

About Assignments

You can use the Assignments tool to create and edit assignments, see users' submission times, view submissions on the Evaluate Submission page, associate assignments to rubrics and competencies, and return submissions with grades and feedback.

For assignments that included file submissions, you can download the submissions to your computer for review offline.

In the Submissions area for file and text submissions, you can view users' submissions and submission dates, eliminating the need to collect assignments and making it easy to track when files were submitted.

You can create categories to group and organize assignments. You can also restrict access to assignments by date and time, group membership, or special access permissions.

Visual tour of the Assignments tool

The screenshot shows the 'Assignments' tool interface. At the top left, there are three buttons: 'New Assignment' (blue), 'Edit Categories' (grey), and 'More Actions' (grey with a dropdown arrow). Below these is a 'Bulk Edit' button with a pencil icon. The main area is a table with columns: 'Assignment', 'New Submissions', 'Completed', 'Evaluated', and 'Feedback Published'. The table lists three categories: 'Poetry Assignments', 'Non-Fiction Assignments', and 'Presentations'. Each category has one or more specific assignments listed below it, such as 'In Class: Poetry Slam' and 'Write Your First Review'. Each assignment row includes a checkbox, a dropdown menu, and a key icon. The 'Completed' column shows '0/1' for all assignments. At the bottom right, there is a '200 per page' dropdown menu.

| <input type="checkbox"/> | Assignment | New Submissions | Completed | Evaluated | Feedback Published |
|--------------------------|---------------------------------------------------------------------|-----------------|-----------|-----------|--------------------|
| | Poetry Assignments | | | | |
| <input type="checkbox"/> | In Class: Poetry Slam ▼ | | 0/1 | 0/1 | 0/1 |
| | Non-Fiction Assignments | | | | |
| <input type="checkbox"/> | Write Your First Review ▼ | | 0/1 | 0/1 | 0/1 |
| | Presentations | | | | |
| <input type="checkbox"/> | In Class Presentation ▼ Due on Jan 13, 2022 4:22 PM | | 0/1 | 0/1 | 0/1 |

200 per page ▼

When instructors navigate to Assignments, they will see all the assignments created within their course with options for creating new assignments and editing and evaluating previous ones.

1. **New Assignment:** Create a new assignment.
2. **Edit Categories:** Create or manage categories for your assignments. Categories are customizable and can be organized to designate work that corresponds to specific modules in your course.
3. **More Actions:** Provides additional options for Assignments:
 - **Preview:** View a preview of any assignment.
 - **Reorder:** Change the order and display of your assignments.

- **Manage Preference for Turnitin™:** Turn on or off the Turnitin requirement for one or more students.
 - **Event Log:** View a log of your created, deleted, and restored assignments.
 - **Make Visible to Users:** Let learners view an assignment.
 - **Hide from Users:** Make an assignment invisible for learners.
 - **Delete:** Delete an assignment.
4. **Bulk Edit:** Edit one or more assignments all at once.

Create an assignment from the Assignments tool

To create an assignment from the Assignments tool

1. Navigate to Assignments.
2. Click New Assignment.

Add an Assignment Title, Grade Out Of, Due Date, and Instructions

When creating a new assignment, start by entering basic details such as name, grading information, due date, and instructions.

To fill in assignment details

6. If you do not wish to configure your assignment further, toggle the assignment to **Visible** and click **Save and Close**.

The new assignment is created and available to learners.

Set start, end, and availability dates

You can further customize your assignment by setting

To set a start date and end date

1. From the **New Assignment** page, expand the **Availability Dates & Conditions** accordion.

Availability Dates & Conditions

Start Date

 2023-03-21  00:01

Before start: [Visible with access restricted](#)

