

# Assignments Tool

## Introduction

Use the Assignments tool for online submission and grading of student assignments. The Assignment tool supports one or more student submissions per assignment as well as group submissions and grading. Via the Grade Center, instructors are able to grade individual student submissions (including anonymously if desired) or download all at once for offline review. The Assignment Tool replaces the Digital Dropbox. Create a separate assignment for each one you want to grade.

## Caution

- Do not grade student assignment submissions using the Needs Grading view in the Grade Center.

## Create Assignment

1. In any Content Area, click Create Assessment and then select Assignment.
2. Provide a name for the assignment.
3. Type instructions in the Instructions text field and/or click Browse and upload a file containing instructions.
4. Under Grading, enter the number of points and add a Rubric if desired.
5. Under Availability, decide whether you want the assignment to be available to students at present or not.
6. Decide on the number of attempts allowed.
7. Set a date and time range is desired. (Click the calendar and clock icons for ease of setting.)  
NOTE: Be sure to check the boxes next to Display After and Display Until.

### 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:

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.

Track Number of Views

- Under Recipients, select whether this is an assignment to be submitted by each student individually (All Students Individually) or by student groups for a group grade (Groups of Students).  
To set to Groups of Students, it is necessary that groups have already been created using the Groups tool. Then, when the assignment is graded, all members of a group will automatically be assigned the same grade.  
NOTE: A group grade can be overridden for an individual.

## 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  
 Groups of Students

- Click Submit to create the assignment.
- A Grade Center column for the assignment will automatically be created.

### Tips

- For student assignment submissions of a page or less, consider using the Journal tool. Review, grading, and commenting are more easily accomplished.