



Create an Assignment

Introduction:

The creation of an Assignment requires students to submit their assignment directly in the learning management system by entering text, or attaching their own file attachments in order to complete required assignments and activities.

After Students complete and submit their assignments, instructors use the Assignment Dropbox tool to view, manage, and evaluate submissions.

Create an Assignment

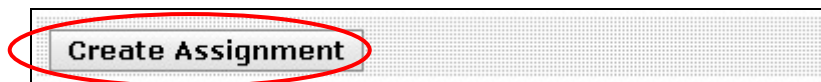
Step 1: To begin, click on the **Build** tab after you have logged into your course.



Step 2: Click **Assignments** from the *Course Tools* menu.



Step 3: Click **Create Assignment**



Step 4: Enter a **Title** for the assignment in the field provided. In this example we will enter the title *Assignment 1*.

*Title:

Step 5: Enter a **description** of the assignment in the field provided. This is optional and not required.

Step 6: Next, enter the **instructions** (questions, deadlines, and timelines) in the field provided.

Instructions:

Add instructions here.

Include questions that you want students to answer.

You may want to consider including deadlines for submission as well.

Use HTML

Attachments:

Step 7: Select the desired **Student submission format**. Essentially what this means is how the student will respond to the assignment. In this example, we will select the *Text* option. This option provides the student with a text field for their response (similar to the instructions and description field) as well as the ability to attach files (Word, Excel, PowerPoint, etc) in order to complete their assignment.

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.)

Note: *The Web site submission option is a more advanced option if you plan to have students work with ZIP files. This option assumes that students know how to work with ZIP files.*

Step 8: Next, from the *Assignment Recipients* area, select **All Students individually** so that each student enrolled in your class will be able to access the assignment.

Assignment recipients


Decide later (Save assignment as a draft and send it later)


All Students individually

Step 9: From the *Dates* section, enter either the desired Due date (and time) in the field provided, **or** click on the calendar/clock icon to select your settings (as shown below).

Dates


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


 11/21/2008

 12:00 PM

Create a corresponding event in the Calendar tool

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

 11/26/2008

 12:00 PM

November 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Calendar Selection window

12:30 AM
1:00 AM
1:30 AM
2:00 AM
2:30 AM
3:00 AM
3:30 AM
4:00 AM
4:30 AM
5:00 AM

Time selection window

Step 10: From the *Grading* section, check the option **Allow the assignment to be graded**. Notice that upon selecting this option, the Grade Book column title is automatically set to the name of the assignment you entered in the *title* field. You can modify (shorten) the Grade Book column title as needed.

Grading

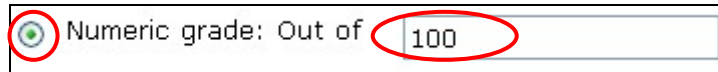
Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)

Grade Book column title: Assignment 1

Step 11: Next, check the option to **Release grade to Students in My Grades**. This option allows the students to view their own grade for the assignment.

Release grade to Students in My Grades

Step 12: Check the option **Numeric grade** and **enter the grade value** in the field provided. In this example, we will enter 100.

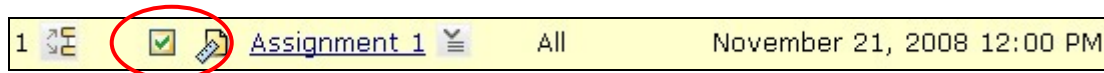


Step 13: Click **Save** when finished.

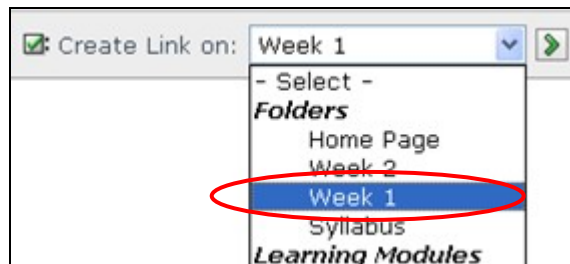
Creating a Link to the Assignment

In this section, you will learn how to create a content link to an assignment directly within a folder you have created on the course homepage.

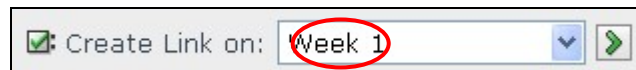
Step 1: From the *Assignment* page, select the **checkbox** corresponding with the assignment that you would like to link.



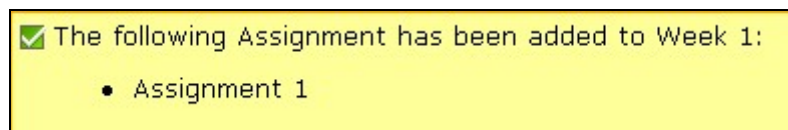
Step 2: Next, use the drop down menu located at the bottom of the screen to select the desired folder (assuming that you have already created your course folder structure) to link your assignment. In this example, we will select the *Week1* folder.



Step 3: Click the **Green (Go) arrow** when finished.

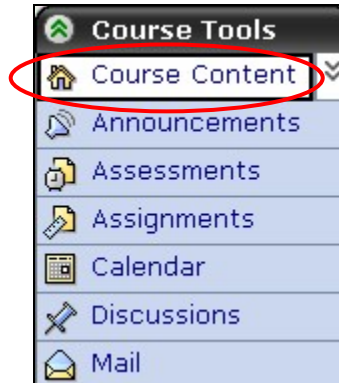


Note: You will receive confirmation that the following Assignment was added to the selected folder.



For some, you may want to confirm that this process worked properly... If so, follow these steps.

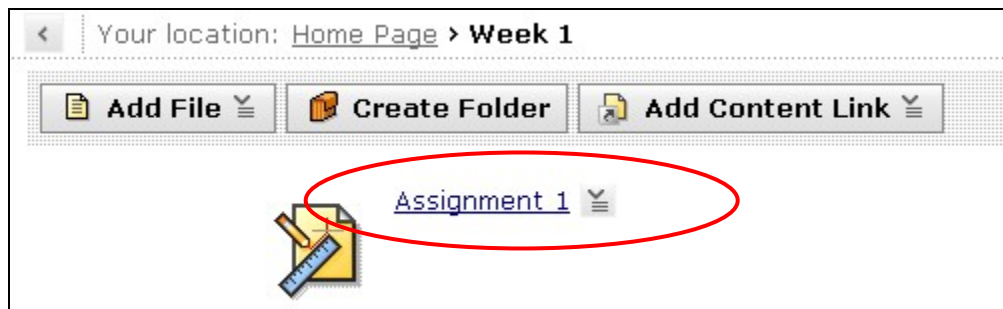
Step 4: From the *Course Tools* menu, click on the **Course Content** link to return to the course home page.



Step 5: From the course home page, click on the **name of the folder** you want to access. In this example, we will select the folder titled *Week 1*.



Step 6: Once inside the folder, you will see the link to the assignment. Congratulations!!



Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.