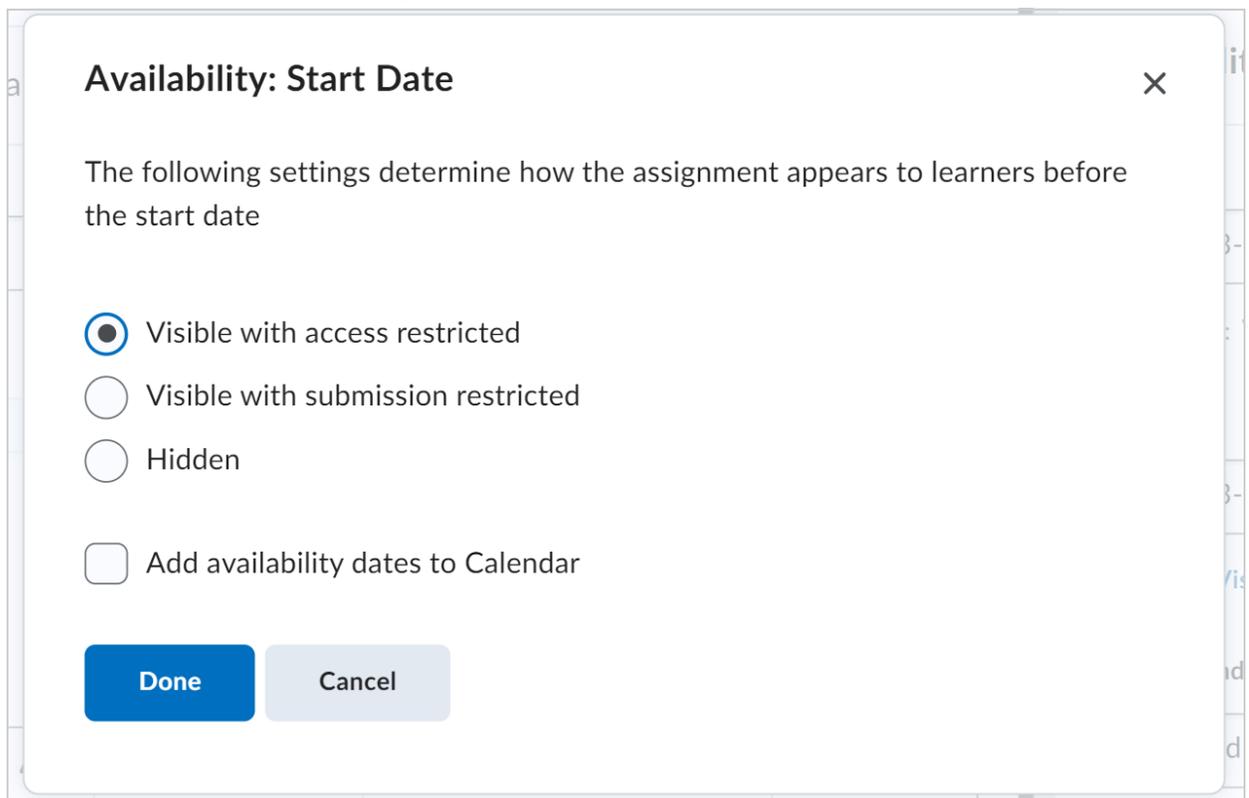
End Date

 2023-03-31  23:59

After end: [Visible with access restricted](#)

2. Set a **Start Date** and an **End Date**.
3. Click the assignment availability field below the start and end date. In the **Availability** dialog, choose from the following for each date:

- **Visible with access restricted:** The assignment will be visible to learners before the **Start Date** or after the **End Date**, but they cannot click or open it. Learners can see the name, dates, and restrictions but cannot see the assignment description or attachments.
 - **Visible with submission restricted:** The assignment will be visible to learners before the **Start Date** or after the **End Date**, and they can click or open it, but they cannot submit or mark it as complete. Learners can see all details about the assignment, including description, attachments, and rubrics, but they cannot upload files, enter comments, or mark the assignment as complete (for observed in person / on paper submission).
 - **Hidden:** The assignment is hidden to learners until the start date is reached or after the end date passes. Learners can not see the assignment anywhere, including corresponding **Calendar** events and **Notifications**.
4. In the dialog, choose to select **Add availability dates to Calendar** if you want the start or end date available in your course calendar.



