



Assignments: Individuals

You create assignments from the **Build** tab. Regardless of the assignment type or collaboration options, the basic process for creating assignments is the same.

Settings are grouped into areas: basic Settings, Grading, Dates, and More Options.

To create an assignment for individual students:

1. From the Build tab, under Course Tools, click **Assignments**.
2. Click **Create Assignment**.
3. Enter the assignment's Title and Description and select whether you want to *Show* or *Hide* the assignment.
4. Enter the *Instructions*. If you want to attach a file with additional instructions, click **Add Attachment**, and locate and select your file.
5. Under *Student submissions will be*, select the assignment type.
6. Under *Assignment recipients*, select *All Students individually*.

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


7. Under Dates, select the date and time when the assignment is due, as well as the cutoff date.

If you want the assignment due date to appear in students' calendars, select *Create a corresponding event in the Calendar tool*.

Dates


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


 07/11/2006

 12:00 PM

Create a corresponding event in the Calendar tool

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

 07/18/2006

 12:00 PM

Note: Assignments submitted between the due date and cutoff date are marked as "late."

8. Under Grading, select *Allow the assignment to be graded* and select whether you want the assignment to have a Numeric grade, an Alphanumeric grade, or to be graded based on a Grading Form. For numeric grades, enter the maximum grade.
9. Expand the More Options area and make your selections. See *Specifying Additional Options* below for details.
10. Click **Save**.

Specifying Additional Options

In the Create Assignment screen, you can click the More Options icon to select the following optional features.

- You can release students' grades for the assignment by making the assignment's corresponding Grade Book column visible to students.
- You can allow students to take back assignment submissions that have been submitted before the due date in order to edit them.

Note: Assignments that have this feature enabled are not gradable by the instructor until after the due date.

- You can allow students, in addition to instructors, to publish their own submissions.
- You can notify the instructor by e-mail when a student submits an assignment.