

# Assignments

## Overview

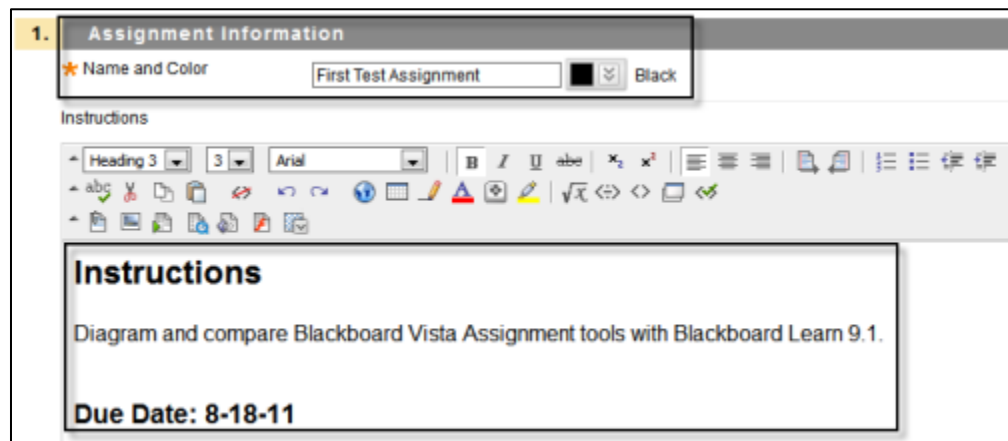
- Assignments are considered **content**.
  - There is not by default, an **Assignment** link on the Course menu.
  - An Assignment menu link can be created by adding a **Content Area** called **Assignments** and then creating or moving assignments into that folder.
1. Note: see Uploading and Managing Content for directions in adding content areas.
  - Assignments can be located anywhere in the course content or learning modules.
  - Assignments cannot at this time be copied to another course. The explanation for this is that an assignment includes the grading center column.

[No move or copy item option for an Assignment](#)

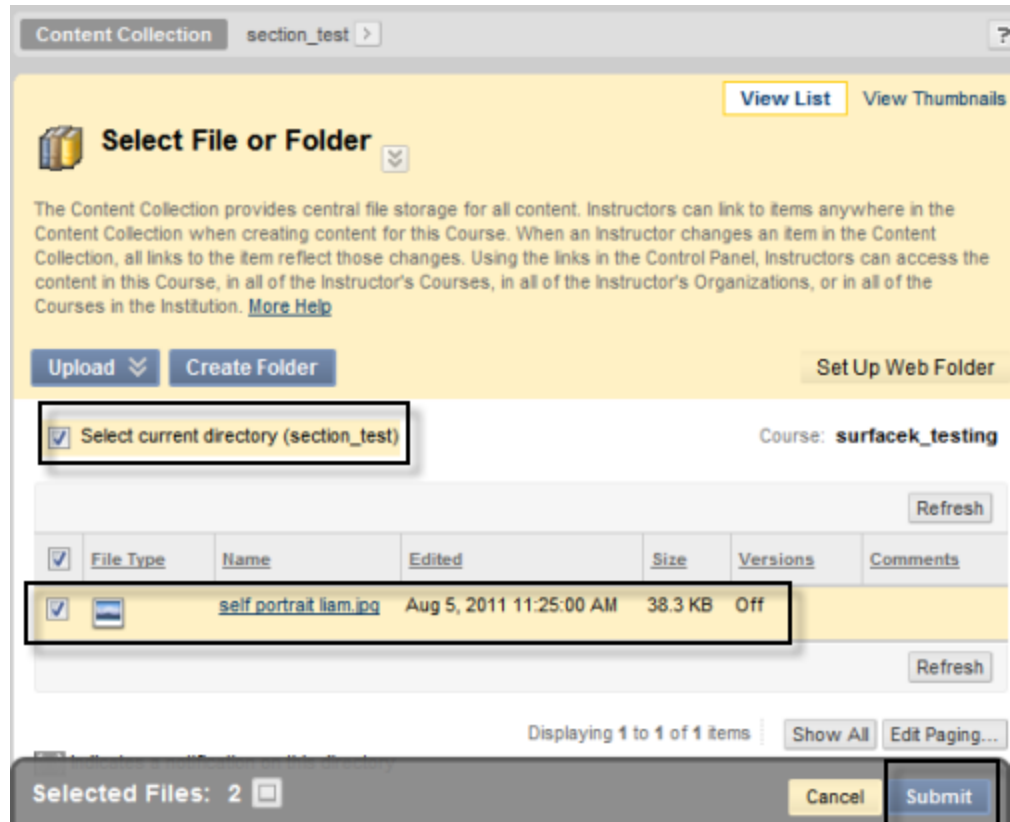
## Create Assignment

Created in **Edit Mode**

2. Click **Content** (or the location where you want to add the assignment)
3. Click Create Assessment>Assignment
4. Create assignment with Text editor or browse for file and add a link name.