Availability: Start Date ×

The following settings determine how the assignment appears to learners before the start date

Visible with access restricted

Visible with submission restricted

Hidden

Add availability dates to Calendar

Done **Cancel**

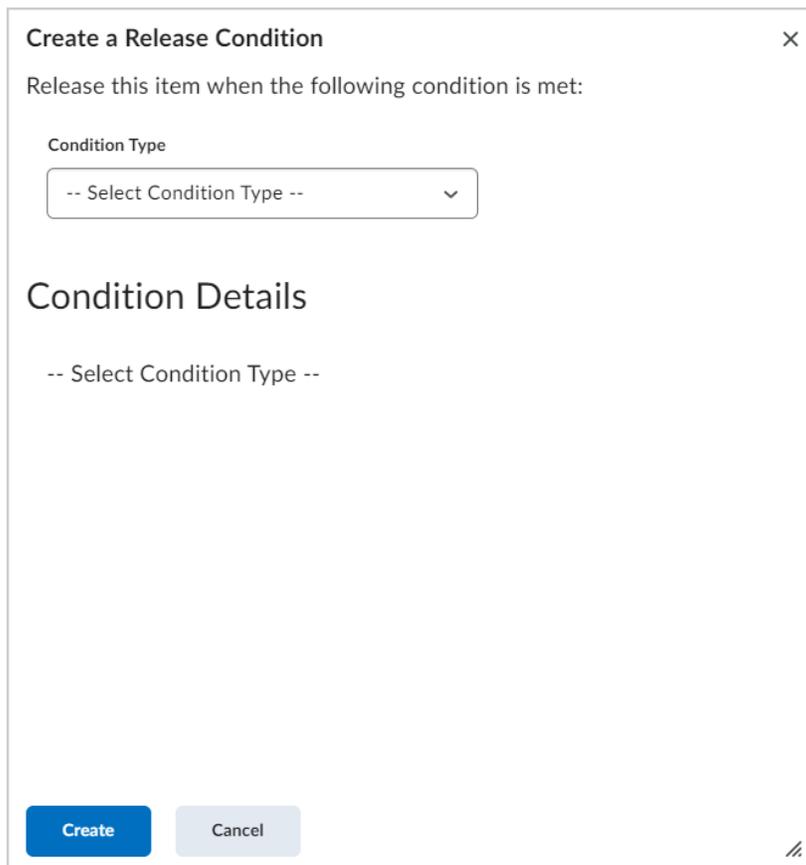
The new assignment is created with specified start and end dates.

Create a release condition for your assignment

You can add release conditions to your assignment. Release conditions are conditions that must be met for an assignment to be made visible to learners. For example, you can set your assignment to only be available to learners when they achieve a specified score on a quiz.

To create a new release condition

1. From the **New Assignment** page, expand the **Availability Dates & Conditions** accordion.
2. Under **Release Conditions**, click **Add Release Condition** and select **Create New**.



The screenshot shows a dialog box titled "Create a Release Condition" with a close button (X) in the top right corner. Below the title, it says "Release this item when the following condition is met:". There is a "Condition Type" label above a dropdown menu that currently displays "-- Select Condition Type --". Below this, the section "Condition Details" is visible, followed by another "-- Select Condition Type --" placeholder. At the bottom left, there are two buttons: a blue "Create" button and a grey "Cancel" button. A small icon is visible in the bottom right corner of the dialog box.

3. Under **Condition Type**, select the condition that must be met.
4. Under **Assignment Submission Folder**, select the assignment submission folder in which this condition must be met.
5. Click **Create**.
6. If you do not wish to configure your assignment further, toggle the assignment to **Visible** and click **Save and Close**.

