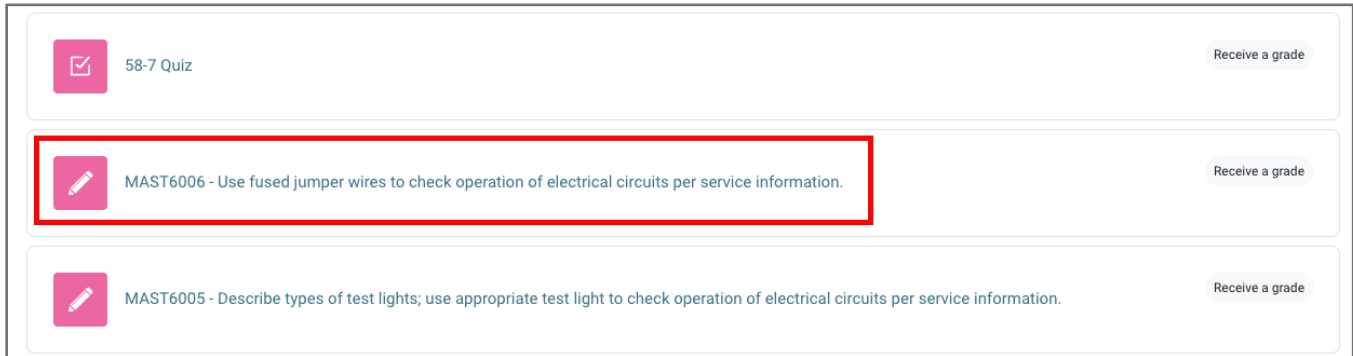


How to Manage or Edit Assignments

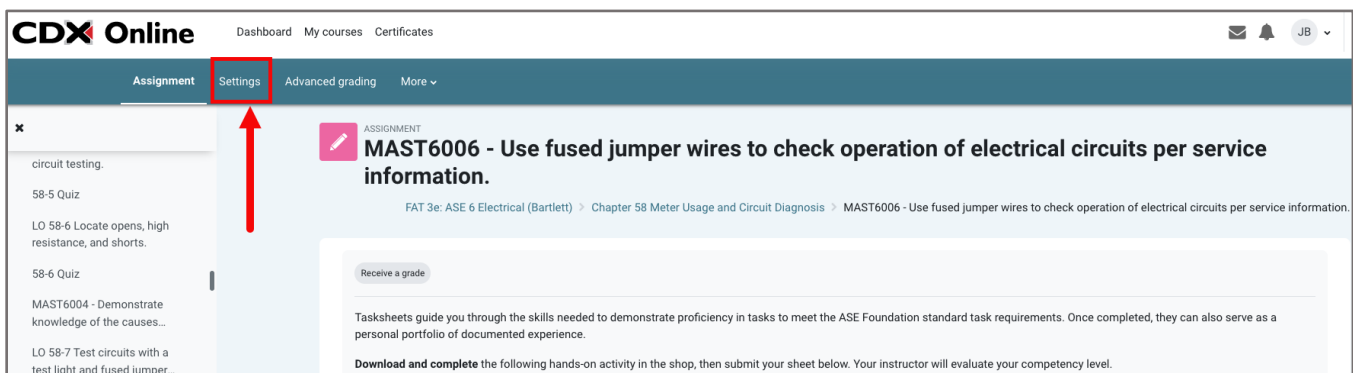
This document contains instructions on how to manage and edit an assignment in your CDX course.

1. First, navigate to the assignment or the tasksheet assignment you would like to edit.



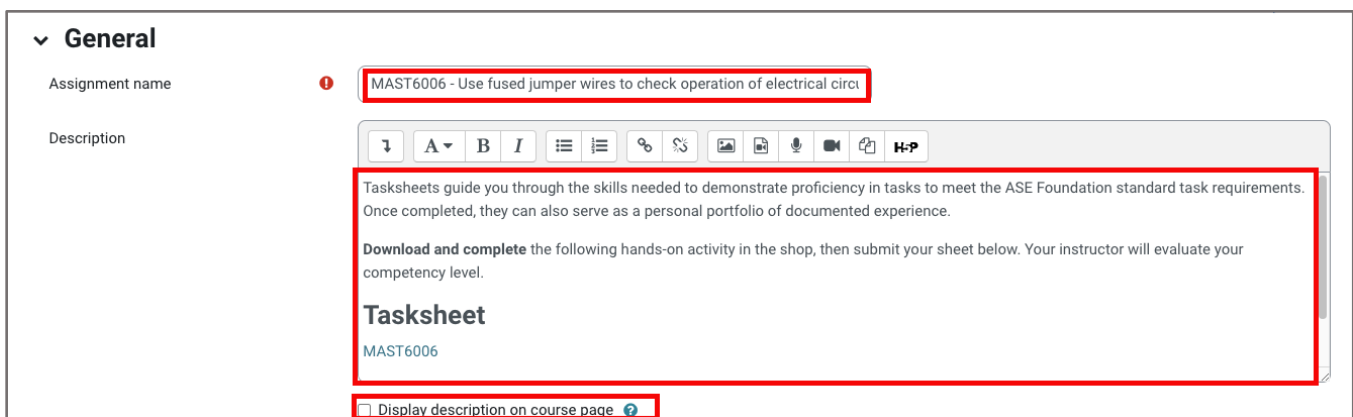
A screenshot of the CDX Online course assignment list. The list contains three items: '58-7 Quiz', 'MAST6006 - Use fused jumper wires to check operation of electrical circuits per service information.', and 'MAST6005 - Describe types of test lights; use appropriate test light to check operation of electrical circuits per service information.'. The 'MAST6006' item is highlighted with a red rectangular box. Each item has a 'Receive a grade' button on the right.