5. Add **Attachment Files**, add additional assignment documentation.
  - Select, Browse My Computer or Browse Course.
6. Screen capture shows **Browsing Course** option.
  1. Select course.
  2. Select any files.
  3. Click **Submit**.



7. Continue to set **assignment options** for:

- **Grading Points**, Max number of points earned for the assignment.
- **Availability**, the assignment can be made available to students after it is assigned to an individual or group. To make an assignment available, select **Yes**.
- **Attempts** set the number of times that the student may submit the assignment.
- **Limit Availability** and **Due Date**, set limitations by calendar date.

**Note:** students will have unlimited access to the assignment by default unless limited by the instructor. Be sure to check **Display After**, **Display Until**, **Due Date**.

- **Track Number of Views**, tracking statistics for the assignment. Select **Yes** to record the number of times the assignment is viewed and by whom.

**3. Grading**

★ Points Possible

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**4. Availability**

Make the Assignment Available  
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts  Allow single attempt  
 Allow unlimited attempts  
 Number of attempts:

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

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**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. Recipients, assign the assignment to Individual Students or Groups of Students.
9. Save

## Assignment Options

- After the assignment has been created, you can:
  - **Edit** the assignment.
  - Add **Adaptive Release** settings (formerly Selective Release).
  - Change **Review Status**.
  - Add **Metadata**.
  - Turn on/off **Statistics Tracking**.
  - View a Statistics Report or User Progress.
  - **Move** or **Delete** the assignment.
  - Add **Links** from an assignment located in a central repository to any number of modules, folders, or tools.
  - Turn **Edit Mode** off to preview the assignment from a student's perspective.

## Associating and Managing Rubrics

- Associated rubrics are visible under the Grading section. (not currently enabled)

To associate a rubric:

10. Point to **Add Rubric** and choose one of the options.

- **Select Rubric** associates a rubric that has already been created in the **Rubrics** area of **Course Tools**.
  - **Create New Rubric** opens a pop-up window to allow immediate creation of a new associated rubric.
  - **Create From Existing** uses a previously created rubric as a template to create a new associated rubric.
- Note:** When associating a points-based rubric, the option to use the rubric's points value as the **Points Possible** will be available after clicking **Submit** on the rubric creation or selection page.

## Managing Associated Rubrics

- Under an associated rubric's **Name**, manage associated rubrics using the icons to:
  - **Remove Rubric**
  - **Association**
  - **View Rubric**
  - **Edit Rubric**.
- **Remove Rubric Association** severs the connection to the rubric, but does not delete the rubric itself.
 

**Note:** If the rubric has already been used for grading in this assessment, removing the association will also remove those evaluations and the attempts will need to be re-graded.
- **View Rubric** opens a preview that cannot be edited, with a link to view associated items and print the rubric.
- **Edit Rubric** opens the associated rubric to allow for immediate editing. If the rubric has been used for grading, it cannot be edited.
- **Rubric Types:**
  - **Used for Grading**
  - **Used for Secondary Evaluation**

**Note:** If multiple rubrics are associated, only one can be the primary grading rubric.
- **Show Rubric to Students** offers four options for rubric visibility:
  - **No** does not allow students to view the rubric at any time.
  - **Yes (With Rubric Scores)** allows students to view the rubric when the item is made available, including possible point or percentage values.
  - **Yes (Without Rubric Scores)** allows students to view the rubric when the item is made available, but does not include the possible point or percentage values.
  - **After Grading** allows students to view the rubric only after grading on their submission is completed.

## Grading Assignments

- Assignments are reviewed and graded now in the **Grade Center** instead of the Assignment Dropbox.
- A grade column is automatically created when the assignment is created.

- Assignments that have been submitted, but not graded, are indicated with an exclamation mark.
- Assignments can be downloaded to your computer to review offline instead of reviewing them online from the Grade Center: single file or zipped file.

### **To Grade an Assignment:**

1. On the Control Panel, locate the **Grade Center**.
2. Click **Full grade Center**.
3. Click the action link menu and select **Attempt**.
4. Enter a grade in the **Grade Current Attempt** field.
5. Enter any feedback for the student in the **Feedback to User** section.
6. **Grading notes** are not seen by the student and is for the instructor's private notes.
7. Click **Cancel**, **Submit**, **Save as Draft** to revisit later, or **Save and Exit** to finish.

### **To Download Assignments for Grading:**

1. On the Control panel, locate the **Grade Center**.
2. Click **Full Grade Center** or **Assignments**.
3. Locate the assignment column containing the files that you want to download.
4. Click the action link menu and select **Assignment File Download**.
5. On the **Download Assignment** page, select the student submissions to download.
6. Click **Submit**.
7. On the next page, click **Download Assignments Now**.
8. Click **OK** to return to the Grade Center.