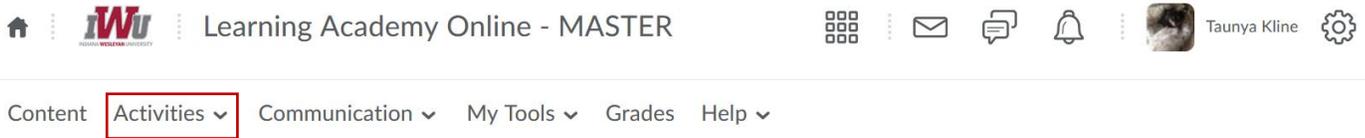


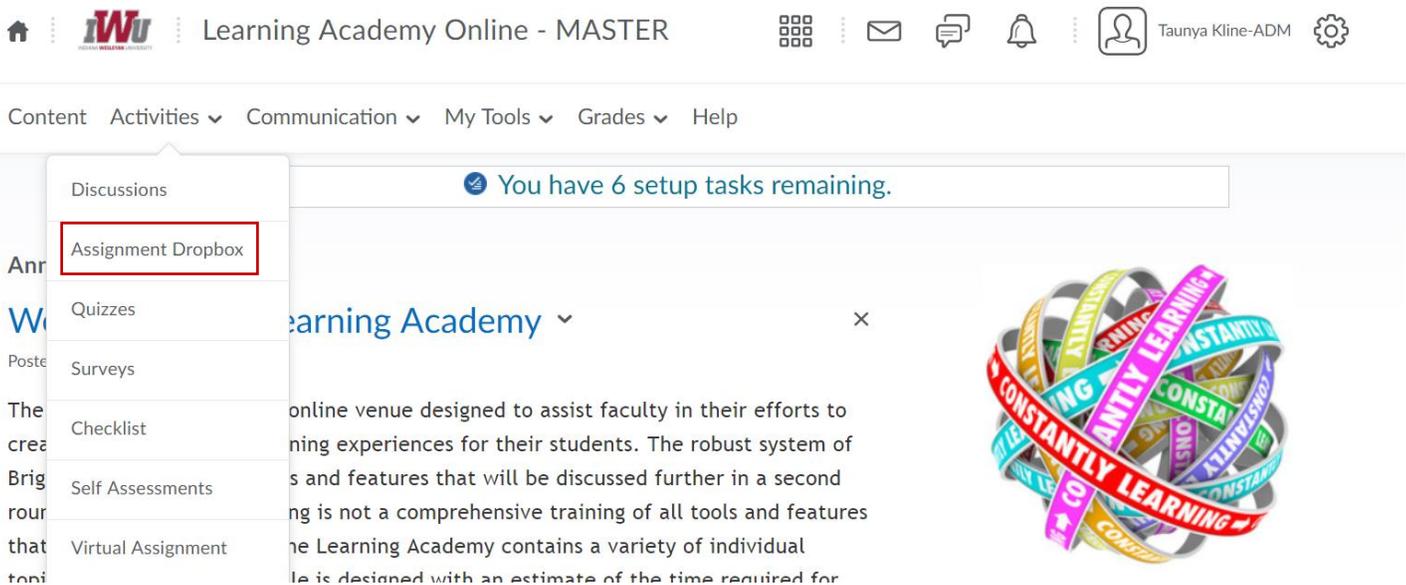
## Assignments

The Assignments tool is where students will upload and submit assignments. Faculty are able to see users' submission times, download assignment submission folders to their computer, view submissions on the Evaluate Submission page, associate assignment submission folders to rubrics and competencies, and return submission with grades and feedback. In addition, faculty can organize submission folders and restrict access by date and time, groups, and/or special permissions.

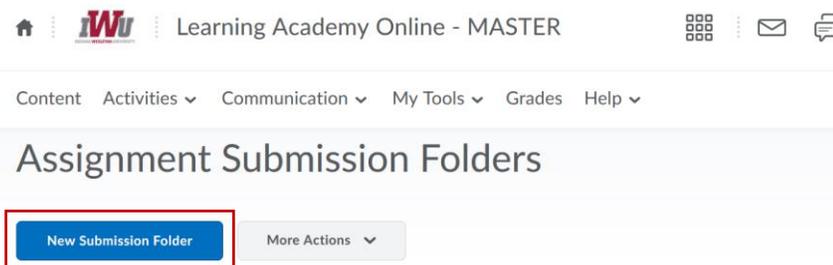
1. Click on the dropdown arrow next to "Activities" on the Navbar.



2. Select "Assignment Dropbox"



3. Click "New Submission Folder"



4. Enter the Name.

**Tip:** Creating a new submission folder may seem daunting because there are so many different options that can be set. To get your folder up and running and ready for participants to use you only need to name the folder. Once it is

up and running, you will need to enter a grade item and place total points for the assignment to connect to the Gradebook.

5. Enter additional information (i.e. Folder Type, Grade Item, Out of)

Category

No Category  [\[New Category\]](#)

Most instructors choose to use Assignment categories only if they will have several different assignments of the same type (i.e. Weekly Writing Assignments, Lab Reports, etc.).

Grade Item

None  [\[New Grade Item\]](#)

Out Of

If you're linking an assignment to the Gradebook, select the corresponding Gradebook item from the "Grade Item" field or add a new one and enter the total points in the "Out Of" field.

Student View Preview



Rubrics

Add a rubric.

No rubrics selected.

[\[Create Rubric in New Window\]](#)

Default Scoring Rubric

No default selected

Instructions

Paragra... B I U

Place in any instructions.

Attached Files

Attachments

Add a File Record Audio Record Video

Attach files, record audio and video.

Save and Close Save and New Save Cancel

6. Choose submission options. (unlimited submissions or one per file). You can also place in your email if you would like to be notified when a student submits an assignment to this folder.
7. Click “Save and Close”, “Save and New”, “Save”.
  - ⇒ Save and Close: Returns you to the submission folders list.
  - ⇒ Save and New: Allows you to begin creating a new submission folder.
  - ⇒ Save: Saves any changes and stays on the same screen.

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**Note:** Once you’ve set up the basics of your Submission folder, you can turn your attention to Restrictions, Grading Options, Submission Options, and Originality Check Options and any other features you would wish to use.

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