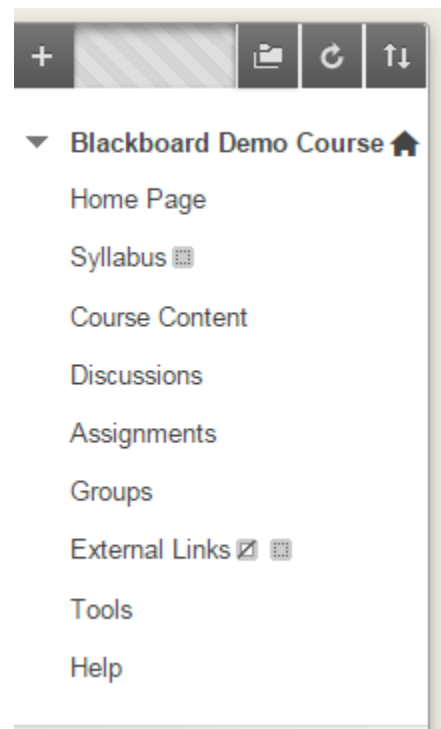# How do I create an assignment?
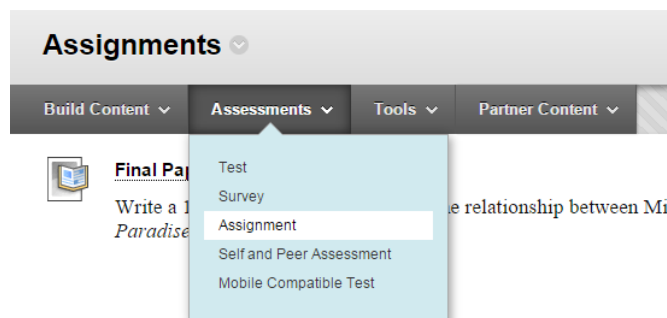
The **Assignment** tool allows instructors to:

- Create coursework and assign it a name, point value, and description
- Attach files
- Manage grades for each student
- Respond to students individually with comments, attaching files if needed
- Organize student work by "assignment"
- Easily see which students have/have not turned in the assignment

1. **Click on the appropriate content area** in the sidebar on the left side of the screen to choose where your assignment will live.

   You can choose to organize all of your course content under one tab such as "Course Content", or you can choose to put all of the Assignments together under the "Assignments" tab.

2. Under the **Assessments** drop-down menu, select **Assignment**.

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student.
More Help

3. Complete the fields and click the Submit button.

✱ *Indicates a required field.*

Cancel   **Submit**

ASSIGNMENT INFORMATION

✱ Name and Color   ☐ Black

Instructions

| T T T T | Paragraph ▾ | Arial ▾ | 3 (12pt) ▾ | ☰ ▾ | ☰ ▾ | T ▾ | ✎ ▾ | ⌫ |

Path: p   Words:0

Instructions can be added here (optional).

ASSIGNMENT FILES

Attach File   [Browse My Computer] [Browse Course]

A file containing instructions or other information can be added here. Students will be able to download this file before completing their assignment.

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.

If there is a due date for the assignment, click the check box and enter the date.

GRADING

✱ Points Possible   _____

Associated Rubrics   [Add Rubric ⌄]

| Name | Type | Date Last Edited | Show Rubric to Students |

Submission Details

Grading Options

Display of Grades

Points possible will be entered in the Grade Center automatically. Leave this as zero to collect student work that will not receive a grade.

The default submission type can be changed from individual to group here.

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

An assignment must be available before students can access it.

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

Cancel   **Submit**

Click the Submit button.