

Create an Assignment

Overview

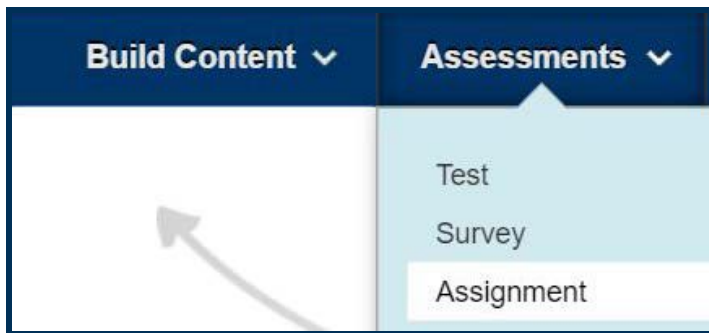
This tutorial will explain how to create an **Assignment**.

Quick Steps

Content Area Page > Assessments > Assignment > Set Options > Submit

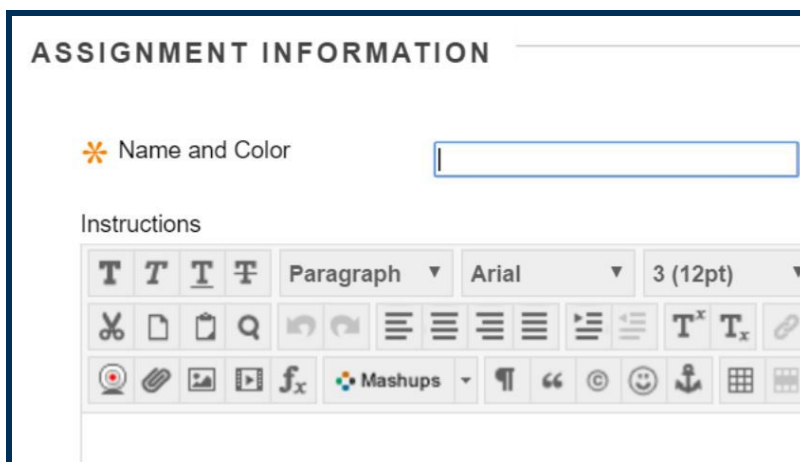
Step 1

Navigate to a Content Area, hover over *Assessments* on the Action Bar, and select “Assignment”.



Step 2

On the Create Assignment page, name the Assignment using the Name and Color field and provide a description or instructions using the Instructions editor.



Step 3

Should students need specific files to complete the Assignment, scroll to the Assignment Files section. Click the *Browse My Computer* button to attach a file from your computer, or click the *Browse Content Collection* button to attach a file from the course's storage repository.

ASSIGNMENT FILES

Attach File

Step 4

Optionally, select a Due Date. Assignments with due dates are added to the Course Calendar. If a user submits an Assignment after the due date, the submission is identified as late on the Grade Assignment page. Users will see it marked late on the Review Submission History page.

DUE DATES

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

Due Date

Enter dates as mm/dd/yyyy. Time may be entered.

Step 5

In the Grading section, specify the points possible using the Points Possible field and, optionally, [Associate a Rubric](#) with the Assignment.

GRADING

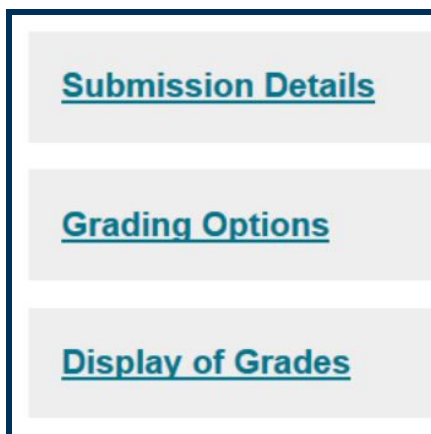
* Points Possible

Associated Rubrics

Step 6

The rest of the Grading section is logically organized into three groups (click the option to jump to that section of the document):

