

Create an Assignment

To create an assignment, while in the Build tab, click on **'Assignments'** in the course menu.

Click the **[Create Assignment]** button.

Create Assignment

Type the assignment name into the Title field. If needed, give the assignment a description and instructions.

- Description –visible below the assignment link
- Instructions – visible once the student clicks on the assignment

Add an attachment if needed by clicking on the **[Add Attachment]** button.

Teaching Tip

Be specific to students about what exactly you want your students to submit – text, attachment or both. This will assist students and reduce confusion.

Create Assignment

*Title:

Description:


Item Visibility: Show Item
 Hide Item
(This item cannot be made visible until it is assigned to an individual or group of Students)

Instructions:

Read chapters 1-3 in your book. Write a two-page paper explaining how the theories discussed in the book apply to your everyday life. Be sure to give examples.

Save your document as a Microsoft Word file (.doc) and upload it as an attachment for this assignment.

Use HTML

Attachments: 

Choose the submission format.



Student submission format

- Text
(Students provide text, attach files, do both.)
- Web site
(Students submit a ZIP file containing a web site composed of files with relative links.)

- Text – This most commonly used option allows students to type in text or attach files for their submission.
- Web site – This option allows students to upload a website and include all supporting files (i.e. photos). Before submitting, the student will need to zip all associated files into one .zip file. Once the student uploads the .zip file, he will then designate which page is the starting page (i.e. index.htm).

Decide who your assignment recipients are.

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 Select Groups
- Groups of Students Select Groups 


- All Students individually – This option is for assignments in which every student turns in a submission. Notice that you can designate specific directions for different groups by checking the “Create additional sets of instructions for groups of Students” checkbox.
- Groups of Students – This option is for assignments in which each group turns in one submission. If this option is used, the instructor must then click [Select Groups] and choose which groups are to complete the assignment.

Enter in the Due Date and the Cutoff Date for the assignment.

Dates


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


 11/2/2010

 11:59 PM

Create a corresponding event in the Calendar tool

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

 11/9/2010

 11:59 PM

- Due Date – The Due Date is what students see as the date the assignment is due.


Click the “Create a corresponding event in the Calendar tool” checkbox to add the due date to the class calendar. This will automatically update if the assignment due date changes.


- Cutoff Date – The Cutoff Date is the last date that students can submit the assignment. Any assignments submitted after the Due Date but before the Cutoff Date are labeled “Late”.

Next, decide if you want the assignment to be gradable. If so, click the “Allow the assignment to be graded” checkbox, and you’ll see that a Grade Book column will be created. At this point, you can change the Grade Book column name if needed.



If an assignment is gradable, determine if it will be a numeric or alphanumeric grade or if it will be graded using a Grading Form. If it is numeric, include the maximum value of the grade.


Grading


 Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)

Grade Book column title: 

Release grade to Students in *My Grades*

 Numeric grade: Out of 

 Alphanumeric grade

 Grade by Grading Form:

By clicking on the “More Options” link, you are presented with three additional advanced options for your assignment:

- Taking Back Submissions – This option enables a student to resubmit an assignment up until the due date. (If this option is not selected, once students submits an assignment, they cannot

resubmit if needed.)

Taking Back Submissions

Students can take back and correct work after submission

- Publishing Submissions – eLearning allows the instructor or students, depending on the permissions set, to make a submitted assignment visible to the entire class. This setting allows the instructor to choose if students will be allowed to publish their own submissions.

Publishing Submissions

Only the Section Instructor can publish submissions

Both the Section Instructor and Students can publish submissions

- Section Instructor notification – This setting enables the instructor to receive email alerts any time a student or group submits this assignment.

Section Instructor notification:

Notify Section Instructor when a Student submits this assignment
Section Instructor's e-mail address:

Do not send e-mail notification when Student has submitted an assignment


When ready, click [Save].

You will now see the assignment listed.

Your location: **Assignments**

The items were created.

Assignments

Order	Title	Status	Due Date
1	<input type="checkbox"/>  Module 1 Paper	All	November 2, 2010 11:59 PM

Create Link on:

To see how this assignment will look to your students, click on the Student View tab.