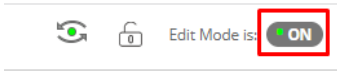


## How to Create and Edit an Assignment

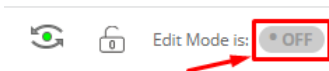
You can create and edit an assignment for your students to submit into a dropbox.

**Make sure edit mode is on (Top right of screen) Click to toggle.**

**Edit Mode is ON**

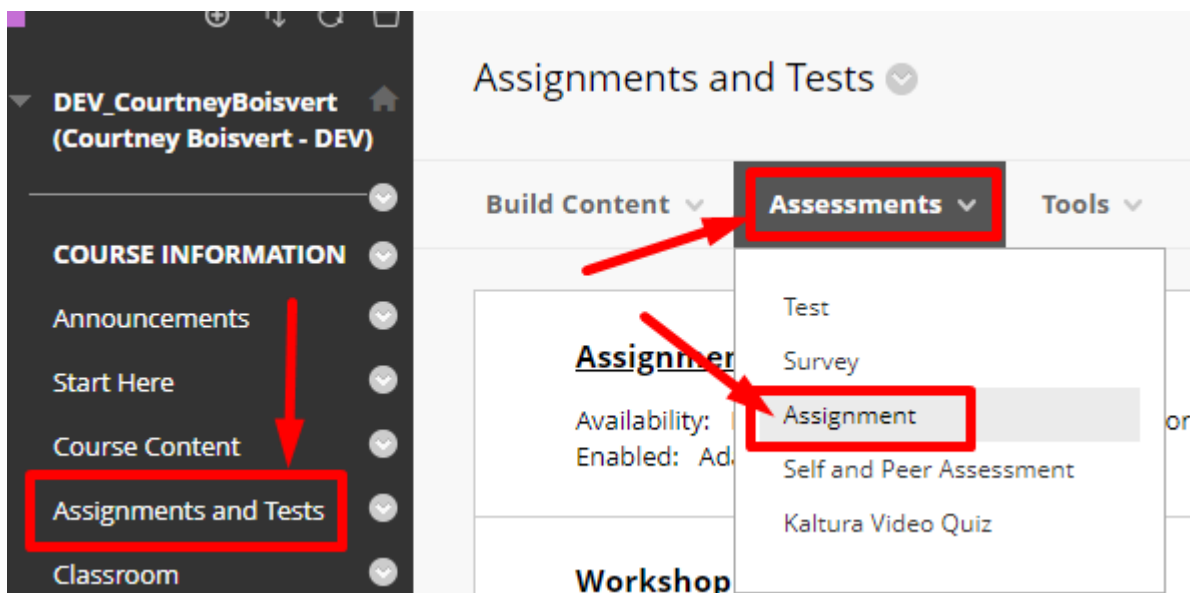


**Edit Mode is Off**



**CLICK TO TOGGLE EDIT MODE ON.**

1. Click on a content area.
2. Click on Assessments → Assignment.



The screenshot shows the course navigation menu on the left with 'Assessments and Tests' highlighted in a red box. A red arrow points from this menu item to the 'Assessments' dropdown menu in the main content area. The 'Assessments' dropdown menu is also highlighted in a red box, and a red arrow points to the 'Assignment' option within it.

- Provide the name, choose a colour if you wish to have it a colour other than black. And enter in the instructions for the assignment.

### ASSIGNMENT INFORMATION

\* Name and Color

Assignment Name

Black

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

<b>B</b>	<i>I</i>	<u>U</u>	<del>S</del>	Paragraph	Arial	10pt	⋮							
↶	↷	—	+	ABC	✓	↶	”	Ω	😊	🔖	📅	✕	📅	📅

This assignment has instructions attached.

- You can attach an instruction file if you have one or any other files the students may need to complete the assignment. You can also set the due date. Remember Midnight is 12AM and End Of Day is 11:59PM.

### ASSIGNMENT FILES

Attach Files

Browse Local Files

Browse Course Files

Browse Cloud Service

### DUE DATES

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

Due Date



01/24/2023



11:59 PM



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

- Points possible does not need to be out of 100. It can be weighed in weighted total later. You can add a rubric to mark students, but it is recommended that you show the Rubric with Rubric scores to the students. Submission details will let you change from Individual Group or Portfolio. In order to use Groups you must have groups created. Portfolio submission is only for portfolios. A single attempt is fine, however you will have to clear submissions if students make a mistake uploading. 2 Multiple Attempts is sufficient in case students have uploading problems.

