

How to Create an Assignment.

1. Turn Editing On. Select the following.

The screenshot displays a user interface for adding an activity or resource. At the top, there are two topic headers: "Topic 11" and "Topic 12", each with an "Edit" dropdown and a "+ Add an activity or resource" button. A blue arrow points from the "Add an activity or resource" button under "Topic 11" to the "Add an activity or resource" dialog box.

The dialog box, titled "Add an activity or resource", is open and shows a list of activities and resources. The "ACTIVITIES" section is circled in blue, and the "Assignment" option is selected with a radio button. Below the "ACTIVITIES" section, the "RESOURCES" section is visible, including "Wiki", "Workshop", "Book", and "File".

The "Assignment" activity description is displayed on the right side of the dialog box:

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work.

numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.

[More help](#)

At the bottom of the dialog box, there are two buttons: "Add" and "Cancel". The "Add" button is circled in blue.

2. Give the Assignment a name. A description is optional

Adding a new Assignment to Topic 6

 [Expand all](#)

▼ General


Assignment name *

Description

 Paragraph **B** *I*      

3. Check the box if description is to appear on the course page. Files can be added.

Display description on course page

Additional files 

 
 Files

Maximum size for new files: 256MB

4. Determine and set the dates for submission and cut off and (next page) for the type of submission desired.



▼ Availability

Allow submissions from  Enable



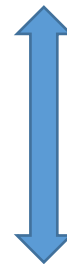
Due date   Enable

Cut-off date   Enable

Remind me to grade by   Enable

Always show description







Submission types

Submission types Online text File submissions

Word limit Enable

Maximum number of uploaded files

Maximum submission size

Accepted file types

No selection

Feedback types

Note: By clicking on the arrow next to the instructors name and selecting *Switch role to ...* and then *STUDENT* the Instructor can then see the assignment as it appears on the Student's Mosaic Page.

