

Assignments

About Assignments

Assignments list the name, description, and attachments for class work. Students complete the Assignment in a separate file and send it back to the Instructor. They can include comments for the Instructor if they choose. Assignments may be individual or given to every member of a Course Group.

Submitting an Assignment

On the **Upload Assignment** page, Students can add comments and specify files to attach.

Follow the steps below to submit an Assignment:

1. Select the Content Area from the Course Menu that holds the Assignment. For example, the Assignments area.
2. Click the name of the Assignment. The Upload Assignment page appears.
3. Complete the **Submission** field if necessary.
4. Click **Browse for Local File** or Browse for Content Collection Item and select a file to attach.
5. Enter a **Name of link to file**. If the field is left blank, then the file name becomes the link.
6. Click **Attach File**.
7. Complete the **Comments** field if necessary.
8. Click **Submit** when the page is complete.

If the same file is attached to an Assignment more than once, the file name of the duplicate will automatically include a numeric suffix. For example, History_assignment1.doc.

Save an Assignment

The Upload Assignment page has a **Save as Draft** option available. This option allows the user to save the Assignment and continue working on it later. Once the Assignment is complete the user can submit it.

- Dennis: Wizard Test
- Announcements
- Syllabus
- Course Description
- Course Materials
- Assignments
- Contacts
- Tools
- Doodle
- Twitter
- Ted Ed Lesson
- iFrame Test
- Piazza
- WebSpace

Upload Assignment: Midterm Assignment

Cancel Save as Draft Submit

1. Assignment Information

Name: Midterm Assignment

Instructions

Due Date

Points Possible: 100

Any instructions the instructor writes while creating the assignment will go here.

2. Assignment Materials

Submission

Text Editor is: ON

Rich text editor toolbar with options for font style, size, color, background color, bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, and other editing functions.

Students can compose their assignments in this area --

-- or, students can upload files (Word, PFD, etc.) using this button.

Attach File

Browse My Computer

Comments

Text area for writing comments and explanations about the assignment.

Students can write comments and explanations about their assignments in this area. These notes will show up as a separate text file when the instructor downloads the assignments.

This button sends it to the instructor.

3. Submit

When finished, make sure to click Submit. Optionally, click Save as Draft to save changes and continue working later, or click Cancel to quit without saving changes.

This button saves the assignment to the student's Bb page.

Cancel Save as Draft Submit