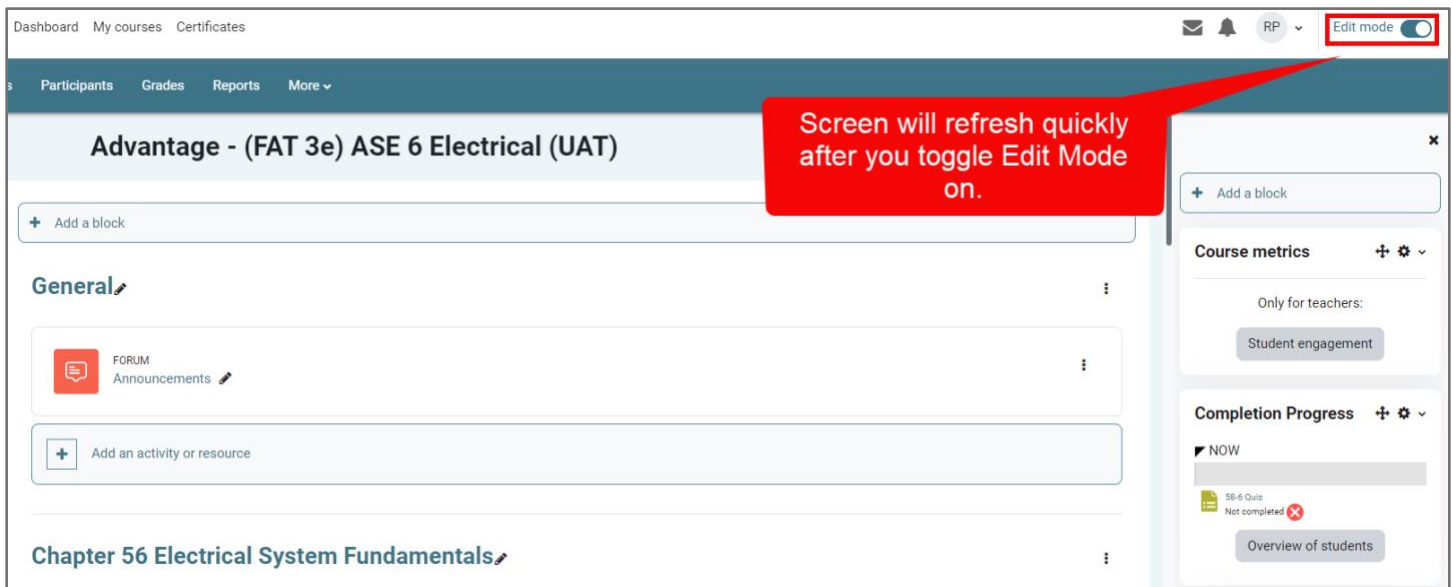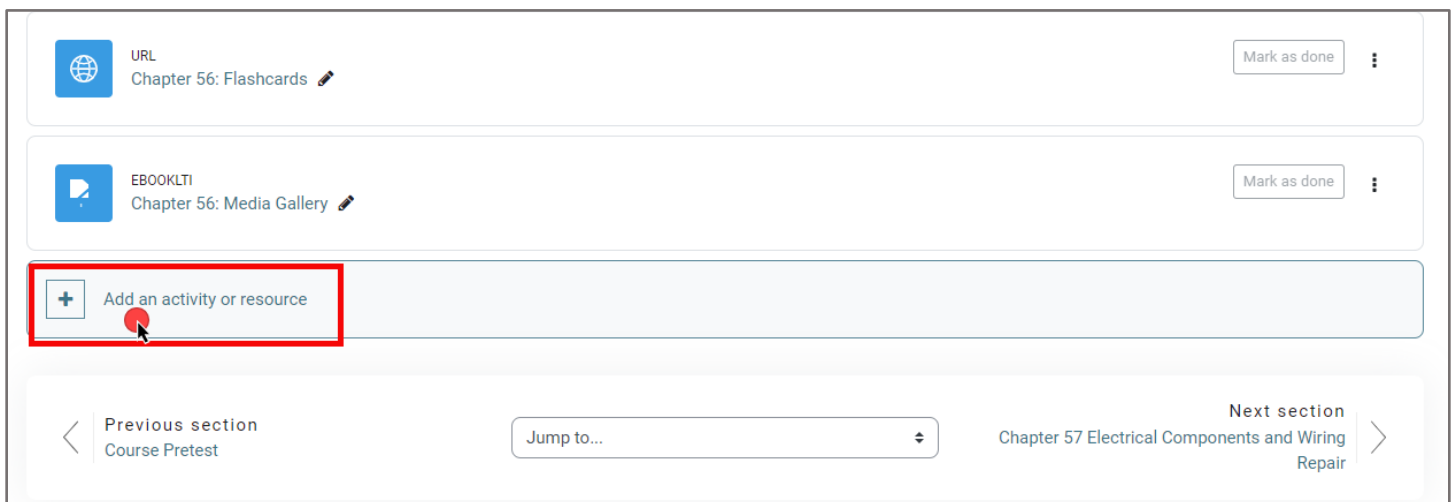# How to Create an Assignment