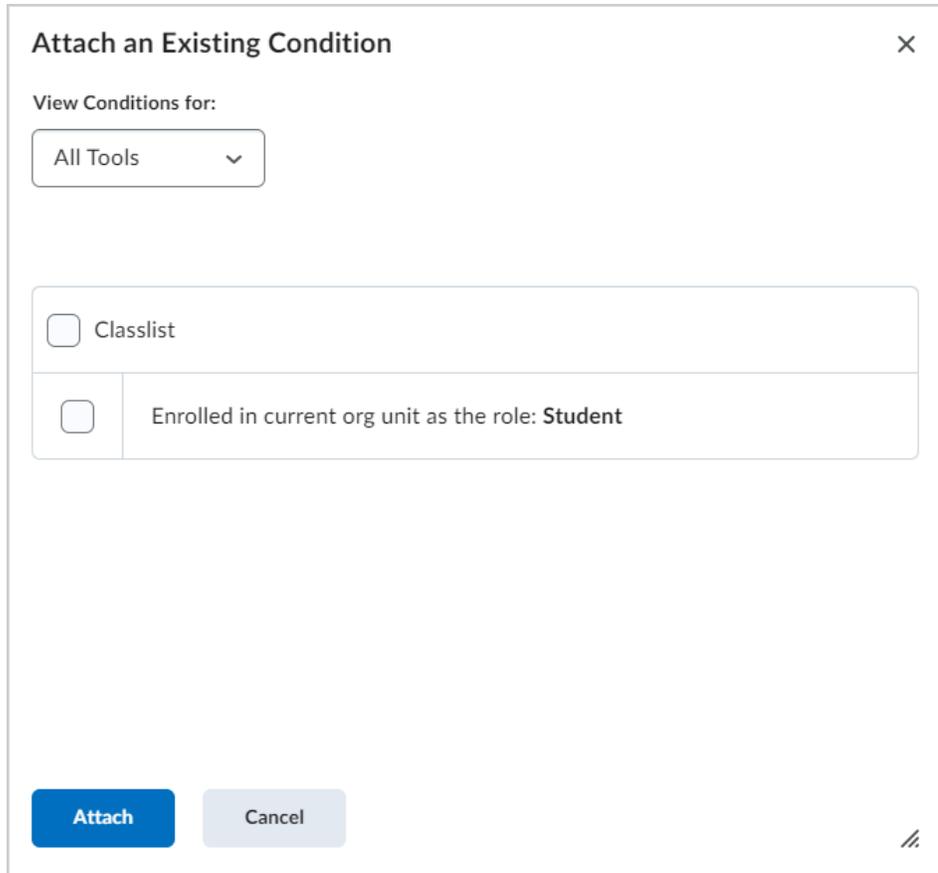
A new release condition is added to your assignment.

Attach an existing release condition to your assignment

You can also attach an existing release condition to your assignment.

To attach an existing release condition

1. From the **New Assignment** page, expand the **Availability Dates & Conditions** accordion.
2. Under **Release Conditions**, click **Add Release Condition** and select **Add Existing**.



The screenshot shows a dialog box titled "Attach an Existing Condition" with a close button (X) in the top right corner. Below the title, there is a label "View Conditions for:" followed by a dropdown menu currently set to "All Tools". Below this, there is a list of conditions with checkboxes:

- Classlist
- Enrolled in current org unit as the role: Student

At the bottom of the dialog, there are two buttons: a blue "Attach" button and a grey "Cancel" button. A small icon resembling a pencil is located in the bottom right corner of the dialog box.

3. Select an existing release condition from the list and click **Attach**.

Note: Use the **View Conditions for** drop-down menu to filter the existing release conditions by tool.

4. If you do not wish to configure your assignment further, toggle the assignment to **Visible** and click **Save and Close**.

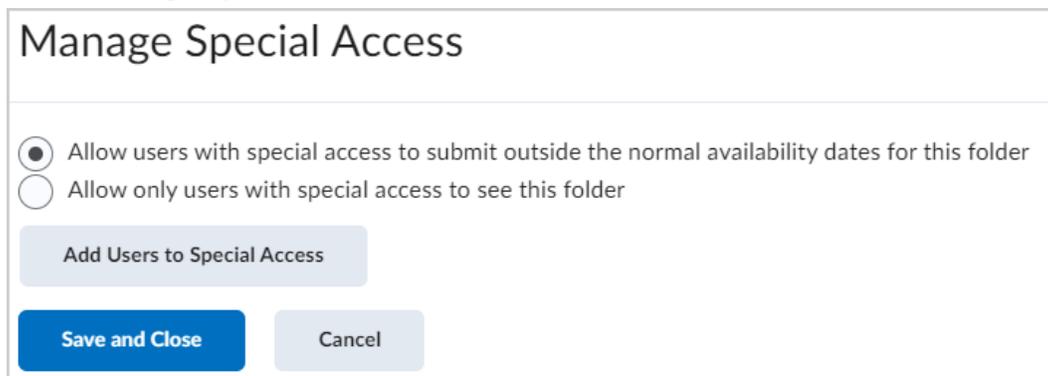
An existing release condition is added to your assignment.

