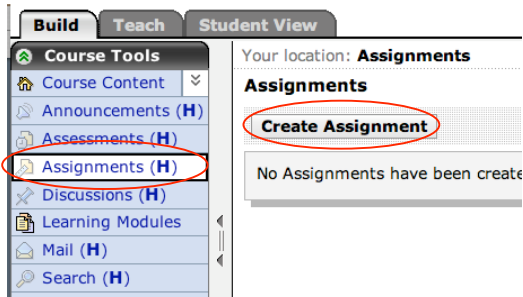


# Creating Assignments



To create an Assignment:

- Click **Assignments** under Course Tools
- Click **Create Assignment**.

## Create Assignment

**Title:** Hawthorne Paper

Description:

Item Visibility:  Show Item  
 Hide Item  
(This item cannot be made visible until it is assigned to an individual or group of Students)

Instructions: Write a two page-response to the short story "Rappacini's Daughter".

Use HTML

Attachments:

- Give the assignment a **Title**.
- Assignments are hidden by default until you make them visible.
- Give assignments **instructions**.
- **Add Attachments** if needed.

## Student submission format

- Text  
(Students provide text, attach files, do both.)
- Web site  
(Students submit a ZIP file containing a web site composed of files with relative links.)

Students may submit:

- **Text files**
- OR
- **A ZIP file containing a website**

## Assignment recipients

- Decide later** (Save assignment as a draft and send it later)
- All Students individually  
 Create additional sets of instructions for groups of Students
- Groups of Students

Send assignment to:

- **Individual Students**
- OR
- **Groups of Students**

## Dates

**Due Date** (Submissions are accepted after this date but are marked 'late')

Create a corresponding event in the Calendar tool

**Cutoff Date** (Submissions are not accepted after this date and are marked 'missed')

Dates Available:

- **Start time:** default is immediate. Edit settings if desired.
- **End time:** Default is Unlimited. Edit settings if desired.

**Grading**

Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)

Grade Book column title:

Release grade to Students in *My Grades*

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

○ Select **Gradebook** options

○ Click **Save**.