

How Do I Create Assignments?

Creating Assignments for Individual Students

You create assignments from the **Build** tab. Regardless of the assignment type or collaboration options, the basic process for creating assignments is the same.

Settings are grouped into areas: Basic Settings, Grading, Dates, and More Options.

⇒ To create an assignment for individual students:

1. From the Build tab, under Course Tools, click **Assignments**.
2. Click **Create Assignment**.
3. Enter the assignment's Title and Description. Item visibility must be set after assigning to students.
4. Enter the *Instructions*. If desired, click **Add Attachment**, and locate and select your file.
5. Under *Student submissions format*, select the assignment type.
6. Under *Assignment recipients*, select *All Students individually*.

Assignment recipients

- Decide later (Save assignment as a draft and send it later)
- All Students individually
 - Create additional sets of instructions for groups of Students
- Groups of Students

7. Select whether you want to *Show* or *Hide* the assignment (scroll back to Item Visibility).
8. Under Dates, select the date and time when the assignment is due, as well as the cutoff date.

Dates

* Due Date (Submissions are accepted after this date but are marked 'late')

Create a corresponding event in the Calendar tool

* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')

Select this option for due date to automatically appear in the Calendar

Note: Assignments submitted between the due date and cutoff date are marked as "late."

9. Under Grading, select *Allow the assignment to be graded* and select whether you want the assignment to have a Numeric grade, an Alphanumeric grade, or to be graded based on a Grading Form. For numeric grades, enter the maximum grade.
10. Expand the More Options area and make your selections. See *Specifying Additional Options* below for details.
11. Click **Save**.

Specifying Additional Options

In the Create Assignment screen, you can click the *More Options* icon to select the following optional features:

- You can release students' grades for the assignment by making the assignment's corresponding Grade Book column visible to students.
- You can allow students to take back assignment submissions submitted before the due date in order to edit them.

Note: Assignments that have this feature enabled are not gradable by the instructor until after the due date.

- You can allow students to publish their own submissions.
- You can notify the instructor by email when a student submits an assignment.

Time Zone Support



Time Zones are now configurable at the Institution level, which helps instructors in administering assignments.

For example, an instructor sets an assignment's availability beginning at 4:00 P.M. Eastern Time. A student has set the local time zone in My Settings to Pacific Time. The assignment's availability will be displayed to this student as 1:00 P.M. Pacific Time.

In addition, the time will automatically adjust for daylight savings time.

Sending Special Instructions to Select Groups

When you create an individual assignment, you can send different instructions to groups of students. Students will still work individually and be graded individually.

IMPORTANT Before you utilize groups in conjunction with assignments, the groups must already be created. You can view existing groups or create groups from the Group Manager tool.

⇒ To send special instructions to certain groups when creating an individual assignment:


1. Follow steps 1 to 5 in "To create an assignment for individual students."
2. Under Assignment recipients, select *All Students individually* and select *Create additional sets of instructions for groups of Students*.
3. Click **Select Groups**. The Select Learning Groups pop-up screen appears displaying any existing groups.


Assignment recipients


Decide later (Save assignment as a draft and send it later)

All Students individually

Create additional sets of instructions for groups of Students

Novelists of the Twentieth Century 1 

Novelists of the Twentieth Century 2 


Novelists of the Twentieth Century 3 

Groups of Students

4. Select the groups to which you want to send the assignment and click **Continue**. The Additional Instructions pop-up screen appears.
5. Enter the specialized instructions you want each group to receive. To include a file, click **Add Attachments** and locate and select the file.

Additional Instructions
Enter instructions and/or attachments for any or all of

Novelists of the Twentieth Century 1
Additional Instructions

Group 1: Your genre is post-modern science fiction 

6. Click **Save**. The Create Assignment screen appears.
7. Complete the Dates, Grading, and More Options sections and click **Save**.

Creating Group Assignments

With group assignments, students work collaboratively on a project and all students in the group receive the same grade. Except for the *Send assignment to* settings, the process for creating group assignments is the same as for creating individual assignments.

⇒ To create a group assignment:

1. In the Create Assignment screen, follow steps 1 to 5 in “To create an assignment for individual students.”
2. Under *Assignment recipients*, select *Groups of Students* and click **Select Groups**. The Select Learning Groups pop-up screen appears displaying any existing groups.
3. Select the groups to which you want to send the assignment.

4. If you want to provide groups with unique instructions in addition to those you already provided, select the option to *Provide groups with additional instructions* and click **Save**. The Additional Instructions pop-up screen appears.
5. Enter the instructions, upload any files you want to attach, and click **Save**. The Create Assignment screen appears.
6. Complete the Dates, Grading, and More Options sections and click **Save**.