Create and Edit Assignments
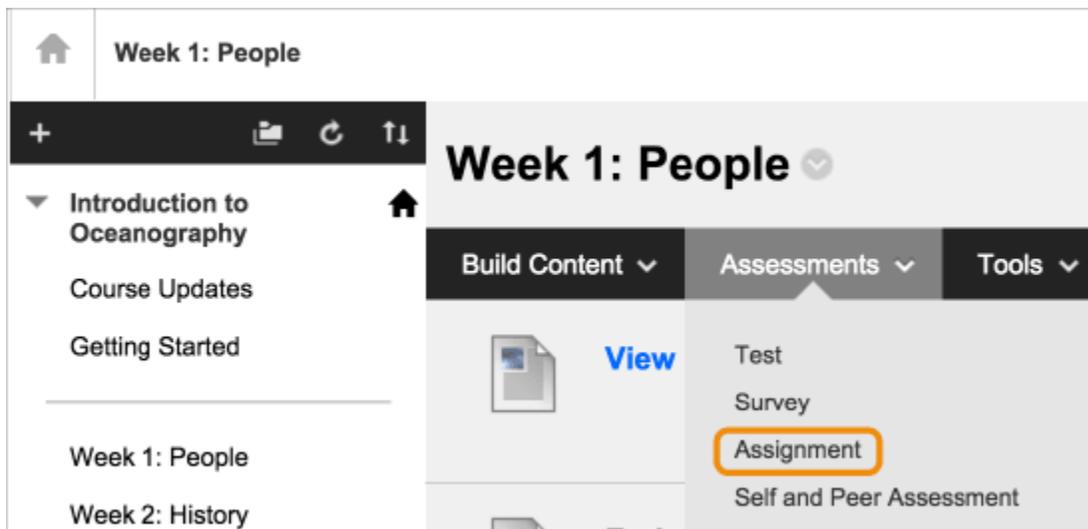
* Create and Edit Assignments
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* Student Assignment Submission Confirmations
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Create and Edit Assignments

You can create assignments alongside other content. With assignments, you can create coursework and manage the grades and feedback for each student separately. You can create assignments in content areas, learning modules, lesson plans, and folders.

When you create an assignment, a *Grade Center* column is created automatically. From the *Grade Center* or *Needs Grading* page, you can see who has submitted their work and start grading. Students access their grades from their *My Grades* pages or the assignment's *Review Submission History* page.

You can also create a group assignment and release it to one or more groups in your course. Each group submits one collaborative assignment and all members receive the same grade. You can create a single assignment and assign it to all groups, or create several unique assignments and assign them to

individual groups. More on group assignments – see below.

Create an Assignment

You can create assignments in content areas, learning modules, lesson plans, and folders.

1. From the *Assessments* menu, select Assignment and provide the name, instructions, and the files students need. You can use the functions in the editor to format text and add files. You can also add files in the Assignment Files section.

