# CREATING AND EDITING ASSIGNMENTS

Assignments allow you to create coursework and manage the grades and feedback for each student separately. In an assignment, you can include a description, point value, and file attachments. You can create assignments in several courses areas, such as in a content area, learning module, lesson plan, or folder.

Students access the assignment, type a submission, attach files, and submit it. You can respond to each student separately with comments and attached files.

You can distribute assignments to course groups.

HOW TO CREATE AN ASSIGNMENT

1. Change **Edit Mode** to **ON** and access the course area where you want to create the assignment.

2. On the action bar, point to **Assessments** to access the drop-down list and select **Assignment**.
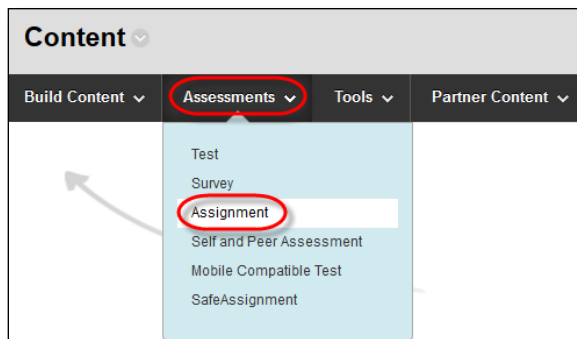
3. On the **Create Assignment** page, type a **Name**. Students click this name in the course area to access the assignment.

4. In the **Instructions** box, you can format the text and include images, links, multimedia, mashups, and attachments using the functions in the content editor. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.
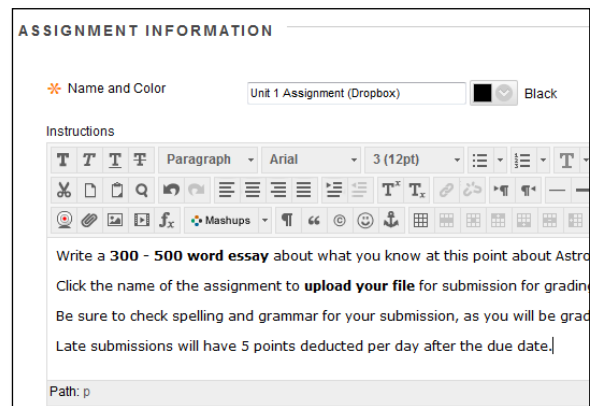

Tip: Be sure to remind students to attach any required files to the assignment before clicking **Submit**. Inform students that their assignments are not completed until they are submitted. You might also tell them that they must contact you if they submit the wrong file, forget to attach a file, or have any other problems so that you can reset the assignment attempt.

5. Optionally, in the **Assignment Files** section, attach a file using **Browse My Computer** or **Browse Content Collection**.
   -OR-
   Drag files from your computer to the "hot spot" in the Attach Files area. If your browser allows, you can also drag a folder of files. The files will upload individually. If the browser does not allow you to submit your assignment after you upload a folder, select Do not attach in the folder's row to remove it. You can drag the files individually and submit again.
6. You can use the file name or provide another name for the file.
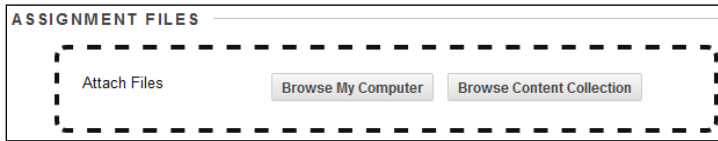
7. Optionally, select a **Due Date**. Due dates are added to the Calendar. If a student submits an assignment after the due date, the submission is identified as late on the **Grade Assignment** page. Students will see it marked late on their **Review Submission History** pages.
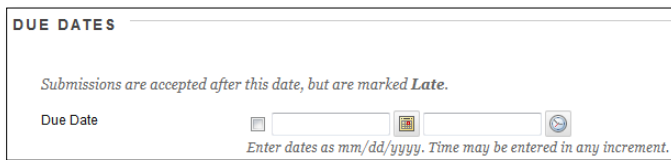
8. Type **Points Possible**.