2. On the assignment page, click on the **Settings** menu at the top of the page. Here, you may make any changes you would like to manage the assignment as needed.



A screenshot of the CDX Online assignment page for 'MAST6006 - Use fused jumper wires to check operation of electrical circuits per service information.'. The 'Settings' menu item in the top navigation bar is highlighted with a red box and an arrow pointing to it. The page shows the assignment title, breadcrumb navigation, and a 'Receive a grade' button. The main content area contains instructions for the task.

3. You may adjust the **Assignment name** at the top of the page and make any changes to the body of the assignment in the **Description** field.



A screenshot of the CDX Online assignment settings page. The 'Assignment name' field is highlighted with a red box and contains the text 'MAST6006 - Use fused jumper wires to check operation of electrical circ'. The 'Description' field is also highlighted with a red box and contains the text 'Tasksheets guide you through the skills needed to demonstrate proficiency in tasks to meet the ASE Foundation standard task requirements. Once completed, they can also serve as a personal portfolio of documented experience. Download and complete the following hands-on activity in the shop, then submit your sheet below. Your instructor will evaluate your competency level. Tasksheet MAST6006'. At the bottom, there is a checkbox labeled 'Display description on course page' which is also highlighted with a red box.

4. Under the availability section, enable the date and time fields to apply by clicking the **Enable** button. If you wish, you may apply a **Cut-off date**, which is the date and time after which students are prevented from submitting their assignment. Then, if desired, you may set a date for which you would like to be reminded to complete grading for the assignment in the **Remind me to grade by** field.

▼ **Availability**

Allow submissions from	<input type="text" value="29"/> <input type="text" value="November"/> <input type="text" value="2023"/> <input type="text" value="12"/> <input type="text" value="10"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Enable
Due date	<input type="text" value="29"/> <input type="text" value="November"/> <input type="text" value="2023"/> <input type="text" value="12"/> <input type="text" value="10"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Enable
Cut-off date	<input type="text" value="29"/> <input type="text" value="November"/> <input type="text" value="2023"/> <input type="text" value="12"/> <input type="text" value="10"/> <input type="checkbox"/> <input type="checkbox"/> Enable
Remind me to grade by	<input type="text" value="29"/> <input type="text" value="November"/> <input type="text" value="2023"/> <input type="text" value="12"/> <input type="text" value="10"/> <input type="checkbox"/> <input type="checkbox"/> Enable

Always show description

5. In the **Submission types** section, you control how students will submit their work. You may also stipulate the file size or limit the number of files they may upload in a submission.

▼ **Submission types**

Submission types	<input checked="" type="checkbox"/> Online text <input checked="" type="checkbox"/> File submissions
Word limit	<input type="text"/> <input type="checkbox"/> Enable
Maximum number of uploaded files	<input type="text" value="20"/>
Maximum submission size	<input type="text" value="50 MB"/>
Accepted file types	<input type="text"/> <input type="button" value="Choose"/> No selection

6. In **Submission settings**, you may use the **Additional attempts** field to determine how to treat student attempts or submissions that need to be redone as well as how many chances students are given by adjusting the **Maximum attempts** field.

▼ **Submission settings**

Require students to click the submit button ? Yes ▾

Require that students accept the submission statement ? No ▾

Additional attempts ? Manually ▾

Maximum attempts ? Unlimited ▾

7. Under the **Grades** section, you may select a grading method and the **Maximum grade** students may receive as well as the gradebook category the assignment is weighted under and set a grade to pass in the same section, if desired.

▼ **Grade**

Grade ? Type Point ▾
Maximum grade 100

Grading method ? Simple direct grading ▾

Grade category ? P-1 ▾

Grade to pass ? 0.00

8. Finally, you may want to consider the assignment's **Activity completion** settings to determine how it is tracked in the course. You can choose how you want its completion tracked, how


students complete the activity, and the date you expect students to complete the assignment. When satisfied with your settings changes, click **Save and return to course** button at the bottom of the page.

Activity completion

Completion tracking ? Show activity as complete when conditions are met ▾

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity ?
 Student must receive a passing grade to complete this activity ?
 Student must make a submission

Expect completed on ? 29 ▾ November ▾ 2023 ▾ 12 ▾ 10 ▾  Enable

> Tags

> Competencies

Send content change notification ?

Save and return to course Save and display Cancel