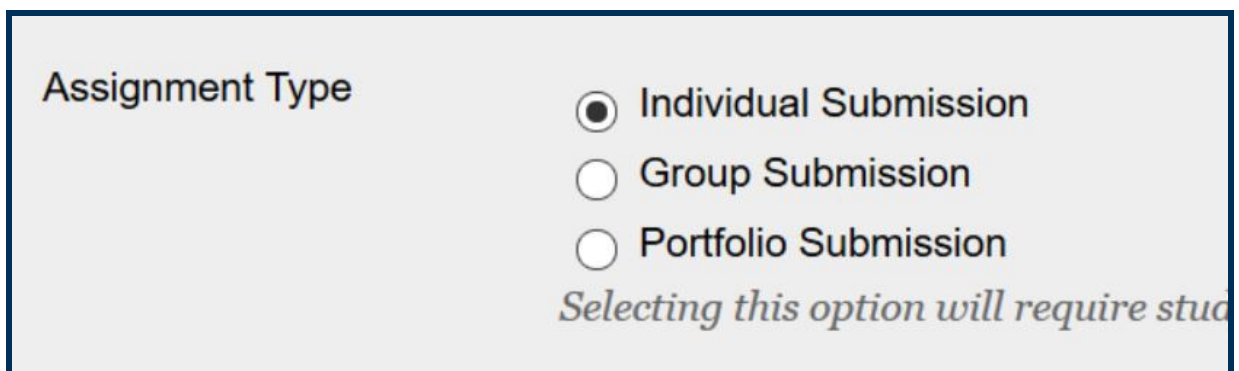
- ✓ [Submission Details](#): Select general settings, such as who the assignment is for and how many times students can submit it.
- ✓ [Grading Options](#): Set up anonymous and delegated grading.
- ✓ [Display of Grades](#): Select Grade Center column settings, such as whether to show the grade to students.



Step 7

Click on *Submission Details* to expand the section and see the following options:

Assignment Type: Select the Individual, Group, or Portfolio Submission radio button to set assignment submission requirements. To learn more about group assignments, visit the [Create Group Assignments](#) or [Portfolios](#) page.



Number of Attempts: Allow Single, Multiple, or Unlimited Attempts using the drop-down box. If you select more than one attempt, you can also decide which attempt to use in the Grade Center. You may consider allowing students to submit Assignments more than once and receive feedback for each submission. This has the potential to raise the quality of Assignments, and ultimately improve student success and retention.

Number of Attempts

Single Attempt



Plagiarism Tools: Select the Plagiarism Tool options you want to use. SafeAssign is effective as both a deterrent and an educational tool. To learn more, visit the [SafeAssignments](#) page.

- ✓ Check submissions for plagiarism using SafeAssign - creates opportunities to help students identify how to properly attribute sources rather than paraphrase.
- ✓ Allow students to view the SafeAssign originality report for their attempts - identifies areas of overlap between the submitted assignment and existing works.
- ✓ Exclude submissions from the Institutional and Global References Database - when the assignment is a draft assignment to prevent the student's paper from being checked against itself.

Plagiarism Tools Check submissions for plagiarism using SafeAssign

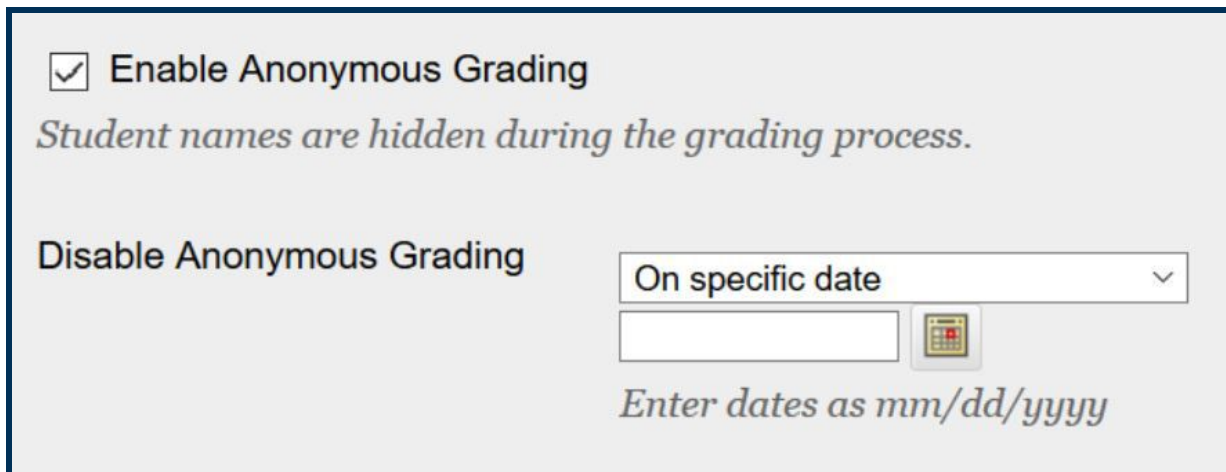
SafeAssign only supports English-language submissions. If SafeAssign is enabled with Anonymous Grading, SafeAssign will not be available to Instructors until Anonymous Grading is disabled. However, Originality Reports depending on the state of the "Allow students to view originality reports" setting.