9. Optionally, associate a rubric by pointing to **Add Rubric** to access the drop-down list. Rubrics are a way to create criteria for evaluating student performance on assignments.
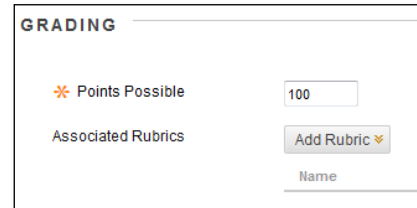

10. Select the check box to **Make the Assignment Available**.

11. Select the appropriate option for **Number of Attempts**. You can allow students to submit an assignment more than once, and receive comments and a grade for each submission. If you allow more than one attempt, the Grade Center uses the most recent attempt. You can select a different attempt for the score by editing the column in the Grade Center.

    a. **Allow single attempt** – allows for students to submit only one time. If the student submits the incorrect file, the instructor must be contacted to delete the original submission or allow an additional attempt.
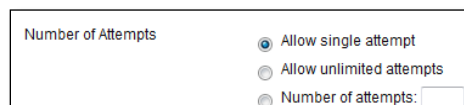
b. **Allow unlimited attempts** – allows for students to submit as many times as they want as long as the assignment is available.

c. **Number of attempts** – allows for students to submit the number of entered times.

    i. Allowing more than one attempt opens the Score attempts using area

       1. **Last Graded Attempt** – uses the attempt that was last graded for the grade in the Grade Center.

       2. **Highest Grade** – uses the highest of all graded attempts for the grade in the Grade Center.

       3. **Lowest Grade** – uses the lowest of all graded attempts for the grade in the Grade Center.

       4. **First Graded Attempt** – uses the attempt that was graded first for the grade in the Grade Center.

       5. **Average of Graded Attempts** – uses the average of all graded attempts for the grade in the Grade Center.

12. For **Limit Availability**, you can set the assignment to display on a specific date and time and stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect availability, only when the assignment appears.

13. In the **Recipients** section, select the **All Students Individually** option to create an assignment that each student must individually submit. Selecting **Groups of Students** will create a group

assignment, allowing one student to submit for the entire group.

RECIPIENTS

If any students are enrolled in more than one grou[p]
one attempt for this assignment. It may be necessa[ry]
assignment.

Recipients   ⦿ All Students Individually
              ○ Groups of Students

14. Click **Submit**.

ABOUT MULTIPLE ATTEMPTS

You can allow more than one attempt on an assignment. This is a good way to permit students to send in drafts and earn credit on improvements. You can provide feedback on a large assignment so students can demonstrate mastery. Be sure to inform students which of your assignments allow multiple attempts and what the expectations and grading policies are for each attempt. Providing multiple attempts can help students stay on track, raise the quality of assignments, and ultimately improve student success and retention.

Example: Research Paper Assignments

You can provide feedback throughout the research paper process. In one assignment with four attempts, students can submit their outline as a file attachment for the first, bibliography for the second, rough draft for the third, and final paper as the fourth and last attempt. You can provide feedback at each stage. A grade is not assigned until the final paper as the last attempt is received.

Alternatively, if you want to provide grades for each portion of the research paper process, you can create separate assignments for each. You can then set up a calculated column in the Grade Center to add the points of each assignment to produce a final score for the research paper.

The last graded attempt appears in the Grade Center column. To change the displayed grade to the first graded attempt, highest grade, lowest grade, or an average of attempts, access the Grade Center column's contextual menu, select Edit Column Information, and select the attempt to score from the Score attempts using drop-down list.

