



- Access the course area where you want to create the assignment.
- 2) Point to **Assessments** to access the drop-down list.
- 3) Select Assignment.



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Path:	p								W	ords:0
SIGN		FILES	ŀ							
							7			
Attac	h File		Browse My Co	mputer	Brows	e Course				

- On the Create Assignment page, type a Name. And enter Instructions that may be necessary to complete the assignment.
- 5) Optionally, select a **Due Date**.





- 6) Enter **Points Possible**.
- 7) Select **individual** or **group** submission.
- 8) Allow single, multiple, or unlimited attempts. If you select more than one attempt, you can also decide which attempt to use in the Grade Center.



Display of Grade	<u>6</u>				
Display grade as	Primary Score	← and	Secondary None	. 🤊	
👿 Include in Gra	de Center grading calo	culations			
V Show to stude	ents in My Grades 10				
Show Statistic	cs (average and media	n) for this item to	Students in My Gr	ades	
VAILABILITY					
👿 Make the Assign	nment Available			1	
Limit Availability	 Display After Display Until 			0	
Track Number of	Views				
					12
				Cancel	Submit

 9) Choose how grades will appear in the Grade Center and to students in My Grades.
 Only your Primary selection appears to students.

<u>Note:</u>

If you would like to learn more about setting Text / Letter as Primary display grade, please see <u>Mastering the Grade</u> <u>Center</u> (Grading Schema).

- 10)You can choose not to show the grade and statistical information to students in My Grades.
- 11) Use the Display After and Display Until date and time fields to define the availability of the assignment.
 Select both the Display
 After and Display Until check boxes to enable the date and time selections.
- 12)Click **Submit**.



Assignments & Grade Center Grading Assignments





- 1) Access Assignments under Full Grade Center.
- Access the Attempt from the contextual menu for the assignment listed in the Grade Center.





Assignments & Grade Center Grading Assignments

Assignment Instructions 🗸		Assignment Details ~	> ***	
Q Q □ I of 2 V Crocodoc	«	GRADE Last Graded Attempt	0 /10	
(Source come from Wikpedie) Lesson 1 - Infroduction		Attempt 7/15/14 2:41 PM	/10	
Philowophy is the study of general and Lindsmental problems concerning matters such as estatence, knowledge, values, reason, mind, and language ¹⁰²⁴ It is dating ushed from other ways of addressing (underental questions (such as mysicians, myth, or the strat) by its critical, general systematic approach on its trait since on rational approach. The word "(bit longby)" comes from the Greek pilocoopic (philozophia), which lives ity means "how of wisdom"		FEEDBACK - SHOWN TO LEARNER		
 1.1 The following branches are the main areas of study: Metaphysics is the study of the nature of being and he world. Traditional branches are cosmology and oridogy. box temploavia concerned with the nature and score of knowledge, and whether 				
 knowledge is gozzbie. Among is central concerns has been the challenge gozed by skepticizer and the eleistorships between truth, belief, and justification. bithos, or "moral philosophy", is concerned with questions of how persons ought to act or if such questions are answerable. The main branches of elinica are meta-ethics, normative 		😽 🔹 🗚 🖉 Charact	ter count: 0	
and c, and go at an out, there should be not the matrix of a role in the good of the sound of various efficial systems, whether here are a backle efficial hubbs, and how such hubbs could be known. Efficients at a same backle of with the tides of more lity. Platicits and should be the same thor definitions of virtue. Polyhead phylice copy is the study of go versioned and the relationship of individuals and		Add Notes	Submit	
communities to the state, it includes guestions about justice, the good, issue, property, and the rights and obligations of the discen. Associations of each with beauty, and, enjoyment, sensory-emotional values, perception, and matters of sate and sentment.		~		
 Logic is the study of valid argument terms. Segment g in the size 16 h century, mainternations such as Regel boused on a mathematical treatment of topic, and today the subject of topic has two bread divisions, mathematical logic (formal symbolic logic) and what is now called ghib sophical logic. Effective damatic administrative service of the ministrative size between to the between 		SUBMISSION	*	
 removes phy dominal deal sign in a resure of the mind and statistication (is the body), and is typ field by dispute between dual and and and and and and and and and and				

- From the inline viewer toolbar you can zoom the document in or out, open the annotation tools menu to comment directly in the document, download the document and move from page to page.
- Grade the submission from the inline grading sidebar. You can view the assignment details, the grading rubric and each attempt here. Enter the grade.

Notes:

Inline Assignment Grading is available only with submitted files, not for content created using the text editor.

Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF).

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Assignments & Grade Center Grading Assignments

Button	Description					
Θ_{\bullet}	Zoom out / in. Make the content of the file appear smaller / larger.					
Comment	Expand the list of annotation tools					
Ŧ	Download a copy of the file. If annotations have been made, you have the option to download a copy in the original format or download a PDF version that includes the annotations. This button is also available to students when they review their submission.					
«	View all annotations.					
📮 Point Comment	Add a comment to a specific point in the document.					
🖳 Area Comment	Add a comment to a selected area in the document.					
Rest Comment	Add a comment to selected text in the document.					
🖉 Draw	Draw in the document using a pencil tool.					
🍐 Highlight	Highlight selected text in the document.					
aA Text	Add text to the document.					
ABE Strikeout	Strike out text in the document.					
	Move forward / back a page. This button is also available to students when they review their submission.					

[Mastering the Basics] User Guide



Assignments & Grade Center Grading Assignments



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- 5) Click 🛃 to **download** a copy of the submission.
- 6) Input the feedback, or,
 Attach Ø a feedback document for students.
- 7) Input the **Grade**. The grade must be numeric.
- 8) Click **Submit** to save the grade.



Assignments & Grade Center Assignment File Download





- In the Grade Center, locate the column for the assignment you want to download.
- Access the assignment column's contextual menu and select
 Assignment File
 Download.



Assignments & Grade Center Assignment File Download

1. 3	Sele	ct Users					
		Name 🛆	Date		Grade Needs Grading		
	V	student01, student01	Thursday, March 21, 2013 11:20:26 AM CST				
	V	student02, student02	Thursday, March 21, 2013 11:15:19 AM CST		Needs Grading		
	V	student03, student03	Monday, May 20, 2013 10:31:45 AM CST		Needs Grading		
	7	student05, student05	Monday, July 22, 2013 4:56:10 PM CST		Needs Grading		
	V	student08, student08	Monday, July 29, 2013 11:17:14 AM CST		Needs Grading		
		student07, student07			Not Available		
	V	student08, student08	Thursday, August 15, 2013 12:26:33 PM CST		Needs Grading		
	V	student09, student09	Monday, August 19, 2013 6:43:00 PM CST		Needs Grading		
	1	student10, student10	Monday, June 3, 2013 12:29:23 PM CST		Needs Grading		
				Displaying 1 to 9 of 9 items	Show All Edit Paging		
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S	elect	files to download	ast attempt file Il attempt files				
3. s	ubm	it					
с	lick S	Submit to proceed. Click Cano	el to quit.				

- 3) Click **Show All** to see all submitted assignment.
- 4) Select the **check box** in the header bar to choose all available submissions.
- 5) Select files to download.
- 6) Click Submit. On the next Download Assignment page, click the Download assignments now link. In the pop-up window, select Save File and click OK. Browse to the location where you want to download the file and click Save.