Manage special access for your assignment

You can **Manage Special Access** for your assignment. Special access permissions allow you to set different availability dates and times for specific users. For example, you could extend the deadline for users who require remedial help or who are submitting work beyond the original scope of the assignment. You can also add special access after an assignment's end date has passed for users who have a legitimate excuse for missing the deadline or for users you want to submit additional material, such as planning notes or a bibliography. The special access icon displays on the **Assignment list** page beside any assignment that includes special access settings.

To make your assignment available to select users

1. From the **New Assignment** page, expand the **Availability Dates & Conditions** accordion.
2. Click **Manage Special Access**.



The screenshot shows a dialog box titled "Manage Special Access". It contains two radio button options: "Allow users with special access to submit outside the normal availability dates for this folder" (which is selected) and "Allow only users with special access to see this folder". Below the options is a button labeled "Add Users to Special Access". At the bottom of the dialog are two buttons: "Save and Close" (in blue) and "Cancel" (in light gray).

3. Select one of the following options:
 - **Allow users with special access to submit outside the normal availability dates for this folder.**
 - **Allow only users with special access to see this folder.**

- To add users, click **Add Users to Special Access**.

Special Access - Women in Science

Properties

Due Date

Has Due Date

Availability

Has Start Date

Has End Date

Users

View By:

| <input type="checkbox"/> | Student Name ▲ |
|--------------------------|--------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Brenden Anton Due Date: Feb 1, 2023 3:35 PM Availability: Feb 1, 2023 12:01 AM - Feb 16, 2023 11:59 PM |
| <input type="checkbox"/> | Fay Nunzio |

- To give users that have special access a different assignment due date, select the **Has Due Date** check box and set the due date for the assignment.
- Under **Availability**, select the **Has Start Date** and **Has End Date** check boxes and set the date availability for when you want users to have special access to the assignment.
- In the **Users** area, select the users you want to give special access to.
- Click **Save** and then click **Save and Close**.

9. If you do not wish to configure your assignment further, toggle the assignment to **Visible** and click **Save and Close**.

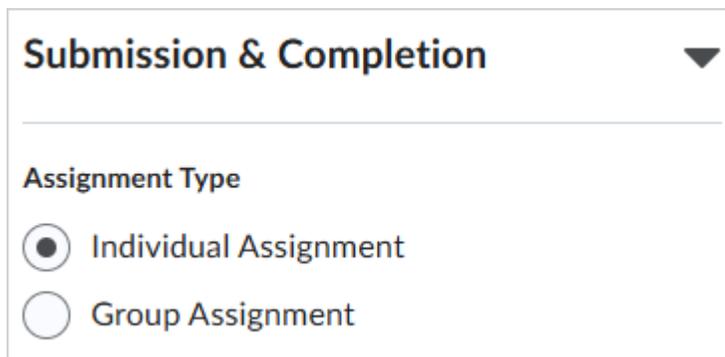
Your assignment is configured to give special access to specific users.

Set assignment as an individual or group assignment

You can choose whether your assignment is an individual assignment or a group assignment. If you choose to create a group assignment, you can also align your group assignment to a group category. Categories enable you to organize and manage related groups. For example, you can have a category for Assignment 1, Assignment 2, Seminars, Remedial Help, and Book Reviews.

To choose your assignment type

1. From the **New Assignment** page, expand the **Submission & Completion** accordion.



The screenshot shows a user interface element titled "Submission & Completion" with a downward-pointing triangle on the right. Below the title is a horizontal line. Underneath the line, the text "Assignment Type" is displayed. There are two radio button options: "Individual Assignment" with a selected radio button (a solid black dot), and "Group Assignment" with an unselected radio button (an empty circle).

