
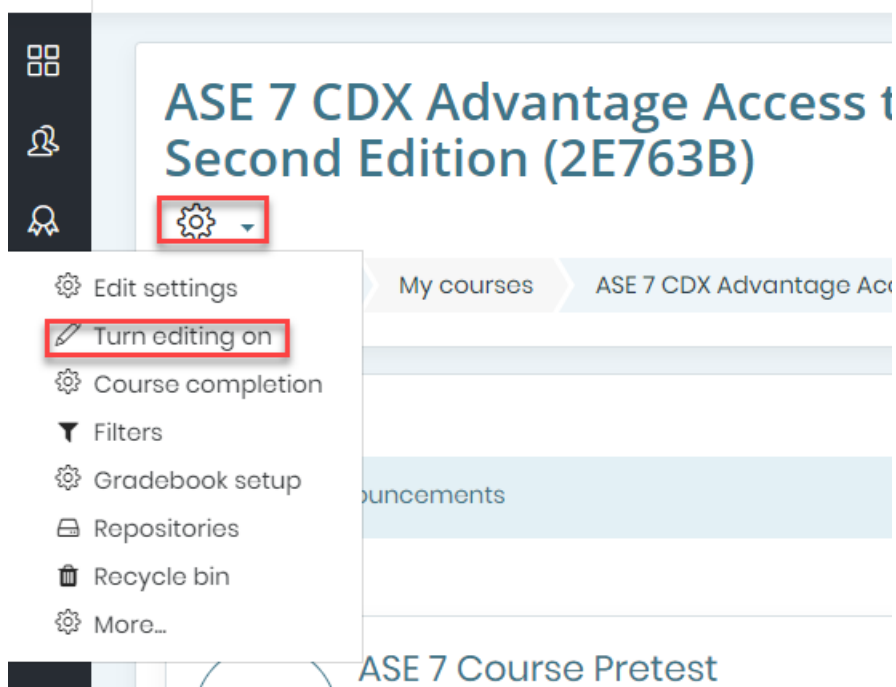


How Do I Create an Assignment?

1. Begin by navigating to the page or topic in which you wish to create your new assignment.
2. Click the Actions  button at the top of the page and select 'Turn editing on' from this menu



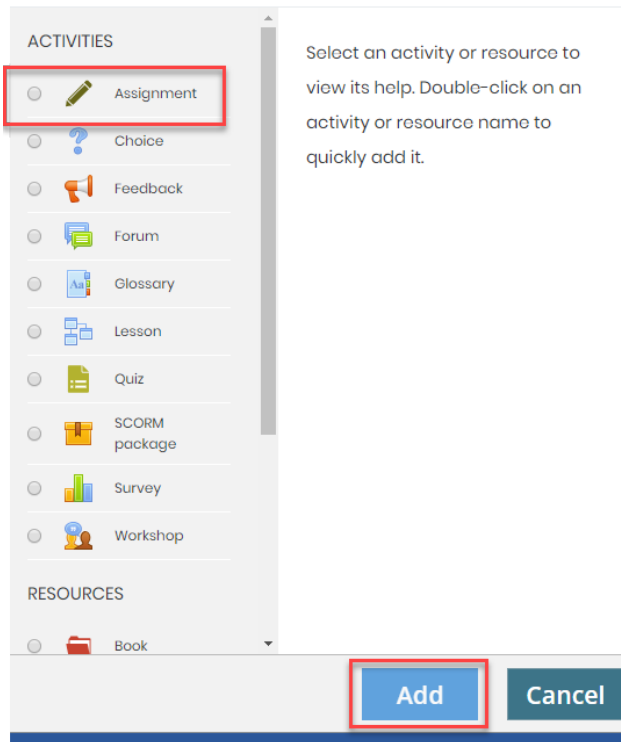
3. Then, at the bottom right of the page or section content, click "Add an activity or resource"

 [Add an activity or resource](#)

4. In the pop-up window that appears, select the Assignment option and then click 'Add'

How Do I Create an Assignment?

Add an activity or resource



5. A settings page will open displaying all the parameters you will need to create your assignment.
6. Begin by naming the Assignment.
7. In the description file underneath, enter in the details and requirements for this assignment to share with students. 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 dropbox.

How Do I Create an Assignment?

✎ Adding a new Assignment to Chapter 58: Principals of Heating and Air-Conditioning Systems ?

Expand all

▼ General

Assignment name ?

Description ?

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Bulleted list, Numbered list, Link, Unlink, Image, Video, Audio, Embed, Help.

Rich text editor area

☐ Display description on course page ?

Additional files ? Maximum size for new files: 128MB

Files

Drop zone: You can drag and drop files here to add them.

8. 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

▼ Availability

Allow submissions from	?	27 ▾	November ▾	2018 ▾	00 ▾	00 ▾	<input checked="" type="checkbox"/> Enable
Due date	?	4 ▾	December ▾	2018 ▾	00 ▾	00 ▾	<input checked="" type="checkbox"/> Enable
Cut-off date	?	27 ▾	November ▾	2018 ▾	12 ▾	21 ▾	<input type="checkbox"/> Enable
Remind me to grade by	?	11 ▾	December ▾	2018 ▾	00 ▾	00 ▾	<input checked="" type="checkbox"/> Enable

☒ Always show description ?

9. Other common settings to consider include submission types containing controls on what students may submit.

How Do I Create an Assignment?

Submission types

Submission types ☐ Online text ? ☒ File submissions ?

Word limit ? ☐ Enable

Maximum number of uploaded files ?

Maximum submission size ?

Accepted file types ? No selection

10. Grade settings allowing you to choose how the assignment will be graded.

Grade

Grade ?

Type

Scale

Maximum grade

Grading method ?

Grade category ?

Grade to pass ?

11. And activity completion options for tracking and applying an expected deadline.

How Do I Create an Assignment?

▼ 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 submit to this activity to complete it

Expect completed on



22

August

2018

00

00



☒ Enable

12. 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.