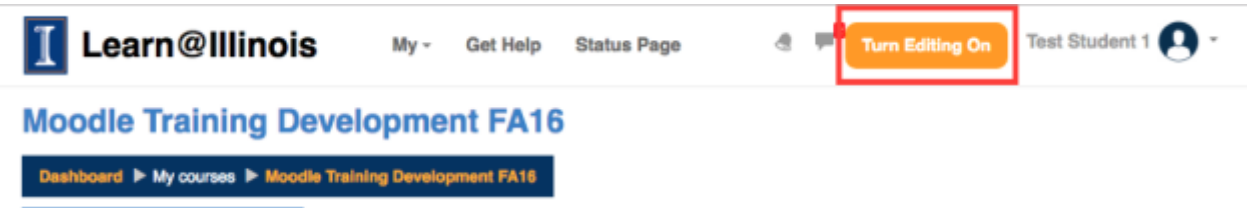
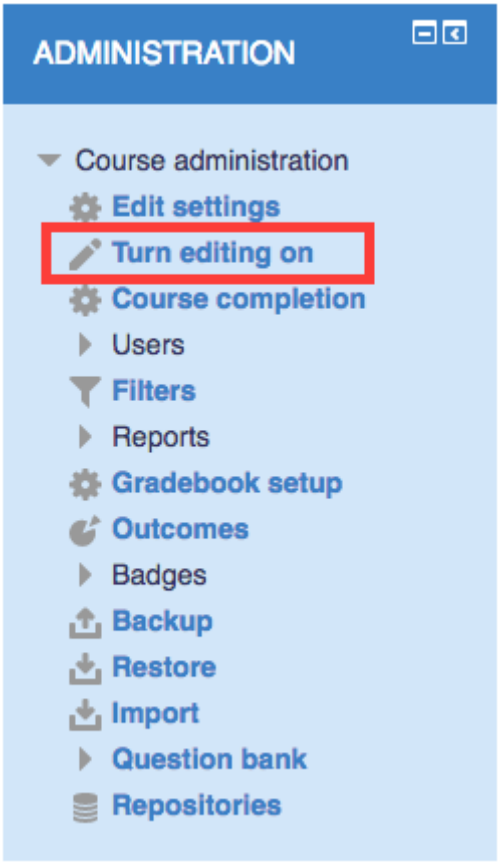
Creating an Assignment

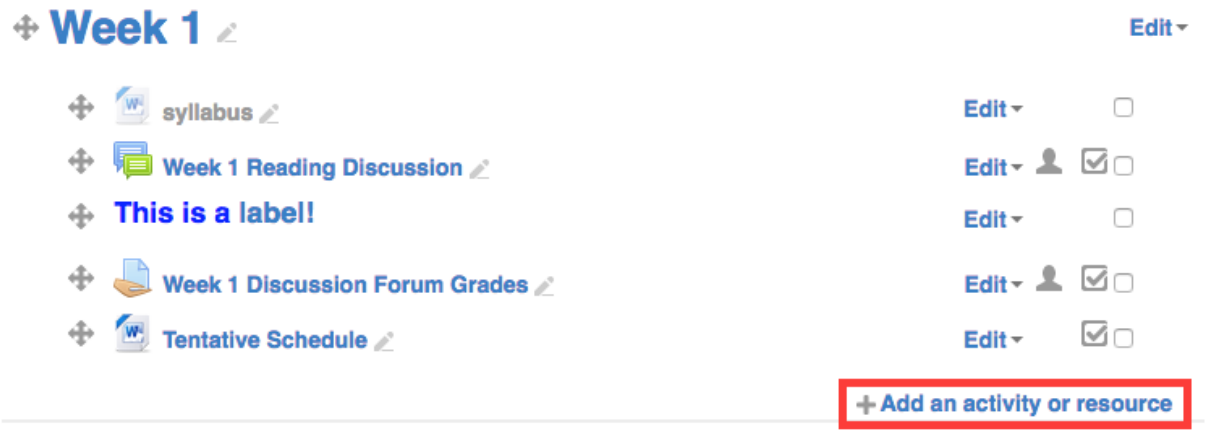
To create an assignment, you first need to turn editing on. One way to do so is by clicking the **Turn Editing On** box located at the top right of the page.



