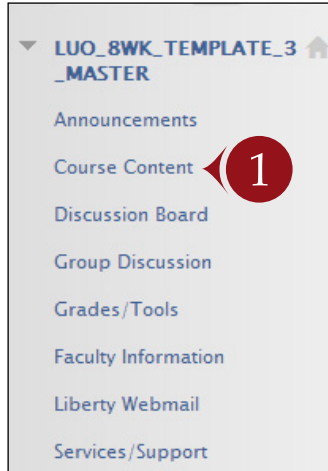
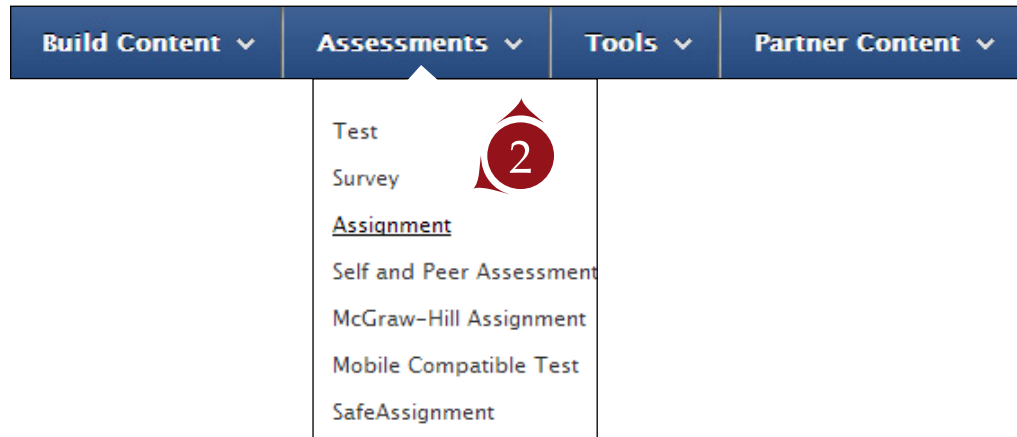


Adding Assignments

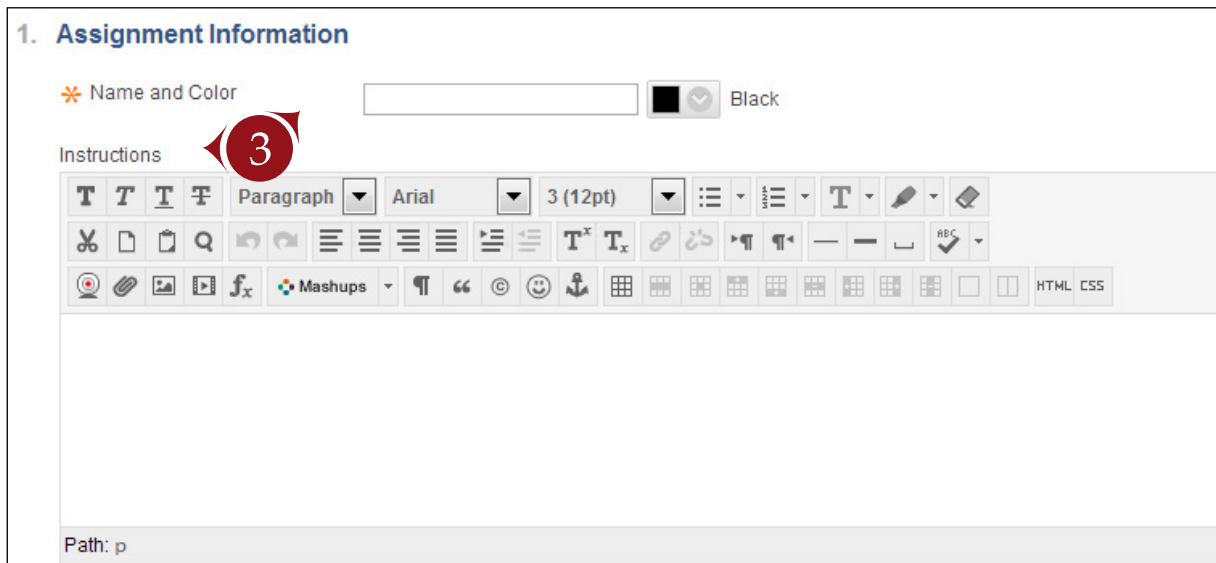
For Residential Use Only



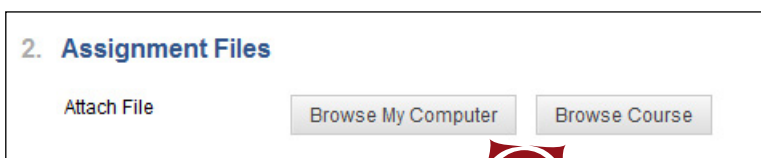
1. From the menu, access the Course Content section.
2. Click Assessments and select Assignment.



3. Provide a Name and Instructions for your assignment.



4. If you wish to attach a file to the assignment, choose Browse My Computer or Browse Course to select a file.



- Fill in the Points Possible box to designate how much the assignment is worth.
- To attach a rubric, click the Add Rubric button to create or select an existing rubric.

3. Grading

* Points Possible 5

Associated Rubrics **Add Rubric** 6

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

- Select an option for Number of Attempts.
- Use the Limit Availability section if you wish to restrict the assignment display time.

4. Availability

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts:

- Allow single attempt
- Allow unlimited attempts
- Number of attempts:

 7

Limit Availability:

- Display After
- Enter dates as mm/dd/yyyy. Time may be entered in any increment.*
- Display Until
- Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

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Track Number of Views

- If desired, set a Due Date for the assignment.

5. Due Dates

*Submissions are accepted after this date, but are marked **Late**.*

Due Date 9

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Designate the recipients: All Students or Groups.
- Then, click the Submit button.

6. Recipients

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Recipients:

- All Students Individually 10
- Groups of Students

7. Submit

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

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