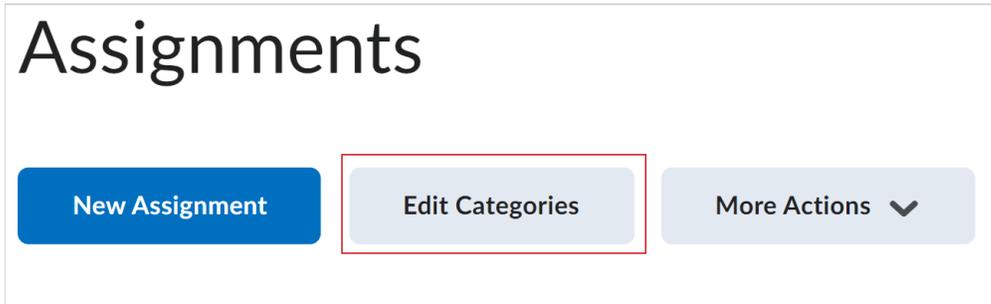
2. For the **Assignment Type**, select one of the following:
 - **Individual Assignment**
 - **Group Assignment:** From the **Category** drop-down menu, select an existing category to align your assignment to.
3. If you do not wish to configure your assignment further, toggle the assignment to **Visible** and click **Save and Close**.

Add categories from Assignments

Organize your assignments into categories to make it easier for learners to navigate to the appropriate assignment. For example, you can create separate categories for course units, summative projects, bonus assignments, and individual submissions. Your new category will appear on the **Assignments** page only if there are assignments associated with it.

1. Navigate to **Assignments**.

2. On the Assignments page, click **Edit Categories**.



3. Do any of the following:
 - Click **Add Category** to create a new category.
 - Click the name of an existing category to modify it. Hit **Enter**, or click outside of the current cell to save your changes.
 - Adjust the **Sort Order** of existing categories.
 - To delete a category, select the check box next to its name and click the delete icon.
4. Click **Close**.

Configure your assignment submission

You can choose what type of submission is required for your assignment, as well as allowable file extensions for that submission, how submissions are kept, and whether you receive a notification email when assignments are submitted.

To configure your assignment submission

1. From the **New Assignment** page, expand the **Submission & Completion** accordion.

Submission Type

Text-only submission ▼

Submissions

All submissions are kept

Only one submission allowed

Only the most recent submission is kept

Notification Email

Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.

2. Under **Submission Type**, select one of the following:
 - **Text or file Submission:** set the number of **Files Allowed Per Submission**.
 - **Text-only submission**
 - **On paper submissions:** set **Marked as completed** to one of the available options:
 - **Manually by learners**
 - **Automatically on evaluation**
 - **Automatically on due date**
 - **Observed in person:** set **Marked as completed** to one of the available options:
 - **Manually by learners**
 - **Automatically on evaluation**
 - **Automatically on due date.**

3. Under **Allowable File Extensions**, select an option to restrict file extensions on submissions for the assignment.
4. To receive email notifications when an assignment is submitted, under **Notification Email**, enter an email address or multiple email addresses separated by a comma.

