Assignments & Grade Center
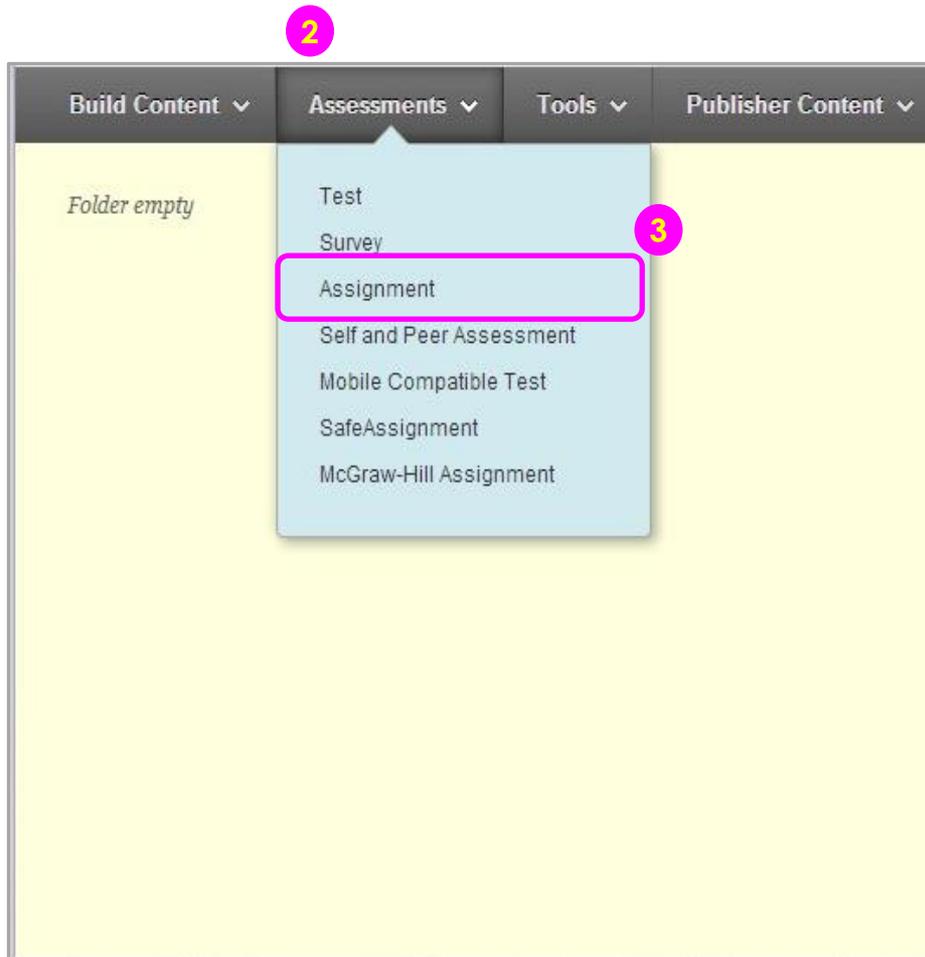## Create Assignment

1) Access the course area where you want to create the assignment.

2) Point to **Assessments** to access the drop-down list.

3) Select **Assignment**.

Assignments & Grade Center
Create Assignment

ASSIGNMENT INFORMATION

❋ Name and Color ___Assignment___ ⬛⌄ Black

④

Instructions

T T T | Arial ⌄ | 3 (12pt) ⌄ | T ⌄ | ☰ ⌄ | ☰ ⌄ | ✓ ⌄ | 🔗 🔗 | 🖥 i ⤢ ⌄

Path: p   Words:0

ASSIGNMENT FILES

Attach File   [Browse My Computer]   [Browse Course]

DUE DATES

⑤

Due Date   ☐ [_____] 🗓 [_____] 🕐

4) 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**.

2

Assignments & Grade Center
Create Assignment

GRADING

* Points Possible | 10 | **6**

Associated Rubrics | Add Rubric ⌄

Name	Type	Date Last Edited	Show Rubric to Students

Submission Details

Assignment Type
- ● Individual Submission   **7**
- ○ Group Submission

Number of Attempts   Unlimited Attempts ▼   **8**

Score attempts using   Last Graded Attempt ▼

Grading Options

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.

