CREATE AN ASSIGNMENT

1. On the action bar within a content area, point to Assessments and choose Assignment.

![Image of Assessments menu]

2. On the Create Assignment page, provide the following information:

   - Assignment Information – enter the Name and Instructions
   - Assignment Files – attach files by clicking Attach Files (optional)
   - Due Dates – enter the Due Date
   - Grading – Enter the Points Possible and Add Rubric (optional)
   - Expand the sections of Submission Details, Grading Options and Display of Grades: and enter necessary information.

3. Submission Details: Select the Assignment Type - Individual or Group, Number of Attempts, and Plagiarism Tools options

![Image of Submission Details]

Last Updated: Feb 11, 2015
4. **Grading Options:** Check the box for **Enable Anonymous Grading** if you wish to grade assignments by hiding the names of the students, and check **Enable Delegated Grading** if you wish to delegate grading job to TA or co-instructor.

![Grading Options](image)

5. **Display of Grades:** Choose options for display of grades from dropdown menu such as score, percentage, letter or text. Select the option of showing grades in **Grade Center** and showing the grade to students by clicking the box.

![Display of Grades](image)

6. **Availability:** Select the **Display After** and **Display Until** check boxes to enable the date and time.

7. Check box to **Track Number of Views** (optional).

8. Click **Submit**.