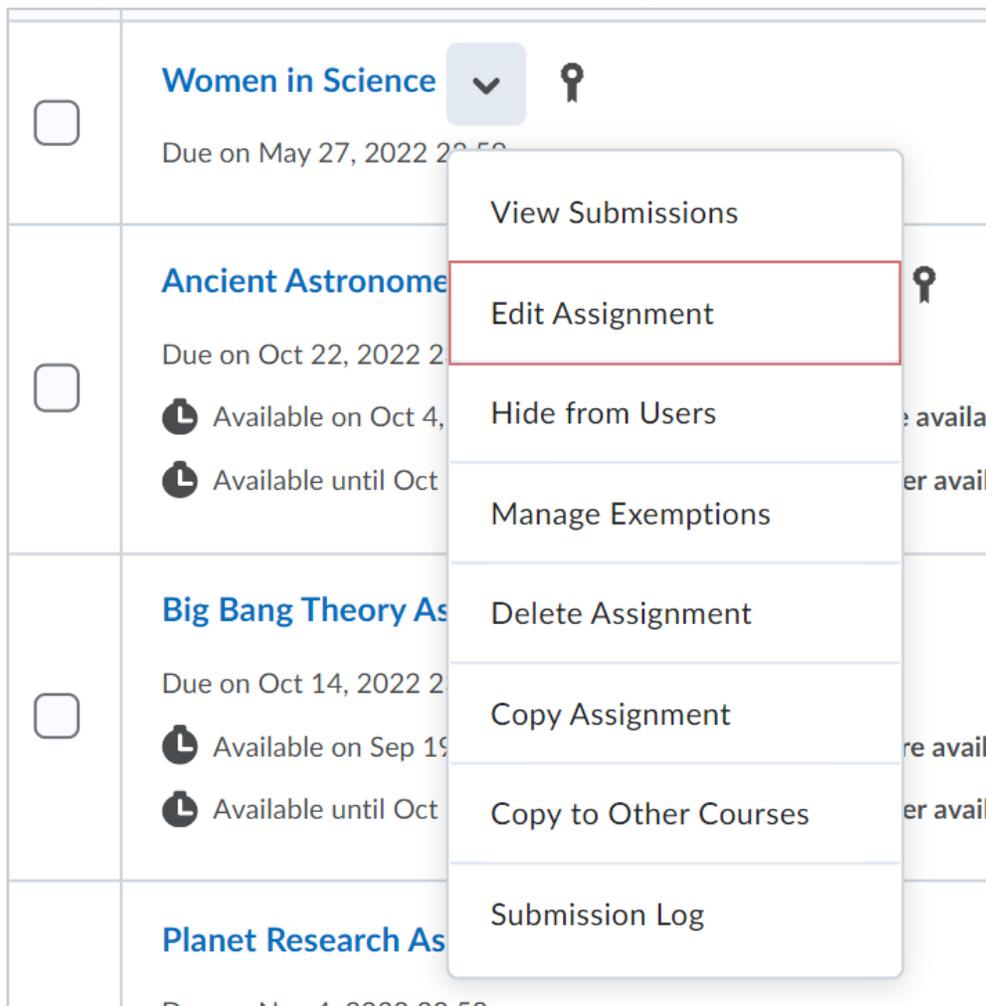
The assignment type and acceptable file type for submission is set.

Add a rubric to an assignment

You can add rubrics to your assignment.

