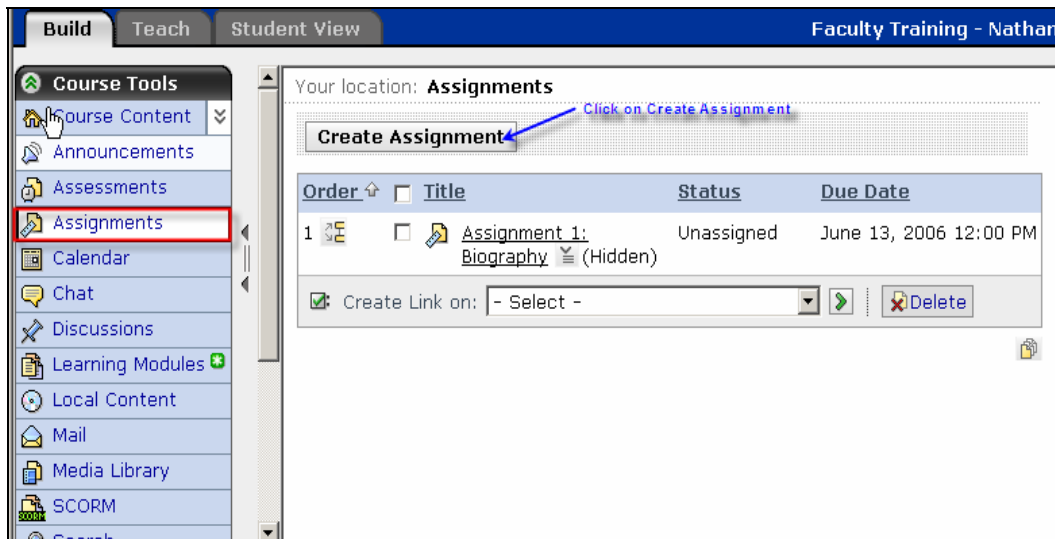


Creating and Managing Course Content

Creating Assignments

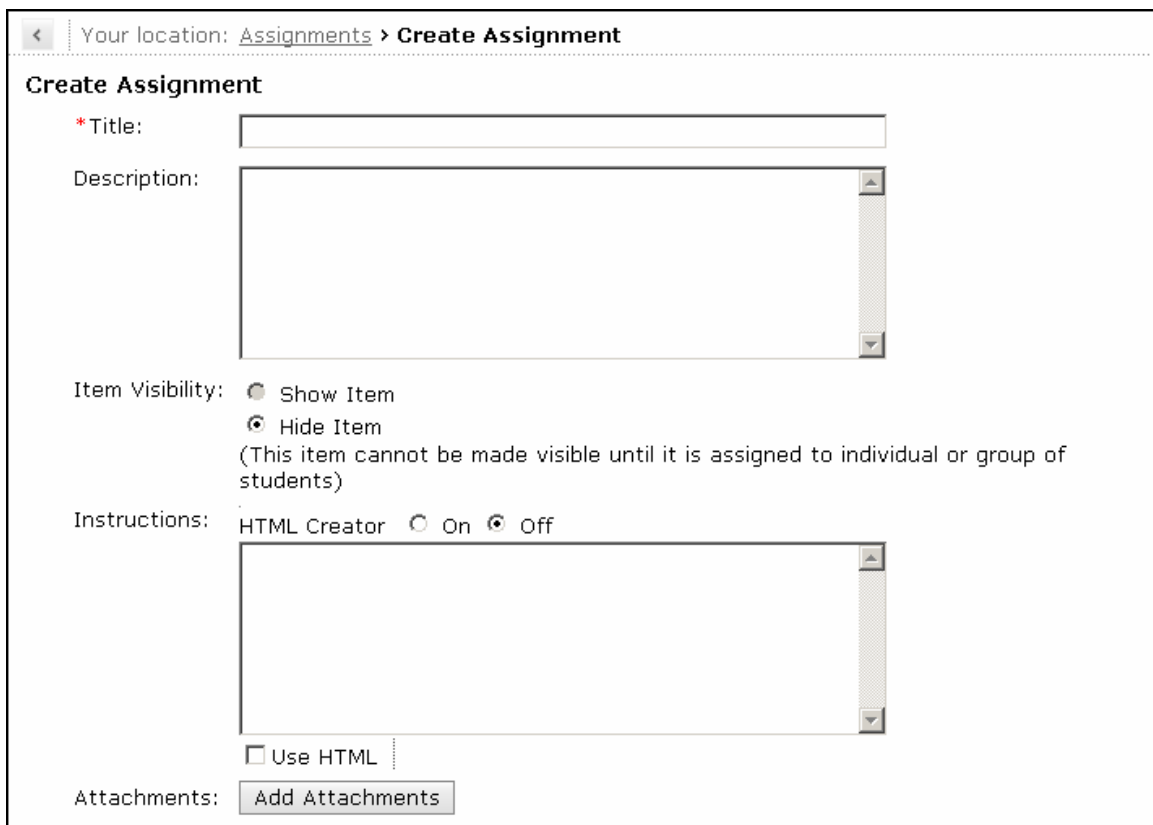
To create an assignment, from the *Build* tab, **click** on *Assignments* under *Course Tools*.