2. Select *Browse My Computer* to upload a file from your computer. The file is saved in the top-level folder in your course's file repository: Course Files or the Content Collection. You can also attach a file from the repository.
   -OR-
Drag files from your computer to the "hot spot" in the *Attach Files* area. If your browser allows, you can also drag a folder of files. The files will upload individually. If the browser doesn't allow you to submit your assignment after you upload a folder, select *Do not attach* in the folder's row to remove it. You can drag the files individually and submit again.
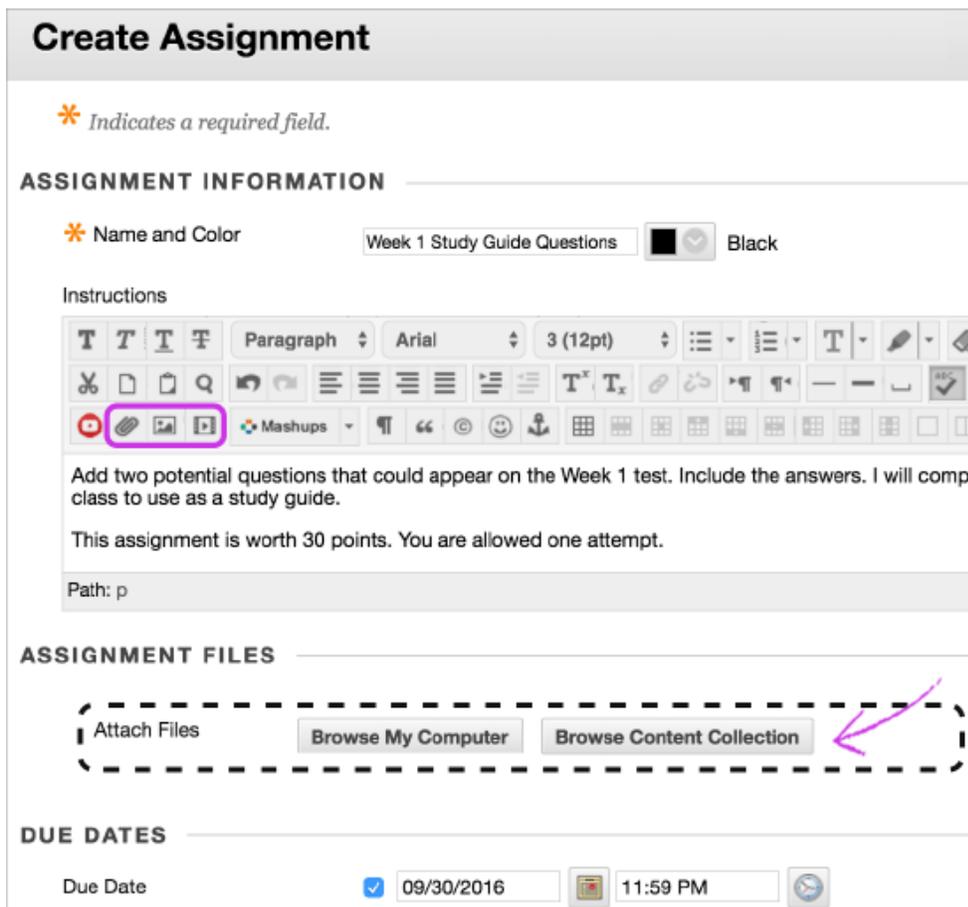
You can use the file name or provide another name for the file.

3. Optionally, select a *Due Date.* Assignments with due dates automatically show in the course calendar.

4. In the *Grading* section, type the *Points Possible* and optionally, [add a rubric](#). Expand the sections to make selections such as anonymous grading, how the grade is displayed, and the number of attempts. You can [allow more than one attempt](#) on an assignment.

5. Make the assignment available when you're ready for students to access it. Select the appropriate options for availability, tracking, and display dates. Display dates don't affect an assignment's availability, only when it appears.

6. Select *Submit.*

> [More on assignment grade settings](#)
> [More on adding files in the editor](#)
> [More on Course Files vs. the Content Collection](#)

Create group assignments

To be sure students do collaborate and interact, you can use the groups tool and group assignments to foster an interactive online environment.

> [More on creating groups](#)

You can create a group assignment and release it to one or more groups within your course. Each group submits one collaborative assignment and all members receive the same grade. You can create a single assignment and assign it to all groups, or create several unique assignments and assign them to individual groups. Only you and the members of a group have access to the assignment.
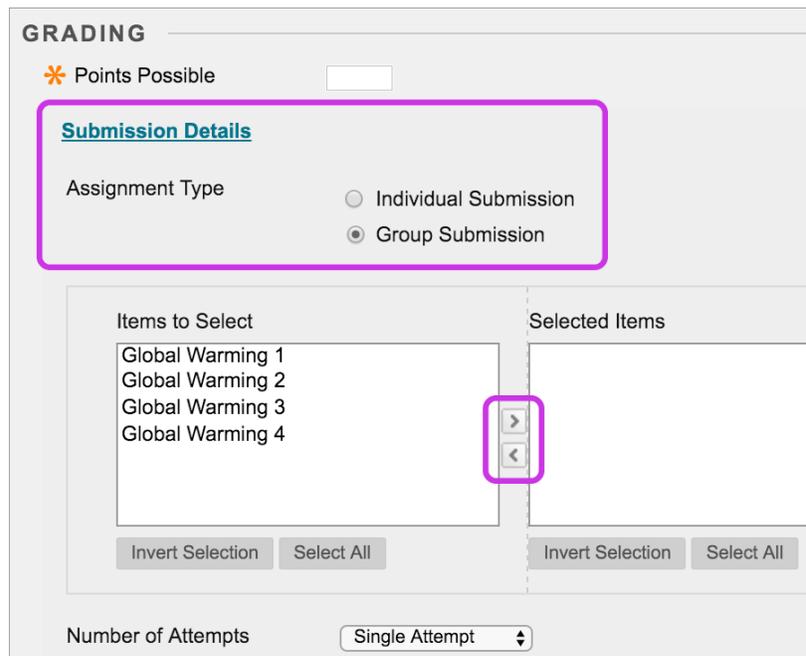
Before you begin

- A course group must exist before you create group assignments for it.
- Students who are enrolled in more than one group that receives the same assignment will be able to submit more than one attempt for this assignment. You may need to provide these students with an overall grade for the assignment.
- Students who aren't enrolled at the time that a group assignment has been submitted don't have access to that submission. These students only see that the submission occurred.
- Students who you remove from a group can't see the group assignments. They can access their submissions from My Grades.
- If you edit the assignment between creation and the due date, the entire group may lose any work already in progress.
- If you delete a group from the assignment after students have started an attempt but before submission, they'll lose access to the assignment and lose their work.