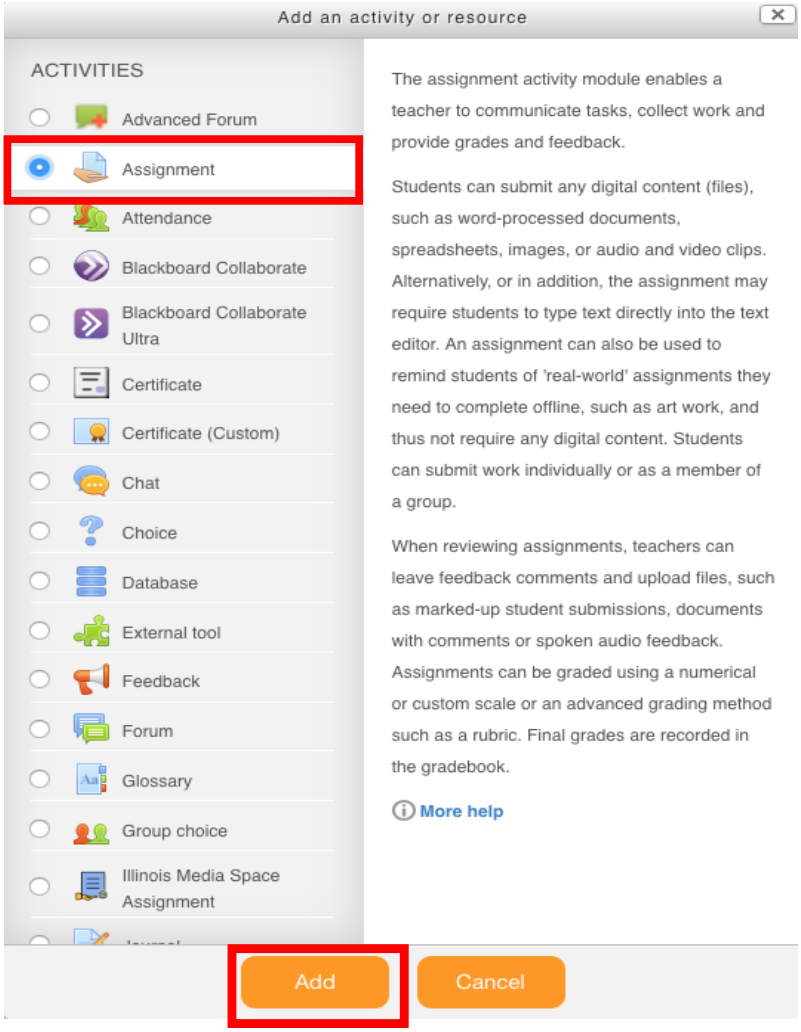
You can also do so by clicking on **Turn editing on** under the administration box located at the left-hand side of the screen.



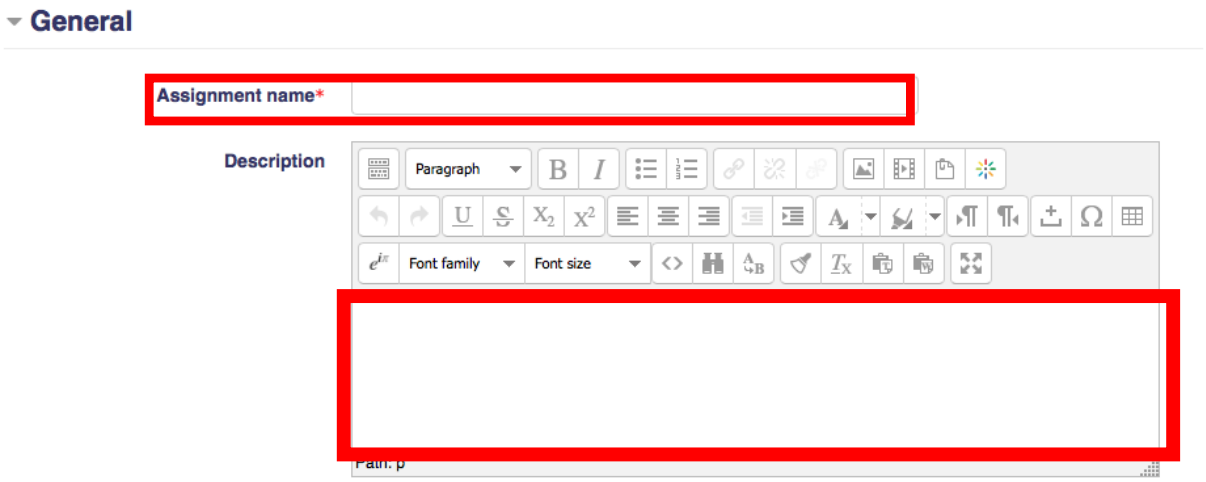
Then, locate the section you would like to add an assignment to and click **Add an activity or resource**