This document contains instructions on creating new assignments and adjusting the various settings available for assignments within a Navigate course.
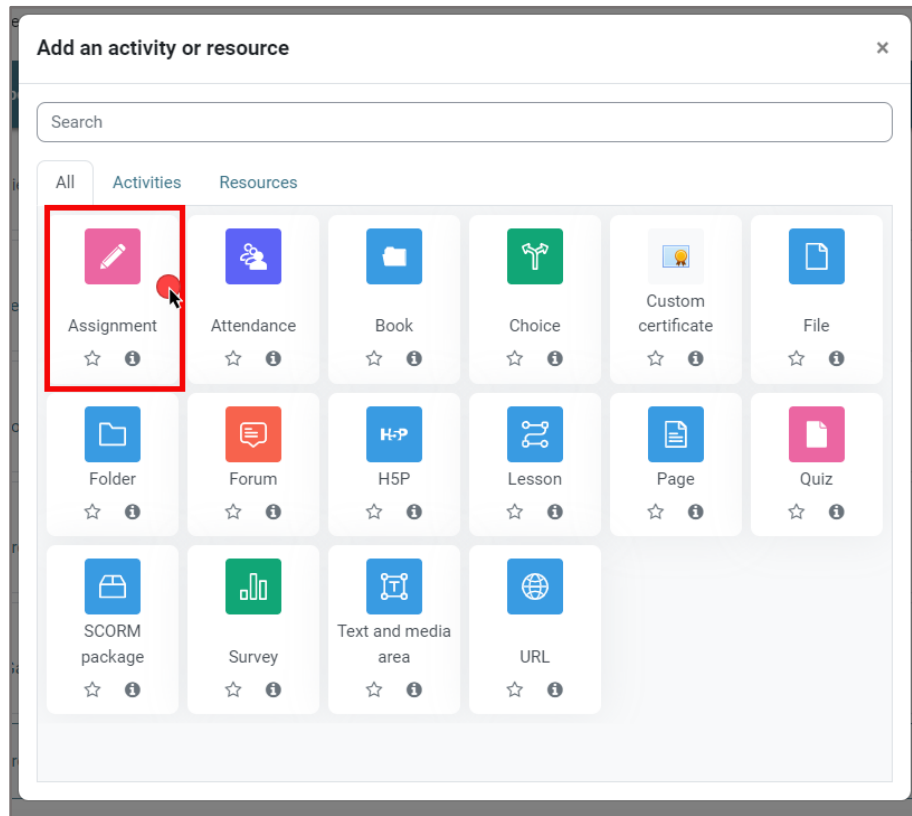
1. Begin by navigating to the page or topic for which you'd like to create your assignment.

2. Toggle **Edit Mode on** in the top right corner of your screen.

3. Scroll to the bottom of the page or section content and click **Add an activity or resource**.

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4. In the pop-up window that appears, click the **Assignment** option.

5. A settings page will open displaying all the parameters you need to create your assignment. Begin by naming the Assignment.

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6. In the **Description** file underneath, enter in the details and requirements for this assignment to share with students. You can also enter **Activity instructions** which will display on the submission page, where a student edits and submits their assignment. If the assignment requires a worksheet or other supporting documentation, these may be dragged and dropped from their file location on your computer into the '**Additional files**' course drop box, or you can click the **File** picker icon to add files.

Assignment name	Chapter 56 Assignment
Description	
	□ Display description on course page
Activity instructions	
Additional files	Maximum size for new files: 50 MB

Click to add files or drag and drop them into this box.

Files

You can drag and drop files here to add them.

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7. In the **Availability** section, you may select any due date parameters that will apply to this assignment. If you are unsure as to what a setting may affect, click the question bubble next to it for a detailed description.

8. Use parameters within the **Submission types** section to apply any limitations on what files or work the student is allowed to submit for the assignment, such as plain text versus file, number of files allowed, or even file formats. Once again, you can click the question bubble next to each option for a description of what that option does to your assignment settings.

9. **Grade** settings allow you to choose how the assignment will be graded. You can decide the type of grade, maximum grade allowed, and grade to pass, along with other options.

10. Here are some other options available in the Assignment settings that may be relevant to you:

   - **Feedback types** – This allows you to customize how you can give feedback to your students when reviewing their assignments. For example, you can set whether you can leave feedback comments, annotate PDFs, and more.

   - **Group submission settings** – If you've enabled groups in your course, a group submission will be shared amongst group members, and all members of the group can see each other's changes to the submission.

   - **Notifications** – This allows you to set notifications for your graders about submissions and late submissions, as well as if students will receive a notification when the assignment is graded.

   - **Restrict access** – This allows you to set restrictions for when students can access an assignment. For example, you can prevent access until a specified date and time, until another activity is complete, until a specific grade is achieved, and more.

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11. Once you are satisfied with the content and settings of your assignment, click the **Save and return to course button** at the bottom of the page.

> **Competencies**

☐ Send content change notification ❓

[Save and return to course] [Save and display] [Cancel]

❗ Required

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