Creating an Assignment

This tutorial explains how to set up an Assignment where students can submit work for grading.

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

**Step 2:**
Enter the name of this assignment in the “Name” field and then type the directions in the “Instructions” box.

**Step 3:**
Enter a due date for this assignment in the “Due Date” field. If students submit after this date/time, their submissions will be marked as “late” when you are grading it.
Step 4:
Enter the amount of points you would like to grade this assignment out of in the “Points Possible” box. If you have created a rubric to grade this assignment, you can attach it using the “Add Rubric” button.

Step 5:
Click on “Submission Details” to configure some options for how this assignment will function for students.

- **Assignment Type** - Selecting “Individual Submission” will allow students to submit their work for a grade and feedback. Selecting “Group Submissions” allows you to assign this assignment to pre-configured groups of students. Only one group member will need to submit on behalf of the entire group. When grading, you will only need to provide a grade and feedback once and the grade center will automatically distribute it to all group members.

- **Number of Attempts** - By default, students are only able to submit an assignment once. You can change this setting to enable unlimited submissions or set a specific number of attempts.
  - **Score Attempts Using** - When students submit multiple attempts, which grade should the grade center display? By default, it will show the grade for the most recent submission.

- **Plagiarism Tools** - Check the first check box to check submissions for plagiarism using SafeAssign. SafeAssign compares submitted assignments against web sources and a set of academic papers to identify areas of potential overlap between the submitted assignment and existing works.
  - You can check “Allow students to view SafeAssign originality report for their attempts” if you would like to allow students to see the plagiarism report generated by SafeAssign.
  - Check the “Exclude submissions from the Institutional and Global Reference Databases” if you do not want these submissions to be saved to the SafeAssign database that SafeAssign compares other submissions against.
Step 6:
Click on “Grading Options” if you would like to enable anonymous grading or if you would like to assign specific people as graders.

- If you enable “Anonymous Grading” this will remove student names from submissions as you grade them.
  - The “Disable Anonymous Grading” drop-down menu allows you to set a date to automatically switch-off anonymous grading. Alternatively, you can set it to disable anonymous grading after all submissions are graded.
- The “Delegated Grading” option allows you to assign groups of students (pre-assigned or randomly) to specific instructors or TA’s for grading.

Step 7:
Click the “Display of Grades” link to specify how you would like grades for this assignment to appear to students.

- The “Display grade as” drop-down menu allows you to specify how students will see their grade. Display options include score (points), letter, percentage, complete/incomplete, or a text field.
- Unchecking “Include in Grade Center grading calculations” 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 grades for this assignment from students. Instructors can release these grades to students later from the grade center.
Step 8:
Uncheck the "Make the Assignment Available" checkbox if you would like to hide this assignment from students OR set an availability date to have the assignment automatically appear and/or disappear at a certain date/time. Finally, click the "Submit" button to finish creating your assignment.