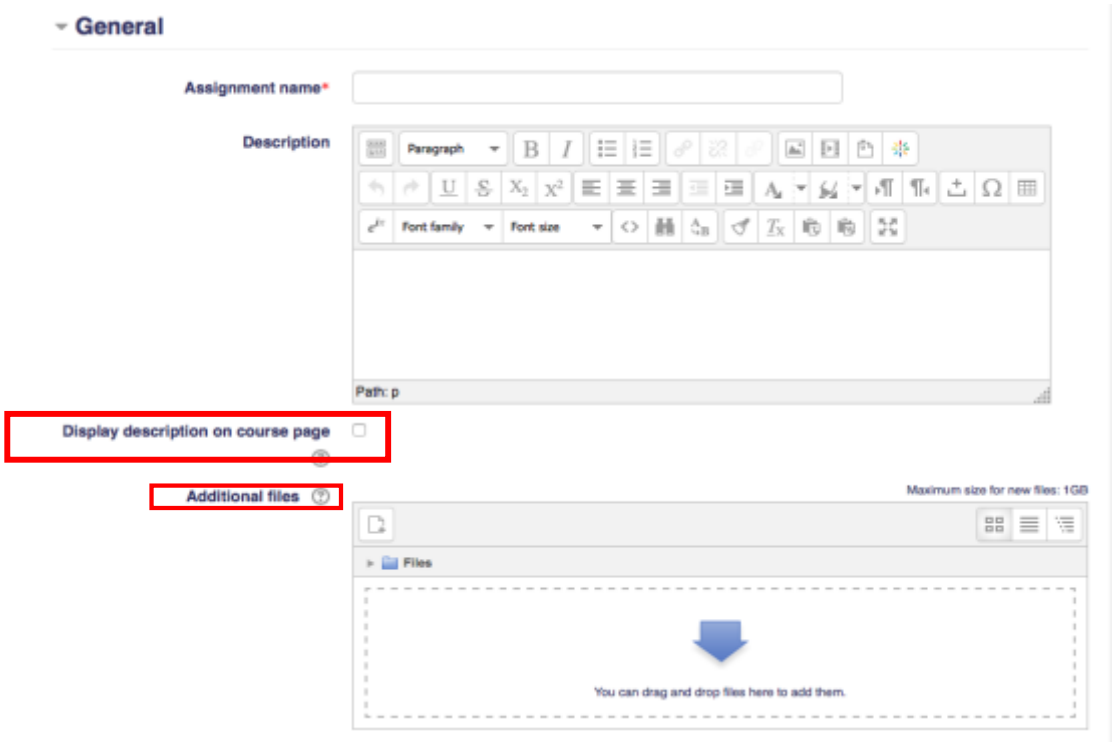
Locate **assignments** in the activities list, and then click **Add**.



