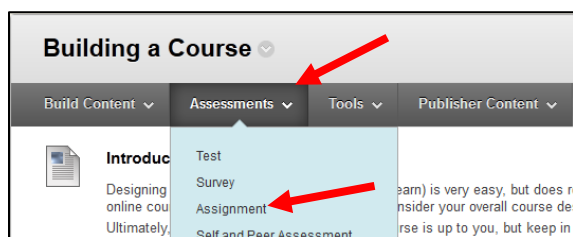# Creating an Assignment

This tutorial explains how to set up an Assignment where students can submit work for grading.
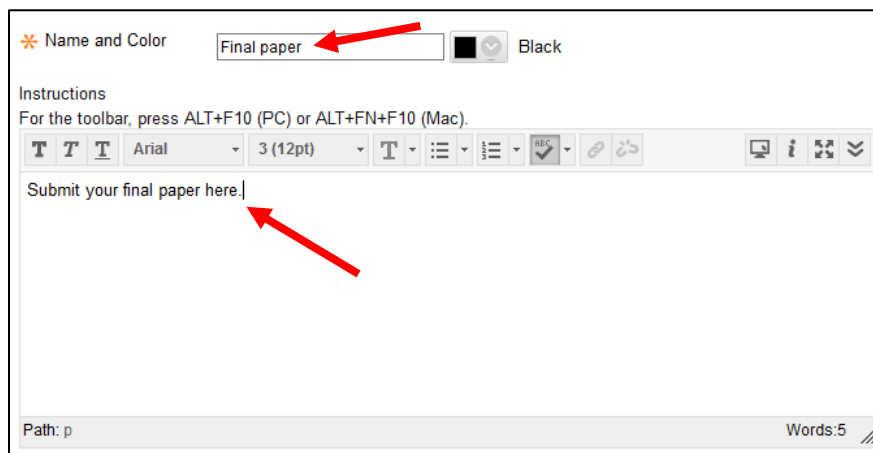
Step 1:

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**."
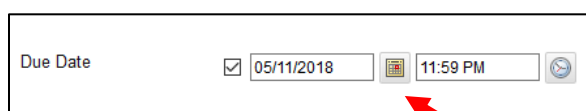

Step 2:

Enter the name of this assignment in the "**Name**" field and then type the directions in the "**Instructions**" box.
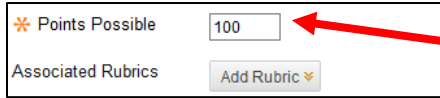

Step 3:

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**"
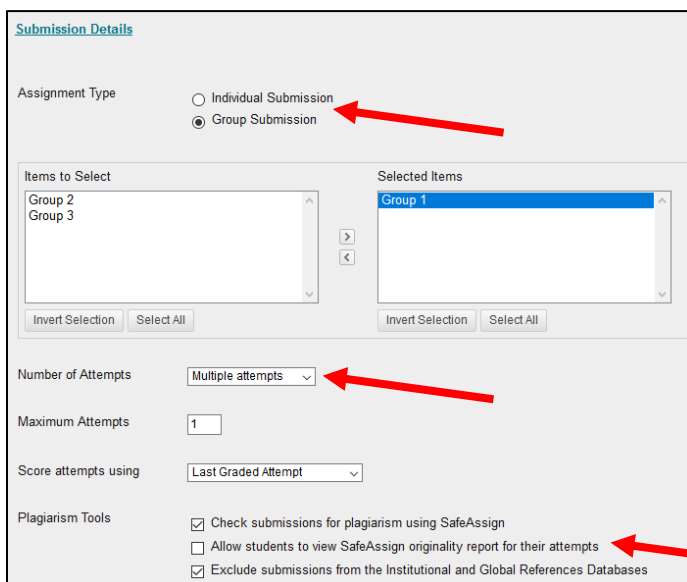box. If you have created a rubric to grade this assignment, you can attach it using the "**Add Rubric**"
button.

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.
    - o 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.