

Create an Assignment

The **ASSIGNMENT** tool has several functions:

- It allows you to distribute assignments to students, individually or in groups.
- It automatically adds a new column to the Grade Center for each student reflecting the assignment name and points possible.
- It allows you to collect completed assignments electronically. Submitted assignments are automatically added to Grade Center, where you can assign grades and provide feedback to each student on the assignment.

Available as of May 8, 2017

Instructors will be able to keep track of all student assignment submissions through the use of **submission receipts**. For more information, please see [Grading Submitted Files and Inline Grading - Submission Receipts](#) [1].

In addition, instructors will be able to send reminders to students about incomplete coursework, such as assignments and quizzes. More information is available on the [Coursework Reminder](#) [2] page.

Setup

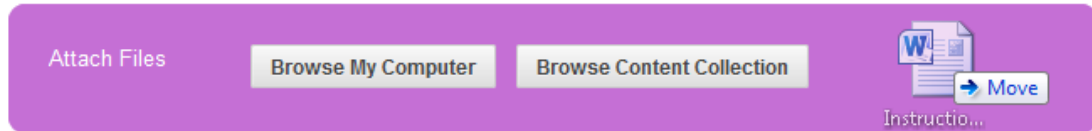
1. Ensure that **Edit Mode** is **ON**.
2. Select a **Content Area** (e.g. Course Materials) in the left hand course menu.
3. Point to **Assessments** and select **Assignment** from the drop down menu.
4. Enter a **Name** for the assignment.
5. (Optional) Enter **Instructions** for students about completing or submitting the assignment.
6. (Optional) If you have files associated with the assignment that you would like to distribute to students (e.g. an assessment rubric or assignment instructions), click the **Browse My Computer** button to locate and attach these files.

Available as of May 8, 2017

In order to attach files to your content item, you could also drag files from your computer and drop it on the hot spot in the Attach Files area to add the file.

ATTACHMENTS

*You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*



NOTE: A copy of the file will automatically be uploaded to the course Content folder that appears as the first heading in the Control Panel.

If you have uploaded your files to the Content Collection, click **Browse Content Collection**. If you select the wrong file, click do not attach to cancel individual files prior to uploading.

ATTACHMENTS

*You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*



Attached files

File Name	Link Title	File Action
 Instructions.docx	Instructions.docx	Create a link to this file Do not attach

7. (Optional) Enter **Due Date**. Submissions are accepted after this date, but are noted as Late in Grade Center.
8. Enter **Points Possible**. Note: This represents the scale used to mark the assignment (e.g. /5 or /100) and not the relative weight of the assignment within your syllabus. If no marks will be assigned for the assignment, enter 0.
9. Select **Submission Details**
 - a. Select whether submissions will be done by **Individual** students, by **Groups**, or as a **Portfolio**.
Note: [groups must be set up prior](#) [3] to selecting this option. Only users already assigned to the selected groups will be able to view, download, and submit the assignment. Also, [Student Preview](#) [4] may not fully display content for Group Assignments.
 - b. Select the number of attempts: Allow **Single Attempt**, or **Unlimited Attempts** or **Multiple Attempts** if each student will be submitting more than one version of the assignment.

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

Individual Submission

Group Submission

Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts

Single Attempt

Single Attempt

Multiple attempts

Unlimited Attempts

10. (Optional) Select **Grading Options** if you wish to enable [Anonymous Grading](#) [5].
NOTE: Please **DO NOT** enable **Delegated Grading** as there are known issues with the feature. If you would like to assign grading amongst TAs, please use [Smart Views](#) [6] instead.

Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

Enable Anonymous Grading

Student names are hidden during the grading process.

Enable Delegated Grading

Delegate grading responsibilities to one or more additional grader.

11. Click **Display of Grades** to Configure the Grade Center Column settings:

Display of Grades

Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Center and My Grades. The secondary display option is shown in the Grade Center only.

Display grade as

Primary

Score

and

Secondary

None

(displayed in Grade Center only)

Include in Grade Center grading calculations

Scores on anonymously graded assignments will not be included in column calculations until the submissions are no longer anonymous.

Show to students in My Grades

Show Statistics (average and median) for this item to Students in My Grades

12. Make sure **Make the Assignment Available** is checked.
13. (Optional) set **Date and Time Restrictions**. Students will only be able to view, download, and submit the assignment file and instructions between the times specified.
14. (Optional) Select **Track the Number of Views**. This will tell you who has viewed the assignment, and when.
15. Click **Submit**.

Related Articles

- [Submitting Assignments](#) [7] (for students)
- [Marking and providing feedback on assignments](#) [8]

Source URL: <http://portalinfo.utoronto.ca/content/create-assignment>

Links:

- [1] <http://portalinfo.utoronto.ca/content/assignments-grading-submitted-files-and-inline-grading#submission-receipts>
- [2] <http://www.portalinfo.utoronto.ca/content/coursework-reminder>
- [3] <http://portalinfo.utoronto.ca/content/create-course-groups-ut-manage-groups>
- [4] <http://portalinfo.utoronto.ca/content/view-student>
- [5] <http://portalinfo.utoronto.ca/content/anonymous-grading>
- [6] <http://portalinfo.utoronto.ca/content/create-smart-view>
- [7] <http://portalinfo.utoronto.ca/content/submitting-assignments>
- [8] <http://www.portalinfo.utoronto.ca/content/assignments-grading-submitted-files>