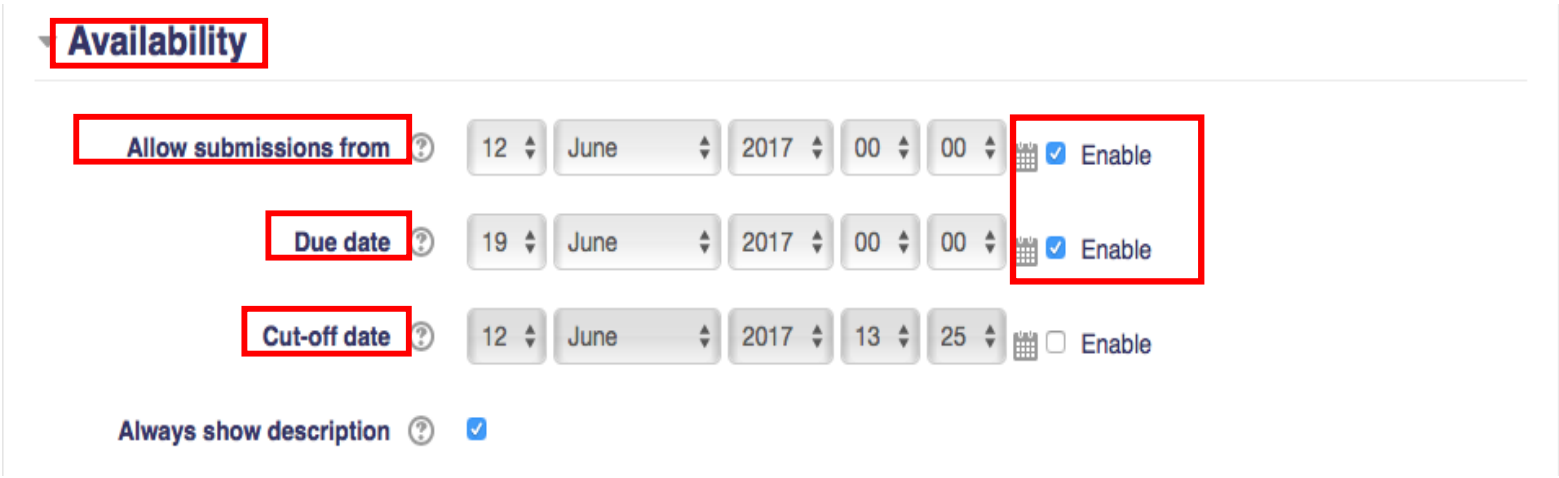
You will need to give the assignment a name in the **Assignment** name box and if you wish to add a description to the assignment, you may do so in the **description box**. The description should include instructions for the assignment.



If you would like the description to display on the main course, click the **Display description on course page** box. If you would like to include any additional files that students need to look at, you can do so in the **Additional Files** section.

