



**Go Online**  
Create Your Online  
**Assignments**

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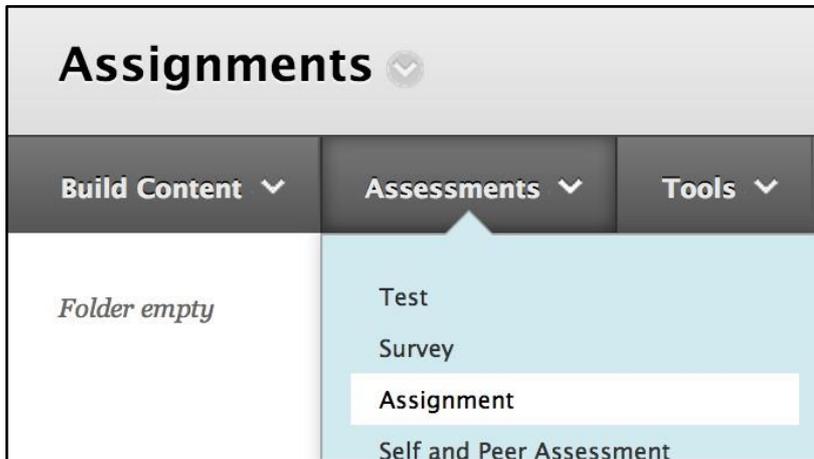
# 1.0 Overview

Assignments are created in Content Areas, but can also be added to Learning Modules, Lesson Plans, and folders. Any instructions and file attachments that students need to complete the assignment are provided at the time of creation. You can deliver assignments to each student individually or as collaborative work for groups of students.

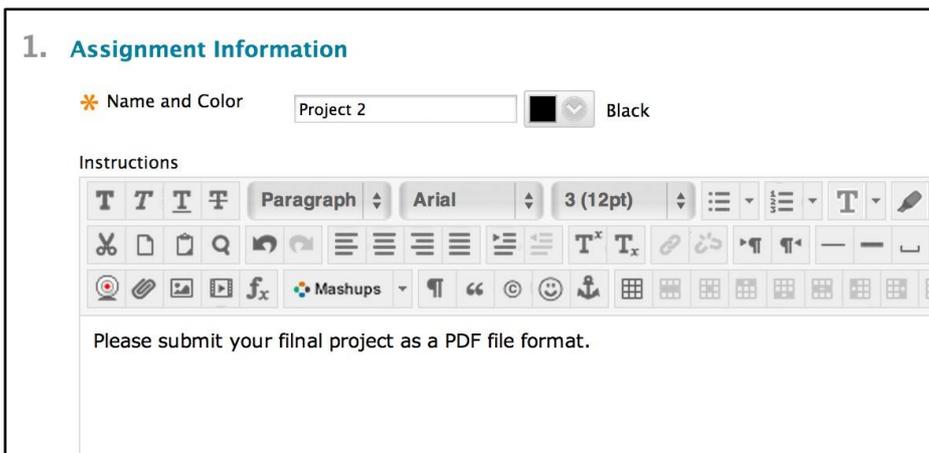
As assignments are created, you will work in Edit Mode ON. Edit Mode ON allows you to view all of the instructor functions.

## 2.0 How to Create an Assignment

1. Inside the content area where you need to place the assignment, click **Assessment** and select **Assignment**



2. From the **Create Assignment** page, fill in the **Assignment Information**

A screenshot of a form titled '1. Assignment Information'. It includes a 'Name and Color' section with a text input field containing 'Project 2' and a color selection dropdown set to 'Black'. Below this is an 'Instructions' section with a rich text editor toolbar. The toolbar includes options for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), font size (3 (12pt)), bulleted and numbered lists, indenting, and text color. The text area below the toolbar contains the instruction: 'Please submit your final project as a PDF file format.'

3. Under **Assignment Files** click **Browse My Computer** to attach the required Documents

A screenshot of a form titled '2. Assignment Files'. It features three buttons: 'Attach File', 'Browse My Computer', and 'Browse Course'. The 'Browse My Computer' button is highlighted with a light blue background.

4. Under **Grading**, fill-in the point possible and the rubric that will be used in the Grade Center (Creating an Assignment will add a column to the Grade Center)

### 3. Grading

✦ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
zu	Used for Grading	Nov 13, 2012 11:39:04 AM	No

5. Under **Availability** make sure the option “**Make the Assignment Available**” is selected. You can limit the availability of the Assignment to a specific date & time, and you can Track the number of Student View by check the box.

#### 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     
*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

6. Under **Submission Details** .You can decide the number of attempts you need to allow, If you have setup user **Groups** within your course, make this assignment to a Group rather than to all students individually.

#### Submission Details

*If any students are enrolled in more than one group receiving the same assignment, it may be necessary to provide these students with an overall grade for the assignment.*

Assignment Type

Individual Submission  
 Group Submission

Number of Attempts

Score attempts using

Plagiarism Tools  Check submissions for plagiarism using SafeAssign

7. You can set a **Due Date**, this will mark submission after this date as **Late**. (If you have set a date and a time to limit availability in the previous step, then the Due date have to be within that period)

### 5. Due Dates

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

Due Date     

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

8. Click **Submit** when finished
9. This will create and activate the assignment to the students.

## Assignments

**Build Content**  **Assessments**  **Tools**  **Publisher Content** 

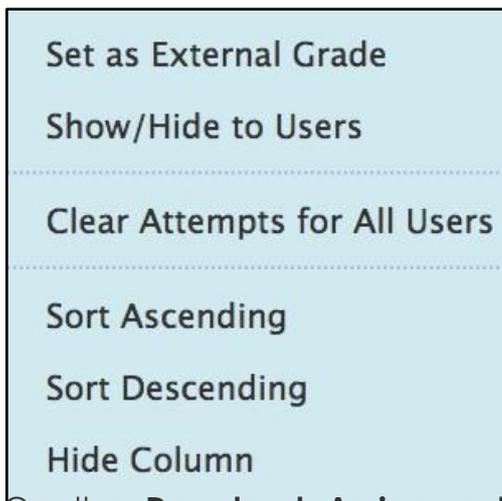


### Project 2

Availability: Item is not available. It will be available after Mar 12, 2013 1:00 PM.  
Please submit your final project as a PDF file format.

