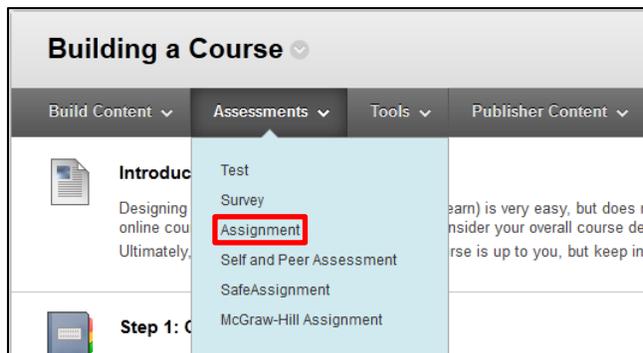


## Creating an Assignment

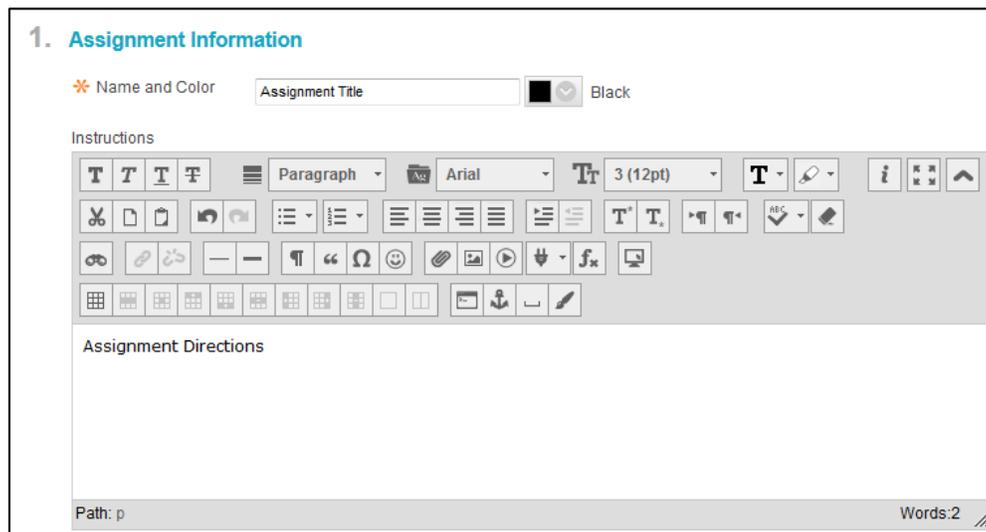
### Introduction

This guide walks instructors through the process of setting up an Assignment where students can submit work directly to the instructor for feedback and/or grading.

**Step 1:** With edit mode on, enter the content area you would like to add the Assignment to and hover over the “Assessments” button in the content menus at the top of the page and click “Assignment.”



**Step 2:** Enter an Assignment Title and Instructions in the field provided.



The screenshot shows the '1. Assignment Information' form. It has a title '1. Assignment Information' in blue. Below the title, there is a section for 'Name and Color' with a text input field containing 'Assignment Title' and a color selection dropdown set to 'Black'. Below this is the 'Instructions' section, which includes a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), font size (3 (12pt)), text color, background color, bulleted list, numbered list, link, unlink, insert link, unlink, insert image, insert video, insert audio, insert link, and insert table. Below the toolbar is a large text area labeled 'Assignment Directions'. At the bottom of the form, there is a 'Path: p' field and a 'Words:2' counter.

**Step 3:** Set a specific Due date for the Assignment. This due date will appear in the “To Do” module, the course calendar, and on the assignment itself. Any submissions submitted past the due date will be marked as **Late**.

### 3. 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.*

**Step 4:** Grading is broken down into three sections; Submission Details, Grading Options, and Display of Grades.

#### Submission Details:

Use the “Assignment Type” tools to choose between assigning this assignment to all students, or groups of students. Assigning to groups of students will allow for one student to submit on behalf of an entire group of students. Grades and feedback for group assignments are automatically delivered to all students. Groups must be set up in advance using the Groups tool to make this work.

The “Number of Attempts” drop-down list allows you to determine how many times students should be able to submit this assignment.

Enabling SafeAssign under “Plagiarism Tools” will produce an originality report for each student’s submission. This report will indicate if any text in the document was copy/pasted or taken from an internet source.

#### Submission Details

Assignment Type

Individual Submission

Group Submission

Number of Attempts

Single Attempt

Plagiarism Tools

Check submissions for plagiarism using SafeAssign

Allow students to view SafeAssign originality report for their attempts

Exclude submissions from the Institutional and Global References Databases

#### Grading Options

If you enable “Anonymous Grading” this will remove student names from their submissions as you grade their submissions. A date can be set to switch from Anonymous Grading back to normal grading with a student’s name on it if desired.

The “Delegated Grading” tool allows instructors to delegate groups of students (pre-assigned or randomly) to certain other instructors or TA’s in a course.

**Grading Options**

Enable Anonymous Grading

Disable Anonymous Grading:  On specific date

Enable Delegated Grading

Show:

Grader	Submissions to Grade	View Settings	Reconcile Grades
Andrew Hinote Instructor	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	<input type="button" value="Reconcile"/>
Andrew Hinote UMD Instructor	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	<input type="button" value="Reconcile"/>

**Display of Grades:**

The “Display grade as” drop-down lists allow you to determine how the student will see their grade. Display options include score (points), letter, percentage, complete/incomplete, or a text field.

Unchecking “Include in Grade Center” will prevent this assignment from ever counting towards a student’s calculated final grade or average in the Grade Center.

Unchecking “Show to Students in My Grades” will hide the grade a student receives for this assignment from their view. This can be reversed in the Grade Center at a later date.

**Display of Grades**

Display grade as: Primary  and Secondary

Include in Grade Center grading calculations

Show to students in My Grades

Show Statistics (average and median) for this item to Students in My Grades

**Step 5:** In the “Availability” section, select whether you would like the assignment to be available, and set a date to make the assignment display after/display until.

#### 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

**Step 6:** Press the “Submit” button at the bottom right of this page to save your Assignment for student viewing.

#### 7. Submit

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

## Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at [myCoursesHelp@umassd.edu](mailto:myCoursesHelp@umassd.edu).