You create a group assignment in the same way you create an assignment for students to complete individually. When you create a group assignment, a gradebook item is created automatically. You can create group assignments in content areas, learning modules, lesson plans, and folders. The group assignment appears in the course area where you create it and on the group homepage.

On the *Create Assignment* page, expand the *Submission Details* section to deliver an assignment to groups.

1. Select *Group Submission*.

2. In the *Items to Select* box, select the group or groups to receive this assignment. Select the right-pointing arrow to move the selection into the *Selected Items* box. To select multiple groups at once on a Windows computer, press and hold the Shift key and select each group. To select groups out of sequence, press the Ctrl key and select each group. For Macs, press the Command key instead of the Ctrl key. Use the *Select All* function if you want to include all groups.

3. Select the number of attempts. You can allow more than one attempt on a group assignment.

Student Assignment Submission Confirmations

When students submit assignments successfully, the *Review Submission History* page appears with information about their submitted assignments and a success message with a confirmation number. Students can copy and save this number as proof of their submissions and evidence for academic disputes. For assignments with multiple attempts, students receive a different number for each submission. If your institution has enabled email notifications for submission receipts, students will also receive an email with a confirmation number and other details for each submission.

You and your administrators have a retrievable record in the system even if an attempt, assignment, or student is later deleted. These records are maintained in the course and also retrievable after the archive and restore process.

Success! Your submission appears on this page. The submission confirmation number is 3c78-434b-9da8-43325f52. Copy and save this number as proof of your submission. ⊗

Review Submission History: Week 1 Study Guide Questions

Assignment Instructions ⌃	Assignment Details ⌄
Add two potential questions that could appear on the Week 1 test. Include the answers. I will compile all submissions for the class to use as a study guide. You're allowed one attempt.	**GRADE** LAST GRADED ATTEMPT **ATTEMPT** 9/14/16 4:52 PM Submission 📄 study_guide_pdurand.c

You can access all of your students' confirmation numbers from the Grade Center. Access the *Reports* menu and select *Submission Receipts*.

Grade Center : Full Grade Center ⊙

Create Column	Create Calculated Column ⌄	Manage ⌄	Reports ⌄

Create Report
View Grade History
Submission Receipts

Submission Receipts

User Name ⇅	Not blank ⇅		Go		Options	User Information	⇅

CONFIRMATION NUMBER	STUDENT	SUBMITTER	COURSEWORK	DATE	SUBMISSION	SIZE
9e710457-8d9f-4bdd-b553-7aa3703813e9	Alyssa Dubois	Alyssa Dubois	Week 1 Study Guide Questions	Sep 14, 2016 7:19 PM	study_guide_adubois.doc	29.5kb
41ab7c64-aa91-4879-8711-ba4a8ae8fcf2	Juan Hernandez	Juan Hernandez	Week 1 Study Guide Questions	Sep 14, 2016 6:21 PM	Written submission	0.8kb
21a25e5e-c1e6-46e1-ac66-01a2a1ed1697	Bruce Lopez	Chris Casper	Group Outline	Sep 14, 2016 8:46 PM	grp_outline_casper.docx	113.8kb
21a25e5e-c1e6-46e1-ac66-01a2a1ed1697	Chris Casper	Chris Casper	Group Outline	Sep 14, 2016 8:46 PM	grp_outline_casper.docx	113.8kb
21a25e5e-c1e6-46e1-ac66-01a2a1ed1697	Sarah Spooner	Chris Casper	Group Outline	Sep 14, 2016 8:46 PM	grp_outline_casper.docx	113.8kb