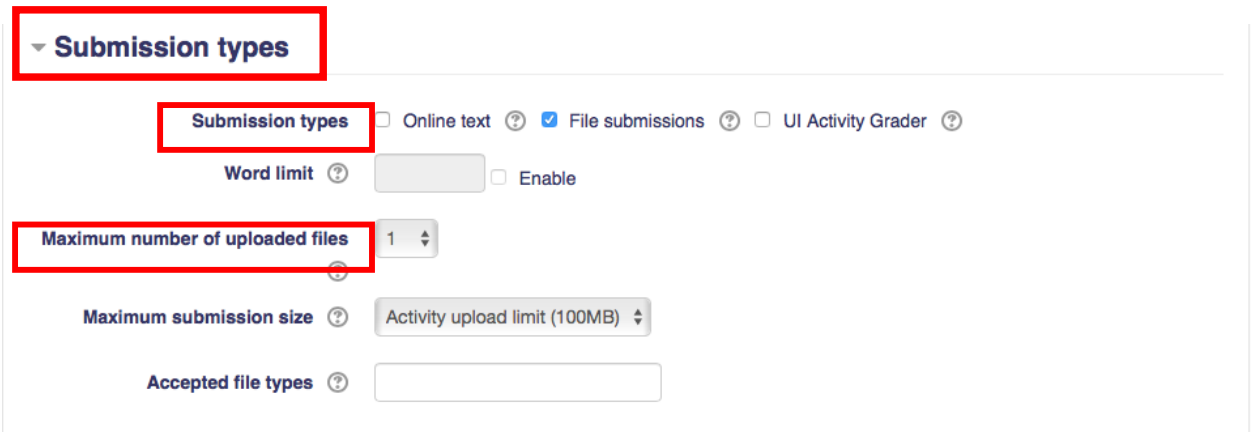


In the **Availability** section, you can choose when students begin submitting assignments by changing the drop downs next to **Allow submissions from**. You can change the due date of the assignment by changing the drop downs next to **Due Date**. If you would like submissions to be open at all times, you may uncheck either **Enable** box next to the "due date" or "allow submissions from" sections.



There is an option called **Cut-off date**. If this option is enabled, assignments will not be allowed to be submitted past the date/time that you have specified. Assignments submitted past the due date will be marked as "late" so you will know which assignments were submitted on time.

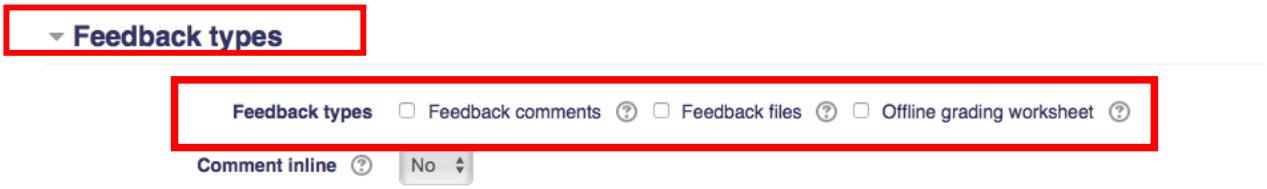
The next section is labeled as **Submission Type**. This is where you will choose what type of submission is needed for this assignment.



File submissions is the default setting for submission types and allows students to upload a file(s) for submission. You can change the maximum # of uploaded files by clicking the drop down next to **Maximum number of uploaded files.**

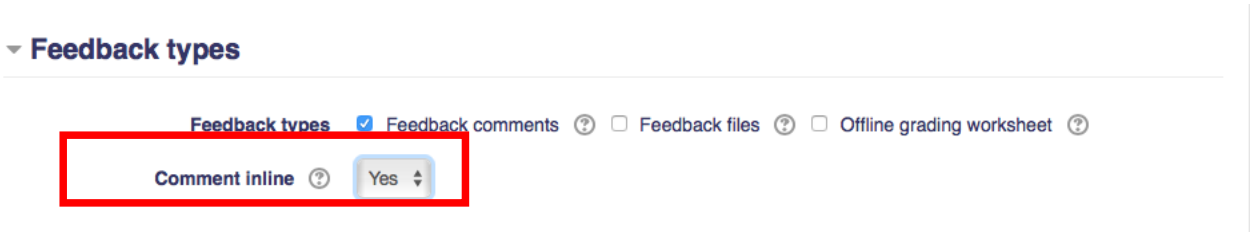
If the **online text** submission type is selected, students will be given a text box on the submission page to type a submission into. NOTE: You can choose more than one submission type for an assignment to be displayed on the submission page.

The next section covers **Feedback types**. Feedback comes into play when grading an assignment.



Feedback comments will give you a field to type comments into that a student can see about their assignment. **Feedback files** will allow you to upload a file that has feedback in it for students to view or listen to (these files may be, but are not limited to: marked up student submissions, documents with comments or spoken audio feedback).

If you decide to select **feedback comments**, you will have the option to enable **comments inline**. This will only apply if you have chosen **online text** as your submission type.



If enables, the submission text will be copied into the feedback comment field during grading. This will make it easier to comment in line with the text (possibly adding a different color, or to edit the original text).

The next section is **Submission settings**. If **Require students click submit button** is enables to "Yes", the student will have to click a submit button to submit their assignment as final. This will allow students to keep a saved draft of their work on the system.

If **Require that students accept the submission statement** is enabled to "Yes", this will require students to read and accept a statement saying that the work they have submitted is their own work.