1. From the *Assignments* screen, click **Create Assignment**. The *Create Assignment* screen appears.



2. In the *Title* text box, enter an assignment title.
3. In the *Description*, enter an assignment description. The description is displayed to Section Instructors and Students.
4. Next to *Item Visibility*, note that the *Hide Item* option is selected by default. To make an assignment visible you must select “*Show Item*”. Assignments are automatically hidden from Students until you send and show the assignment.
5. If you want to use the *HTML Creator* to create instructions for the assignment, next to *HTML Creator*, select *On*. The *HTML Creator* appears.
6. In the *Instructions* text box or *HTML Creator* editing area, enter assignment instructions.
7. If you want to attach files:
 - a. **Click** *Add Attachments*. The *Content Browser* pop-up window appears.
 - b. Do one of the following:

- If the files are on your computer:
 - i. **Click** the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
 - ii. Locate, select the files desired, and **click OK**. The files are attached.
- If the files are in WebCT, locate, select the files, and **click OK**. The files are attached.



Your location: [Assignments](#) > **Create Assignment**

Create Assignment

*Title:

Description:

Item Visibility: Show Item
 Hide Item
(This item cannot be made visible until it is assigned to individual or group of students)

Instructions: HTML Creator On Off

Use HTML

Attachments:

8. Under ***Student Submission Format***, select one of the following:

- *Text with attachments*: Requires students to submit their assignment by entering text in the Assignments tool or by attaching files.
- *Web site*: Requires students to submit a ZIP file containing linked HTML files that create a Web site. Students specify an entry point for their Web site and use relative links to link all pages.

Student submission format

- Text with attachments
(Students provide a written submission and/or a collection of files.)
- Web site
(Students submit a ZIP file containing a web site composed of files with relative links.)

9. Under **Assignment Recipients**, select one of the following:
- o If you want to send the assignment to Students later, select *Decide later*.
 - o If you want to send the assignment to individual Students, select *All Students individually*.
 - o If you want to send the assignment to individual Students who are placed into groups and you need to provide different instructions for each group, select *All Students individually* and do the following:
 - a. Select *Create additional sets of instructions for groups of Students*.
 - b. **Click** *Select Groups*. The *Select Learning Groups* pop-up window appears.
 - c. Select the groups that you want to send the assignment to and **click** *Continue*. The *Additional Instructions* pop-up window appears.
 - d. In the *Additional Instructions* text box for each group, enter the instructions.
 - i. If you want to attach a file, **click** *Browse*. The *Content Browser* pop-up window appears.
 - e. **Click** *Save*.

Assignment recipients

- Decide later (Save assignment as a draft and send it later)
- All Students individually
- Create additional sets of instructions for groups of Students
- Groups of Students

If you have access to the *Teach tab*, you can use the *Group Manager* tool to create groups and place Student into the groups. If you do not have access to the *Group Manager* tool, you can still select the option to send an assignment to groups, but the assignment is sent after Students are placed into groups. When you send an assignment, you must also show the assignment so it becomes visible to Students.


- If you want to send the assignment to groups of Students who will work collaboratively, select *Groups of Students* and **click** *Select Groups*. The *Select Learning Groups* pop-up window appears. Select the groups that you want to send the assignment to.
- If you have additional instructions for each group, do the following:
 - a. Select *Provide groups with additional instructions* and **click** *Save*. The *Additional Instructions* pop-up window appears.
 - b. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, **click** *Browse*. The *Content Browser* pop-up window appears.
 - c. **Click** *Save*.

10. Under *Dates*, specify a due date, cutoff date, or both:

- If there is not a due date or cutoff date, select the blank option.
- If there is a due date, select the date and time.
- If you want to add the due date to the *Calendar* tool so all Students can see it, select *Create a corresponding event in the Calendar tool*.
- If there is a cutoff date (where no more assignments may be submitted through this tool), select the date and time.


Dates

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

 August ▾ 29 ▾ , 2006 ▾ 12 ▾ : 00 ▾ PM ▾

Create a corresponding event in the Calendar tool

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

 September ▾ 5 ▾ , 2006 ▾ 12 ▾ : 00 ▾ PM ▾

11. Under *Grading*, if you want the assignment to be graded, select this option.

- If you want to use numeric grades, select this option and enter a maximum numeric grade.
- If you want to use letter grades, select this option.
- If you do not specify a grading scheme, the assignment becomes *Not gradable* by default.
- After you save the assignment, you cannot change the grading scheme.

Grading
 Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)
Grade Book column title:
 Numeric grade: Out of
 Alphanumeric grade

12. For more options, **click** the *Expand* icon next to *More Options*. The *More Options* section expands:

- Under *Grade Release*, if you want this assignment to appear in the **Grade Book** tool, select this option.
- Under *Taking Back Submissions*, if you want to allow Students to take back submitted assignments and revise them before the due date, select this option.
- Under ***Publishing Submissions***, select whether you want to allow only the Section Instructor or both Section Instructor and Students to publish submissions. Publishing submissions allows all course members to view submitted assignments.
- Under ***Section Instructor Notification***, select whether or not you want the Section Instructor to receive e-mails when Students submit assignments.

More Options (Expand this area to see more options.)
Grade Release [Click ActionLink to expand.](#)
 Turn gradebook column visibility to ON for this assignment.
Taking Back Submissions
 Students can take back and correct work after submission
Publishing Submissions
 Only the Section Instructor can publish submissions
 Both the Section Instructor and Students can publish submissions
Section Instructor notification:
 Notify Section Instructor when a Student submits this assignment
Section Instructor's email address:
 Do not send e-mail notification when Student has submitted an assignment

* Required field

13. Click *Save*. The assignment is created.