Score attempts using | Last Graded Attempt

Last Graded Attempt
Highest Grade
Lowest Grade
First Graded Attempt
Average of Graded Attempts

Category

＊ Points Possible

STUDENT ASSIGNMENT SUBMISSION CONFIRMATIONS

When students submit assignments successfully, the Review Submission History page appears with information about their submitted assignments and a success message with a confirmation number. Students can copy and save this number as proof of their submissions and evidence for academic disputes. For assignments with multiple attempts, students receive a different number for each submission.
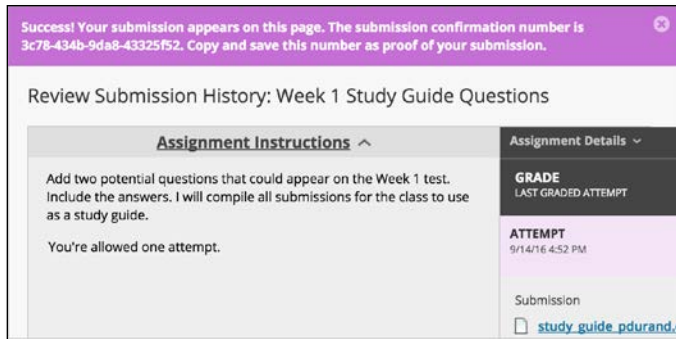
You and your administrators have a retrievable record in the system even if an attempt, assignment, or student is later deleted. These records are maintained in the course and also retrievable after the archive and restore process.

You can access all of your students' confirmation numbers from the Grade Center. Access the Reports menu and select Submission Receipts.
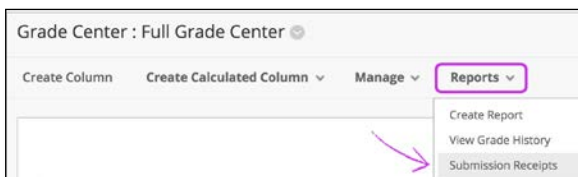
Use the menus at the top of the page to filter the items. In the second menu, select Not blank and leave the search box empty to show all of the submission receipts. Select a column heading to sort the items.

On the Submission Receipts page, you can view information for each assignment, such as who submitted and when. Group assignments are also logged and the Submitter column lists who submitted for the group. In the Submission column, view if a student submitted a file or wrote the submission in the assignment's editor.
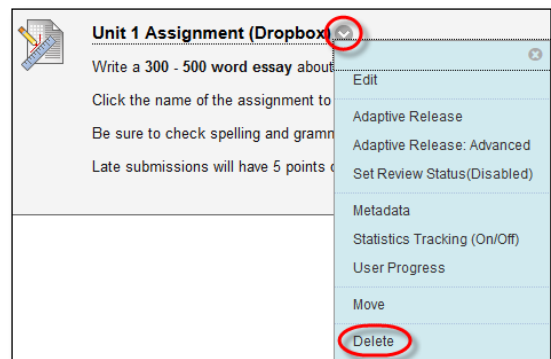
HOW TO EDIT AN ASSIGNMENT IN A COURSE AREA

1. Navigate to the course area containing the assignment.
2. Access an assignment's contextual menu and select **Edit**.
3. On the **Edit Assignment** page, make the changes.
4. Click **Submit**.
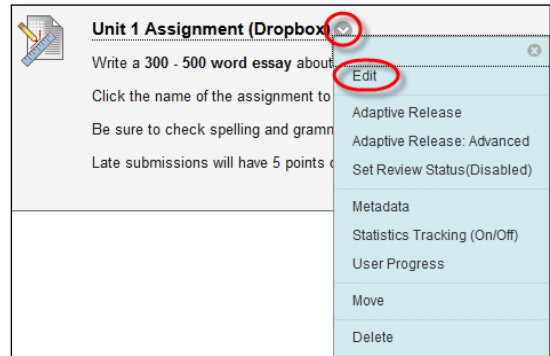
HOW TO DELETE AN ASSIGNMENT IN A COURSE AREA

You can delete an assignment at any time. If students have submitted work, deleting the assignment also deletes the submissions. You can choose whether or not to keep the associated grades. Alternatively, retain student submissions by making the assignment unavailable rather than deleting it.

1. Navigate to the course area containing the assignment.
2. Access an assignment's contextual menu and select **Delete**.
3. Click **OK** to continue.
4. On the **Delete Assignment** page, choose to:
   i. Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions.
      -OR-
   ii. Delete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.

5. Click **Remove** to delete the assignment or **Cancel** to keep it.

Remember that even if you keep the scores in the Grade Center, you will not be able to access the assignment submissions again.