## 3.0 Download Submitted Assignments

1. From the **Grade Center**, locate the column of the assignment you want to download
2. Click the down-arrow next to the assignment column name and select **Assignment File Download**



3. On the **Download Assignment** page, select the student submissions to download - OR- select the check box in the header bar to choose all available submissions and click **Submit**

**Download Assignment: Project 2**

Download and view student assignment submissions by selecting one or more usernames and clicking **Submit**. Selected assignments are packaged as a ZIP file. Click the link to save the file to your computer.

Cancel Submit

1. **Select Users**

<input checked="" type="checkbox"/>	Name ▲	Date	Grade
<input type="checkbox"/>	Basil, Sarah		Not Available
<input type="checkbox"/>	BinNassar, Shaikha		Not Available
<input type="checkbox"/>	Mesmar, Zein		Not Available
<input type="checkbox"/>	Morsy, Essam		Not Available
<input checked="" type="checkbox"/>	TEST, 201056789	Monday, March 11, 2013 11:53:49 AM GST	Needs Grading

Displaying 1 to 5 of 5 items Show All Edit Paging...

2. **Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

4. On the next **Download Assignment** page, click the **Download assignments now**

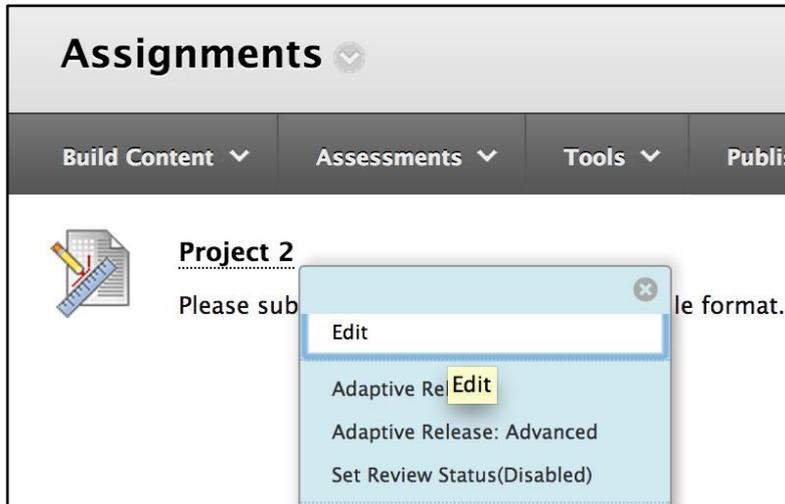
link. This will download a zipped folder of the assignments

**Download Assignment: Project 2**

The assignments have been packaged. [Download assignments now. \(433 KB\)](#)  
Monday, March 11, 2013 12:17:36 PM GST

## 4.0 Edit an Assignment in a Course Area

5. Navigate to the course area containing the assignment
6. Click the down-arrow next to the assignment name and select **Edit**

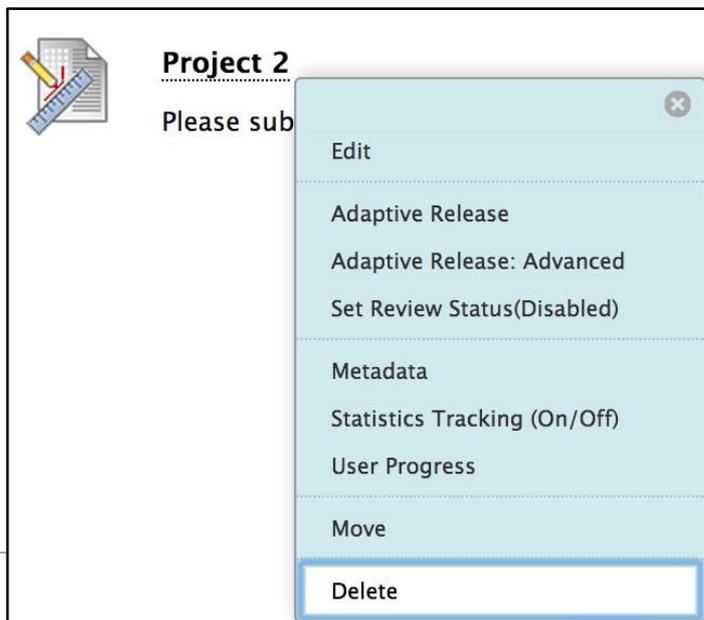


7. On the **Edit Assignment** page, make the changes that you need and click **Submit** when done

### Delete an Assignment in a Course Area

You can delete an assignment at any time. If students have submitted work, deleting the assignment also deletes the submissions. You can choose whether or not to keep the associated grades. Alternatively, retain student submissions by making the assignment unavailable rather than deleting it.

1. Navigate to the course area containing the assignment
2. Click the down-arrow next to the assignment name and select **Delete**



3. Click **OK** to continue.
4. On the **Delete Assignment** page, choose to:  
Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions  
-OR-  
Delete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.
5. Click **Remove** to delete the assignment or **Cancel** to keep it

***Remember that even if you keep the scores in the Grade Center, you will not be able to access the assignment submissions again.***

The End