the top right are circled in orange.

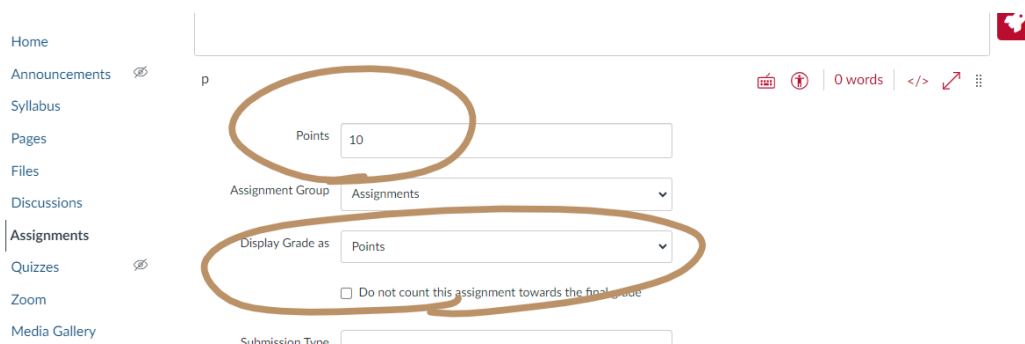
ENTER ASSIGNMENT DETAILS

- **STEP 3:** Give your assignment a **name** in the **Assignment Name** box.
- **STEP 4:** Enter any **assignment details** (e.g., description, instructions, documents) in the text box (Rich Content Editor).



CONFIGURE ASSIGNMENT SETTINGS

- **STEP 5:** Scroll down the page and set the number of points the assignment is worth in the **'Points'** box (if ungraded, enter '0'). Then select the type of grade with the **'Display Grade as'** dropdown menu (e.g., percentage, complete/incomplete, points, letter grade, GPA scale).



- **STEP 6:** Set the **Submission Type** (e.g., online, on paper, text entry, website URL, media recording, file uploads) and **Submission Attempts**.

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BigBlueButton

Display Grade as: Points

Do not count this assignment towards the final grade

Submission Type: Online

Online Entry Options

- Text Entry
- Website URL
- Media Recordings
- Student Annotation
- File Uploads
 - Restrict Upload File Types

Submission Attempts: Allowed Attempts

Unlimited

- **STEP 7:** Set the due date (under **Due**), and how long the assignment will be accessible (under **Available from . . . Until**).

Microsoft OneDrive

People

Grades

Outcomes

Rubrics

Modules

BigBlueButton

Collaborations

Settings

Assign to

Assign to: Everyone

Due: [Calendar icon]

Available from: [Calendar icon] Until: [Calendar icon]

+ Add

Notify users that this content has changed

Cancel Save & Publish Save

SAVE YOUR ASSIGNMENT

- **STEP 8:** Click either the **'Save'** or **'Save & Publish'** button. Use the former if you want to save your work but not publish it. If you are ready to publish your assignment, the **'Save & Publish'** will save you a step later by saving and publishing it simultaneously.

The screenshot displays a configuration interface for an assignment. On the left, a sidebar lists various settings: People, Grades, Outcomes, Rubrics, Modules, BigBlueButton, Collaborations, and Settings, each with a link icon. The main area features an 'Assign to' panel with a dropdown menu set to 'Everyone', a 'Due' date field, and 'Available from' and 'Until' date fields. Below this panel is a '+ Add' button. At the bottom of the interface, there is a checkbox labeled 'Notify users that this content has changed' and three buttons: 'Cancel', 'Save & Publish', and 'Save'. The 'Save & Publish' and 'Save' buttons are circled in brown.