 Allow students to view SafeAssign originality report for their attempts Exclude submissions from the Institutional and Global References Database


Step 8

Click on *Grading Options* to expand the section. You can choose to grade assignments anonymously and to assign other graders to help you with your grading tasks.

Enable Anonymous Grading: Hide student names from submission attempts during grading, making them anonymous. Without knowing who submitted an assignment, you are not unduly influenced by a student's previous performance, class participation, conflicts, race, gender, or perceived student aptitude. This practice can also contribute to the student-instructor relationship because students are assured that grading was unbiased.



Enable Anonymous Grading
Student names are hidden during the grading process.

Disable Anonymous Grading On specific date
 

Enter dates as mm/dd/yyyy

After you check the Enable Anonymous Grading checkbox, choose when you want to automatically remove students' anonymity:

- A. On specific date - Provide the date you want to disable anonymous grading. The system automatically begins removing anonymity before the end of that date.
- B. After all submissions are graded - Provide a due date. After students submit attempts, the due date passes, and you have graded the attempts, student anonymity is disabled.









You can manually disable anonymous grading at any time by unchecking the Enable Anonymous Grading checkbox.

Enable Delegated Grading: Assign specific users in your course to grade particular sets of student submissions. For large classes, you can divide up the grading tasks among TAs and other graders.

After you check the checkbox to Enable Delegated Grading, you can view a list of all potential graders. Roles with default grading privileges include instructor, teaching assistant, and grader. Use the drop-down list following each grader's name in the *Submissions to Grade* column to assign submissions to grade:

Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

Show All Possible Graders ▾

Grader	Submissions to Grade	View Settings	Reconcile Grades
 Kimarie Whetstone Org Leader	All Submissions ▾	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
 Joyce Camp Org Leader	All Submissions ▾	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
 Marshall Jones Org Leader	All Submissions ▾	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	

- A. All Submissions
- B. Random Set - Grade a random set of the selected number of students. If you assign multiple graders to grade a random set, students are distributed evenly before any student is included in multiple random sets.
- C. Groups - Grade all students who are part of the selected course groups.
- D. None

When all graders have assigned grades, the instructor role views all grades and feedback on the Reconcile Grade page and determines the final grade for each student.

Step 9

Click on *Display of Grades* to expand the section.

Display grade as: Choose how grades will appear in the Grade Center and to students in My Grades. Only the Primary display appears to students. The Secondary display appears in the Grade Center for the instructor only.

Display grade as Primary
Score ▾ and Secondary
None ▾
(displayed in Grade Center only)

Include in Grade Center grading calculations: You can also choose to include the assignment score in grading calculations.

Show to students in My Grades: Based on the assignment requirements, you can choose not to show the grade to students in the My Grades tool.

Show Statistics (average and median) for this item to Students in My Grades: Based on the assignment requirements, you can choose to show statistical information to students in the My Grades tool.

Include in Grade Center grading calculations
Scores on anonymously graded assignments will not be

Show to students in My Grades

Show Statistics (average and median) for this item

Step 10

In the Availability section, check the checkbox to *Make the Assignment Available*. You can also check the *Display After* and *Display Until* checkboxes to set a date and time when you would like the assignment to appear. Optionally, check the checkbox to *Track Number of Views* if you wish to see who accesses the Assignment and when.

AVAILABILITY

Make the Assignment Available

This assignment cannot be made available until it is assigned to

Limit Availability

Display After

Enter dates as mm/dd/yyyy. Time

Display Until

Enter dates as mm/dd/yyyy. Time

Track Number of Views

Step 11

Click the *Submit* button.

Submit

Step 14

A link to the Assignment will appear at the bottom of the Content Area.



Essay #1