On the *Submission Receipts* page, you can view information for each assignment, such as who submitted and when. Group assignments are also logged and the *Submitter* column lists who submitted for the

group. In the *Submission* column, view if a student submitted a file or wrote the submission in the assignment's editor.
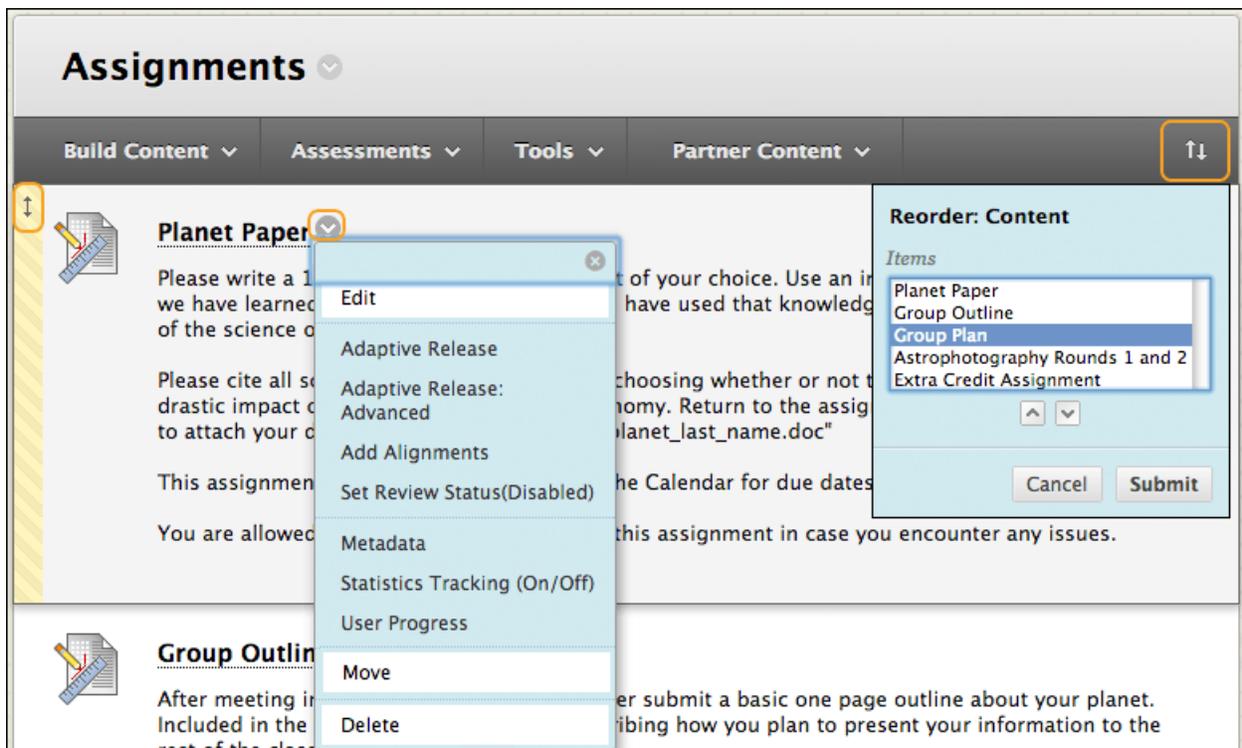
Use the menus at the top of the page to filter the items. In the second menu, select *Not blank* and leave the search box empty to show all of the submission receipts. Select a column heading to sort the items.

Edit, Reorder, and Delete Assignments

You can edit, reorder, and delete your assignments. Change the order of assignments with the drag-and-drop function or the keyboard accessible reordering tool. For example, reorder the assignments to keep the current one at the top.

From an assignment's menu, select on option:

- Move an assignment to another location in your course. When you move an assignment, it's removed from its original location. You can't copy an assignment.
- Edit an assignment. If you change the instructions, students who have already made submissions will see the new instructions only on subsequent attempts.
- Apply release criteria, tracking, metadata, and review status.

Edit, Reorder, and Delete Assignments

You can delete an assignment from a course area and if no student submissions exist, the Grade Center column is also deleted.

When you delete an assignment that has student submissions, you also delete all the submissions. You have two options:

- Preserve the scores in the Grade Center, but delete the assignment and all submissions. Though the scores remain in the Grade Center, you can't access the students' submissions again. The action is irreversible.
- Delete the assignment, the Grade Center column, all assigned grades, and all submissions. The action is irreversible.

Alternatively, make the gradable item unavailable in your course to preserve the submissions and the scores in the Grade Center.

MORE TOPICS:

Assignment Grade Settings

Multiple Assignment Attempts

Grade Assignments
  Assignment Inline Grading
  Anonymous Grading
  Delegated Grading
  Grade with SafeAssign
  Grade Group Assignments

Download Assignments

Use SafeAssign in Assignments