

how to?

Add An Assignment

Create and Add an Assignment.....

The screenshot shows the 'Create Assignment' form with the following sections and numbered callouts:

- 1** Title and Description text boxes.
- 2** Add Attachments button.
- 3** Student submission format options: Text (selected), Web site.
- 4** Assignment recipients options: Decide later (selected), All Students individually, Groups of Students.
- 5** Dates section with Due Date (8/27/2007, 12:00 PM) and Cutoff Date (9/3/2007, 12:00 PM).
- 6** Grading section with 'Allow the assignment to be graded' checked, and options for Grade Book column title, Release grade, and Numeric/Alphanumeric grade.
- 7** Save and Cancel buttons at the bottom.

From the Build tab, Click on Assignments, then select Create Assignment:

1.) Enter a Title for your assignment. Enter a Description for your assignment if you wish. Enter any Instructions for your students in the text box provided.

2.) If you wish to add an attachment click on the Add attachments button, then locate and select the required file(s).

3.) Under Student submission format, select Text.

4.) Under Assignment recipients,

a.) Click on the button beside All Students Individually for availability to all students, or

b.) Click on the button beside Groups of students.

If you choose Groups, a new window that opens where you may select specific groups.

5.) Under Dates, from the drop-down menu, select a Due Date.

(Submissions are accepted after this date, but are marked "late") If you wish to Create a corresponding event in the Calendar tool click in the box to the left of this option. From the drop-down menu, select a Cutoff Date. (Submissions are not accepted after this date, and are marked as "missed")

6.) If you wish the assignment to be graded, click in the check box left of Allow the assignment to be graded. (A column is automatically created for this assignment in Grade Book.)

Enter a Grade Book column title in the text box provided. Enter a Numeric or Alphanumeric grade for the assignment to be marked "out of", and click on the appropriate radio button.

7.) Click on Save.

Enter a Grade Book column title in the text box provided.

Enter a Numeric or Alphanumeric grade for the assignment to be marked "out of", and click on the appropriate radio button.

7.) Click on Save.