HOW TO CREATE ASSIGNMENTS

GENERATE A NEW ASSIGNMENT

☐ **STEP 1:** Go to the **Assignments** tab in the course navigation bar.

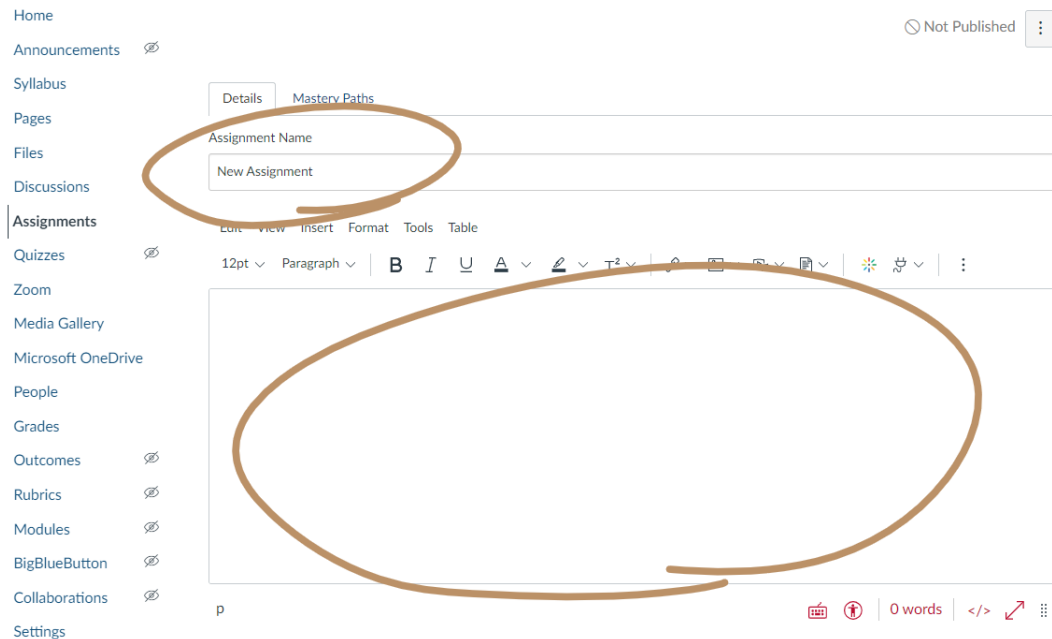☐ **STEP 2:** Click on the '**+Assignment**' button in the upper-right corner.

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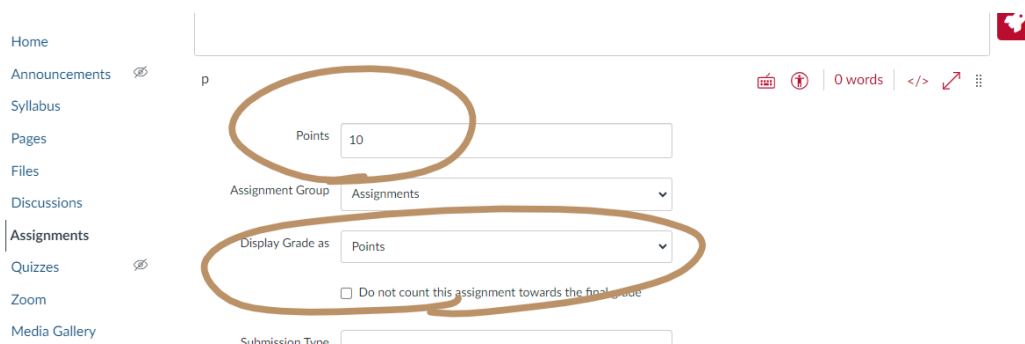
☐ **STEP 6:** Set the **Submission Type** (e.g., online, on paper, text entry, website URL, media recording, file uploads) and **Submission Attempts**.

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

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.