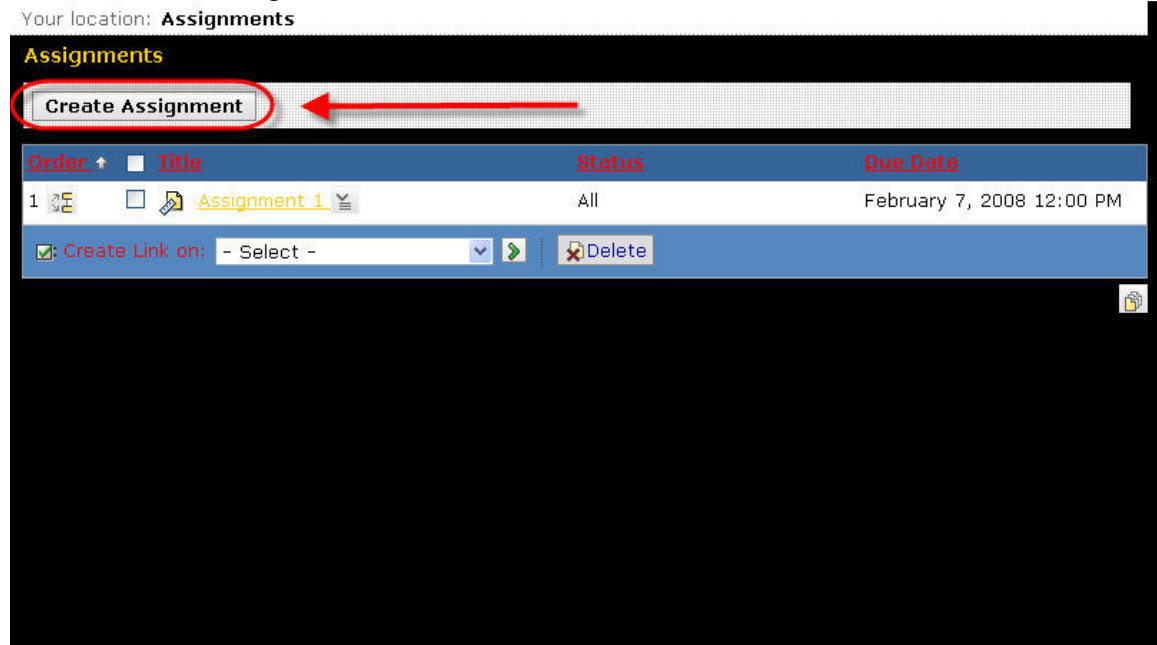


To Create an Assignment

Start out in the Build Tab

Click on Assignment

1. Click create assignment



2. Fill out necessary fields (Title, Instructions, Student Submissions, etc)

### Create Assignment

\* Title:

Description:

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

Instructions:

Use HTML

Attachments:

### Student submission format

- Text  
(Students provide text, attach files, do both.)
- Web site  
(Students submit a ZIP file containing a web site composed of files with relative links.)

### 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

### Dates

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

Create a corresponding event in the Calendar tool

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

### Grading

Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)

Grade Book column title:

Release grade to Students in My Grades

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

### Goals

Associate goals with this assignment.

(Expand this area to see more options.)

\* Required field

After Filling out all fields and setting settings up, Hit Save

\*\*\*\* This will NOT place your Assignment on your home page

You must:

- ✓ Check the checkbox next to your Assignment
- ✓ Hit Create Link On in the Assignment toolbar and select the home page

Your location: **Assignments**

**Assignments**

Create Assignment

Order	Title	Status	Due Date
1	<input checked="" type="checkbox"/> Assignment 1	All	February 7, 2008 12:00 PM
2	<input type="checkbox"/> dfdf	All	July 8, 2008 12:00 PM

Create Link on: - Select -