To add a rubric to an assignment

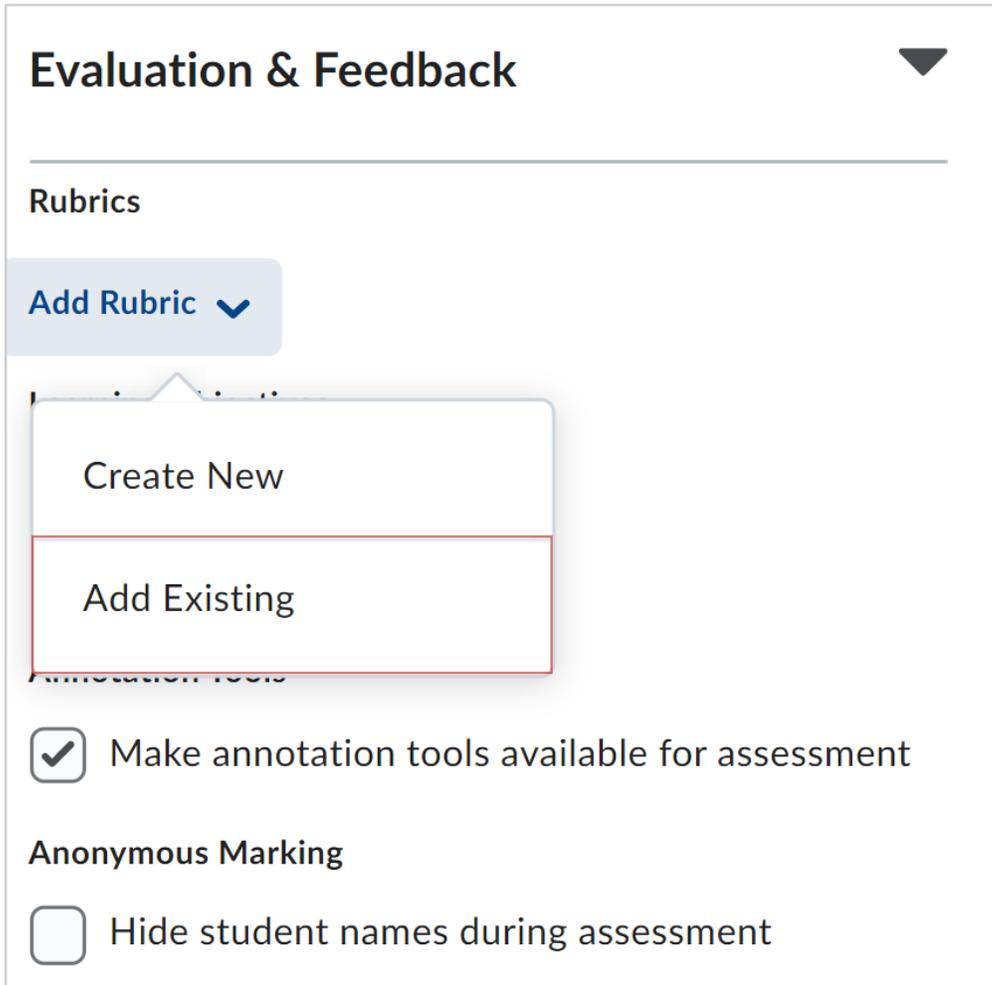
1. On the **Assignments** page, click the **Actions** drop-down menu for the assignment where you want to add a rubric. Click **Edit Assignment**.



The screenshot displays a table of assignments. The 'Ancient Astronomy' assignment is selected, and its 'Actions' dropdown menu is open. The menu options are: View Submissions, Edit Assignment (highlighted with a red border), Hide from Users, Manage Exemptions, Delete Assignment, Copy Assignment, Copy to Other Courses, and Submission Log. The 'Edit Assignment' option is the one to be clicked according to the instructions.

| | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------|-----|
| <input type="checkbox"/> | Women in Science Due on May 27, 2022 20:50 | ⌵ 🔑 |
| <input type="checkbox"/> | Ancient Astronomy Due on Oct 22, 2022 20:50 🕒 Available on Oct 4, 2022 🕒 Available until Oct 22, 2022 | ⌵ 🔑 |
| <input type="checkbox"/> | Big Bang Theory As Due on Oct 14, 2022 20:50 🕒 Available on Sep 19, 2022 🕒 Available until Oct 14, 2022 | ⌵ 🔑 |
| <input type="checkbox"/> | Planet Research As Due on Nov 4, 2022 20:50 | ⌵ 🔑 |

2. In the **Evaluation & Feedback** menu, Click **Add Rubric > Add Existing**.



The screenshot shows the 'Evaluation & Feedback' menu. At the top, the title 'Evaluation & Feedback' is displayed with a downward arrow. Below the title is a horizontal line, followed by the word 'Rubrics'. A blue button labeled 'Add Rubric' with a downward arrow is visible. A dropdown menu is open, showing two options: 'Create New' and 'Add Existing'. The 'Add Existing' option is highlighted with a red border. Below the dropdown menu, there are two sections: 'Annotation Tools' with a checked checkbox and the text 'Make annotation tools available for assessment', and 'Anonymous Marking' with an unchecked checkbox and the text 'Hide student names during assessment'.

3. In the **Add Existing Rubric** dialog, click the checkbox for the rubric you want to add.

Note: You can add more than one rubric to an assignment.

4. Click **Add Selected**.

Add Existing Rubric ×

Search 🔍

- This is a Rubric 🔍
- Untitled 🔍

Add Selected Cancel