**GRADING**

Points Possible: 30

Associated Rubrics: Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
Assignment 1 Rubric	Used for Grading	Jan 3, 2023 2:44:47 PM	<input checked="" type="checkbox"/> Yes (With Rubric Scores)

**Submission Details**

*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.*

Assignment Type:
 

- Individual Submission
- Group Submission
- Portfolio Submission

 Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts: Multiple attempts

Maximum Attempts: 2

Score attempts using:
 

- Last Graded Attempt
- Last Graded Attempt
- Highest Grade**
- Lowest Grade
- First Graded Attempt
- Average of Graded Attempts

**Grading Options**

**Display of Grades**

- Check the box for Make the Assignment Available.
- Feel free to choose the Display After date, but do not use Display Until as that means that the students cannot see their grade for the assignment in the Grade Centre. Press Submit.

**AVAILABILITY**

Make the Assignment Available

Limit Availability:
 

- Display After 01/10/2023 12:00 AM
- Display Until

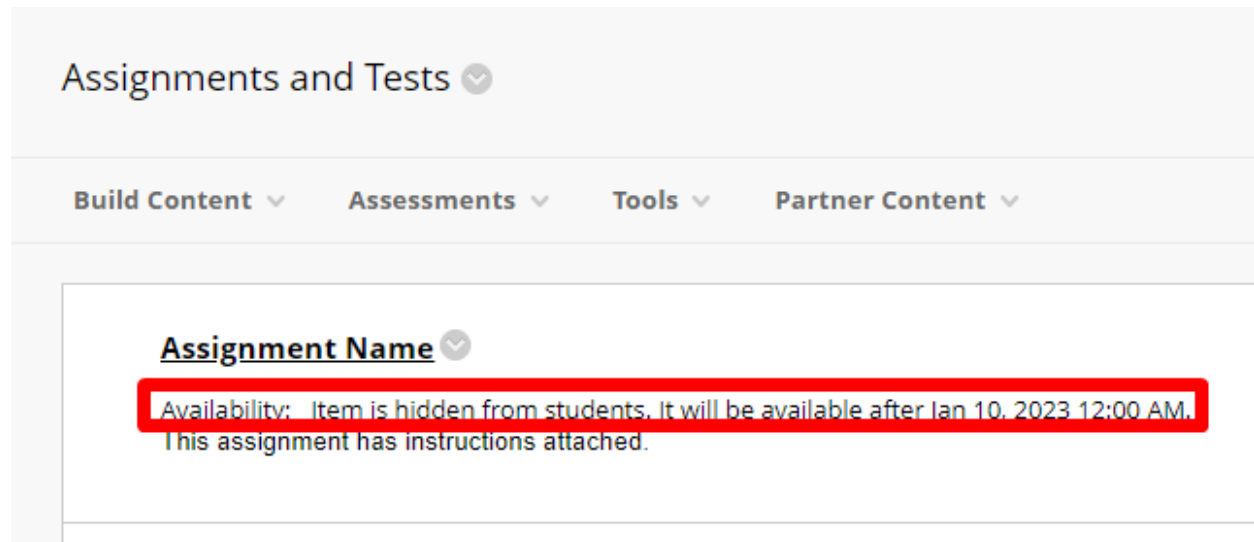
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

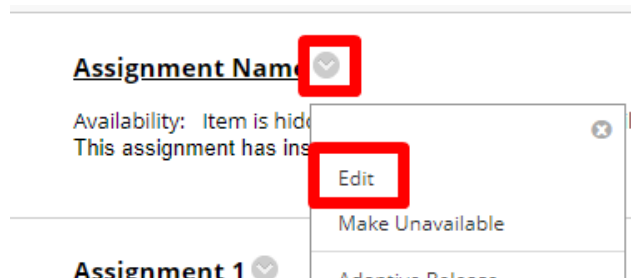
Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel **Submit**

8. You can tell the assignment is not available yet as it will say: “Availability: Item is hidden from students. It will be available after [Date you chose].”



9. To edit the assignment, click on the down arrow next to Assignment Name and choose edit.



Interested in more educational tools? Check out our How-To Guides at:  
[www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at [asktlc@ufv.ca](mailto:asktlc@ufv.ca)

