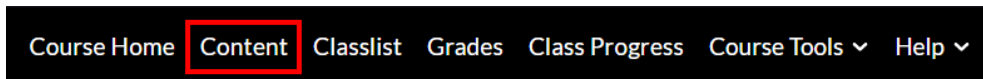


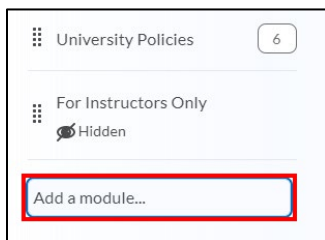
Create an Assignment and Associate it with Your Gradebook

Create an Assignment

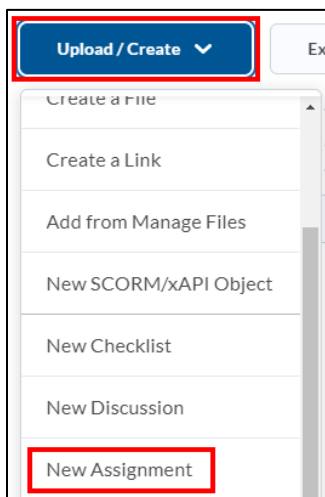
1. From the course navigation bar, **click Content**.



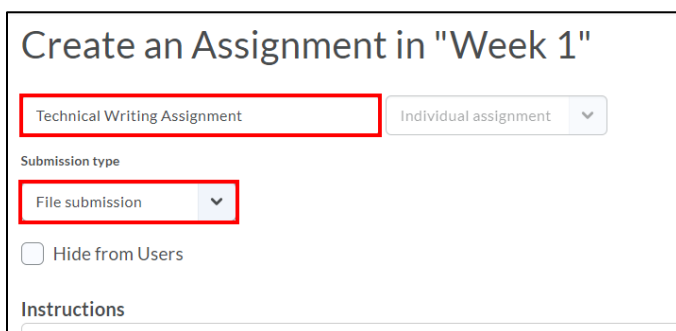
2. A module is used to organize content for each week, unit, etc. Before adding content, create a module. On the left, **scroll** down and **click** within the *Add a module* textbox. **Enter** a name for the module and **press Enter**.



3. Within the module, **click Upload / Create**. **Scroll** down and **select New Assignment**.

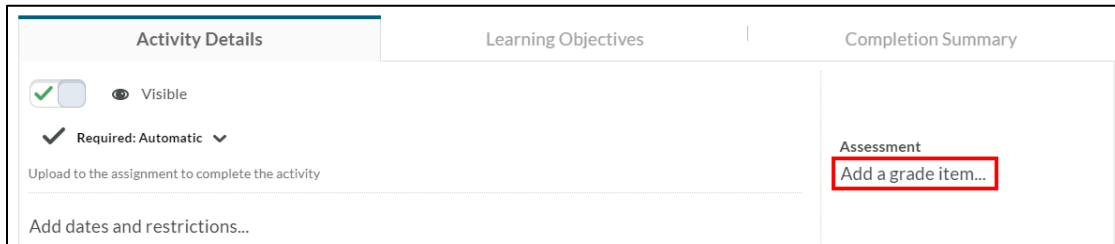


4. **Name** the *assignment*, **select** the *Submission type*, and **enter Instructions** if desired. Then **click Save**.

A screenshot of a form titled 'Create an Assignment in "Week 1"'. The form has several fields: a text input for the assignment name containing 'Technical Writing Assignment' (highlighted with a red box), a dropdown for 'Submission type' set to 'Individual assignment', another dropdown for 'Submission type' set to 'File submission' (highlighted with a red box), a checkbox for 'Hide from Users' which is unchecked, and a text area for 'Instructions'.

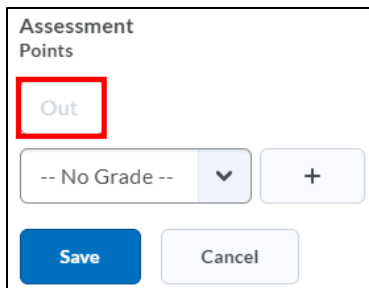
Create a Grade Item from an Assignment

1. **Scroll** down to the *Activity Details* and **select** *Add a grade item*. A grade item is a column in the gradebook where you can enter grades for assignments, discussions, and quizzes.

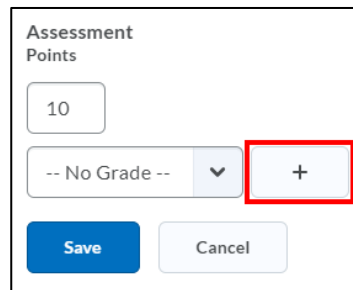


The screenshot shows the 'Activity Details' tab with three sub-sections: 'Activity Details', 'Learning Objectives', and 'Completion Summary'. In the 'Assessment' section, the 'Add a grade item...' button is highlighted with a red box. Other visible options include 'Visible', 'Required: Automatic', and 'Add dates and restrictions...'.

2. **Click** within the *Out* textbox and **enter** the *number of points* the assignment is worth. Then, **click** the **+** icon to create a new grade item. **Click** *Numeric* when prompted to select the type of grade item.

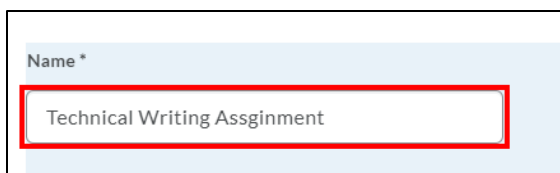


The 'Assessment Points' dialog box shows a dropdown menu with 'Out' selected and highlighted by a red box. Below the dropdown is a '+ No Grade --' dropdown and a '+' button. 'Save' and 'Cancel' buttons are at the bottom.

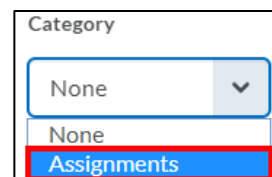


The 'Assessment Points' dialog box shows the number '10' entered in the points field. The '+' button is highlighted with a red box. The dropdown menu is set to '-- No Grade --'. 'Save' and 'Cancel' buttons are at the bottom.

3. **Click** within the *Name* textbox and **enter** the *name* of the grade item as it should appear to students in the gradebook. If you use categories to organize your course, you can assign this assignment to a category.



The 'Name' textbox contains the text 'Technical Writing Assgiment' and is highlighted with a red box.



The 'Category' dropdown menu shows 'None' selected. The 'Assignments' option is highlighted with a red box.

4. **Scroll** down. The *Maximum Points* should be the same as you previously entered. You can **customize** whether a student's score can exceed the maximum number of points, if students can earn bonus points, and whether this grade should be excluded from the final grade calculation.

New Item

Grading

Maximum Points *

Can Exceed

Bonus

Exclude from Final Grade Calculation

5. **Scroll** down and determine if you would like to customize when this grade item will be visible to students in the gradebook.

Restrictions

Hide from Users

Availability

Has Start Date

11/13/2019 6:07 PM Now
Canada - Toronto

Has End Date

11/20/2019 11:07 PM Now
Canada - Toronto

Display In Calendar

Note: *These dates customize the availability of the grade item in the gradebook, not the availability of the assignment itself.*

6. Review the grade item to ensure the settings are accurate. Then **click Create**.
7. You will be brought back to the assignment screen. **Click Save**. A column will now appear in the gradebook for this assignment.

Assessment Points

10

Technical Writing

+

Save Cancel