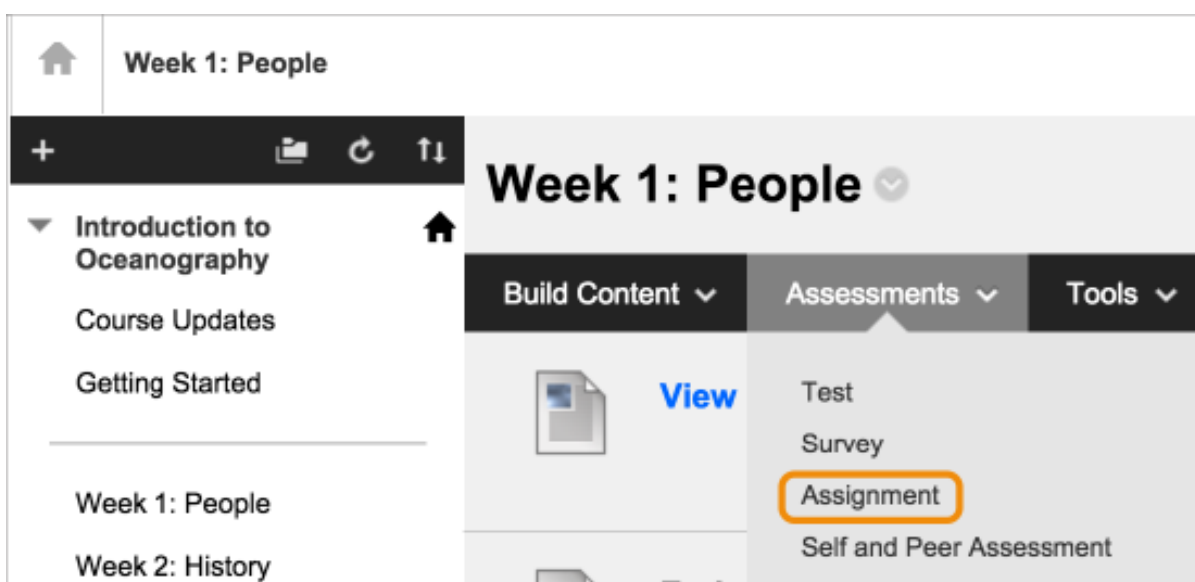


Course Content – Assignments – Creating

When an assignment is created a Grade Center column is created automatically. From the Grade Center or Needs Grading page, instructors can see who has submitted work, and can start grading. Students access their grades from their My Grades page.

Creating an Assignment

1. Go to the content area, folder or learning module where the assignment needs to be created. Select **Assessments** on the action bar and select **Assignment**.



2. Enter the assignment's name.
 - a. Only use letters and numbers for the title, no punctuation marks or special characters (this helps avoid problems in the Grade Center).
 - b. Changing the color of the title is not generally recommended, because strong contrast must be maintained between the color of the text and the background for the sake of visually impaired and color vision impaired users. Pastel and neon colors can be difficult for all users.
3. Add instructions: This text can use punctuation marks and special characters as needed.
4. Attach any files the students will need.
5. Add a due date, if desired. This will automatically add the assignment to the students' calendar.

6. Grading options:

GRADING

* Points Possible

Associated Rubrics Add Rubric ▼

Name	Type
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[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

- Points Possible Required.
- Associated Rubrics Optional. If this option is not visible, go to the Control Panel > Customization > Tool Availability to turn the rubric tool on.
- Submission Details (select text on screen to expand this section): Individual vs. group submissions, number of attempts allowed, how the final grade is calculated for multiple attempts, and the optional Safe Assign plagiarism tool (may also need to be turned on via the Tool Availability page).
- Grading Options (select text on screen to expand this section): Enable anonymous grading or delegated grading. The anonymous grading option temporarily hides students' names until all submissions have been graded.
- Display of Grades (select text on screen to expand this section): The Primary display option must match the way the grade is entered. For example, selecting *Score* requires entering raw scores, and selecting *Percentage* requires converting raw scores to percentages before entering the numbers.

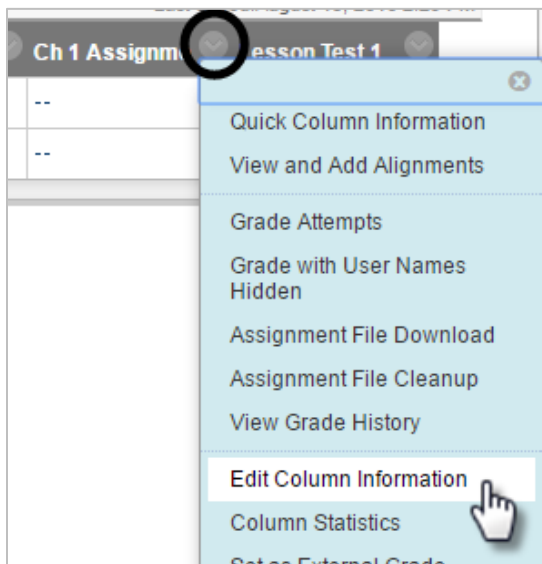
Choose whether to include this assignment in the overall grade calculation, to show it to students on the My Grades page, and whether to show students the class statistics for this item. It is recommended to leave this last option off until all grades have been entered.
- Availability Whether students can access the assignment, when they can access it, and whether to track how many times the assignment was opened.
- Select **Submit**.

Selecting a New Category for the Assignment

NOTE: As you create a new assignment, there is no option to select a category other than the default Assignment category. If the assignment should be in a different category, go to the Grade Center after creating the assignment move it to a new category using the directions below.

Method One:

- Locate the column and select the contextual menu icon on the right side of the column header. Select **Edit Column Information** from the menu, change the assignment's category on the next page, and select **Submit** to save it.



Method Two:

- Select **Manage** on the action bar and select **Column Organization**. Locate the row with the assignment, select the checkbox to the left of the row, and use the **Change Category To** option at the bottom of the screen to move the assignment into a different category. Select **Submit** to save it.