Assignments & Grade Center
Create Assignment

Display of Grades

Display grade as   Primary   Secondary **9**
                    Score   ▼ and   None   ▼

☑ Include in Grade Center grading calculations

☑ Show to students in My Grades **10**

☐ Show Statistics (average and median) for this item to Students in My Grades

AVAILABILITY

☑ Make the Assignment Available

Limit Availability   ☐ Display After [   ] 📅 [   ] 🕗   **11**
                      ☐ Display Until [   ] 📅 [   ] 🕗

☐ Track Number of Views

Cancel   Submit **12**

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

__Note:__
If you would like to learn more about setting Text / Letter as Primary display grade, please see Mastering the Grade Center (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**.

4

Assignments & Grade Center
Grading Assignments
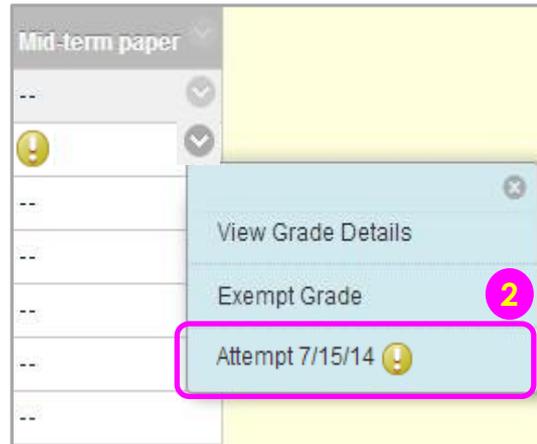
1) Access **Assignments** under **Full Grade Center**.

2) Access the **Attempt** from the contextual menu for the assignment listed in the Grade Center.

Assignments & Grade Center
Grading Assignments

3) 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.
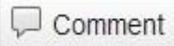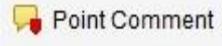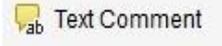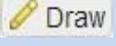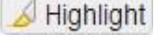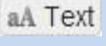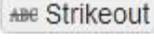
4) Grade the submission from the inline grading sidebar. You can view the assignment details, the grading rubric and each attempt here. Enter the **grade**.

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).

Assignments & Grade Center
Grading Assignments

Button	Description
Zoom out / in. Make the content of the file appear smaller / larger.
Comment	Expand the list of annotation tools
	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.
Text 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.
Strikeout	Strike out text in the document.
△ ▽	Move forward / back a page. This button is also available to students when they review their submission.

Assignments & Grade Center
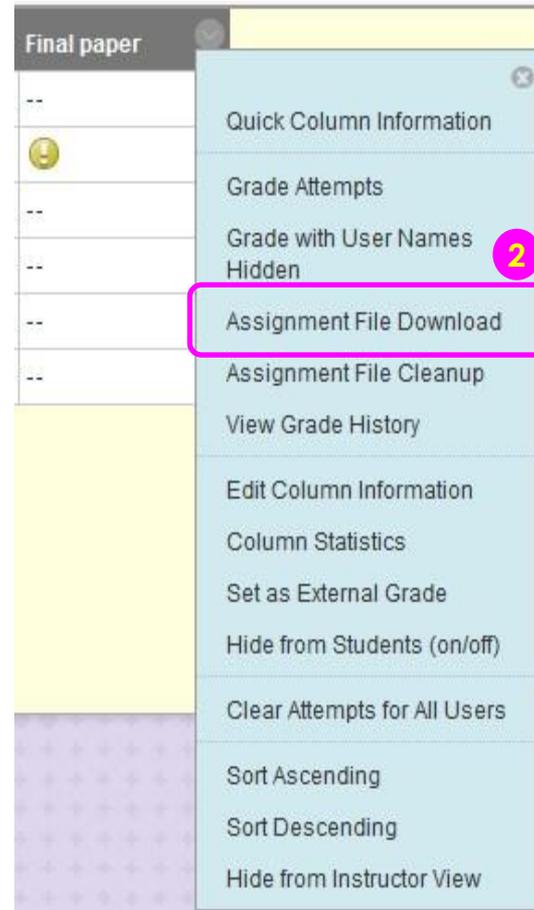## Grading Assignments

5) Click ⬇ to **download** a copy of the submission.

6) Input the feedback, or, **Attach** 📎 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

1) In the **Grade Center**, locate the column for the assignment you want to download.

2) Access the assignment column's contextual menu and select **Assignment File Download**.

Assignments & Grade Center
Assignment File Download

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**.

10