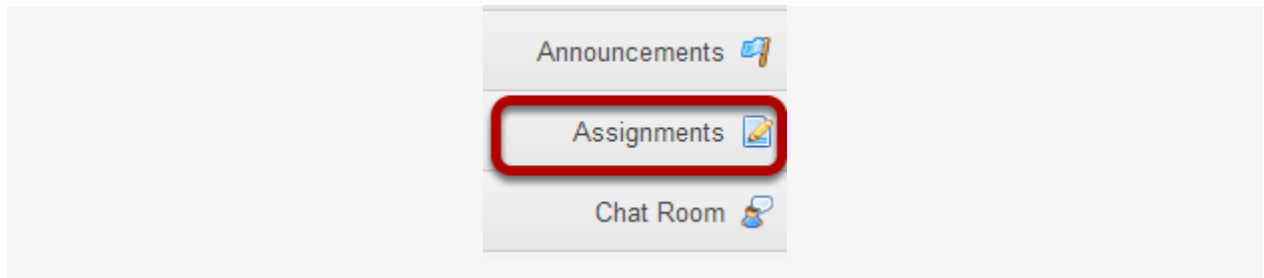


Assignments

The **Assignments tool** helps manage papers, reflections, and other digital artifacts you ask students to submit. **If you have used email attachments or drop boxes** in the past, you may prefer the Assignment tool because it keeps all student submissions and your feedback **neat and tidy (and archived)** in a single location.

To access this tool, select Assignments in the Tool Menu of your site.

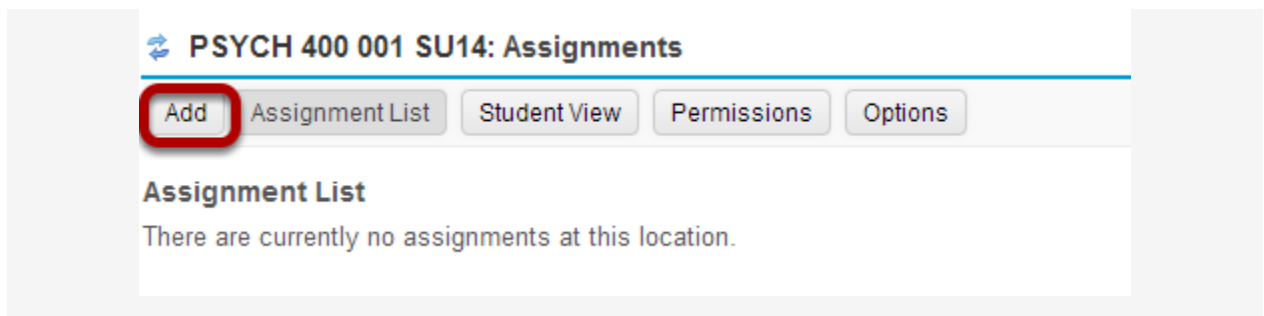


How do I add an assignment?

Go to the Assignment tool.

Select the **Assignments** tool from the Tools Menu in your site.

Click the Add button.



Click the **Add** button to add a new assignment.


Give your assignment a title.



The title of your assignment should be something descriptive and unique, as this is the title students will see when they go to the Assignments tool to submit their work.


Specify the availability.

* Open Date


1 03/04/2014 12:00 am 

Students can not save or submit the assignment until the open date.

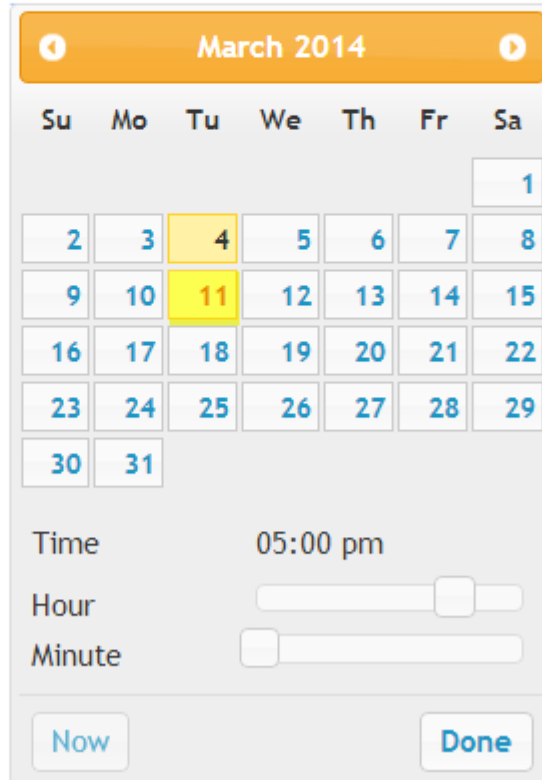
* Due Date

2 03/11/2014 05:00 pm 

* Accept Until

3 03/11/2014 05:00 pm 

Assignments cannot be submitted after the close date.

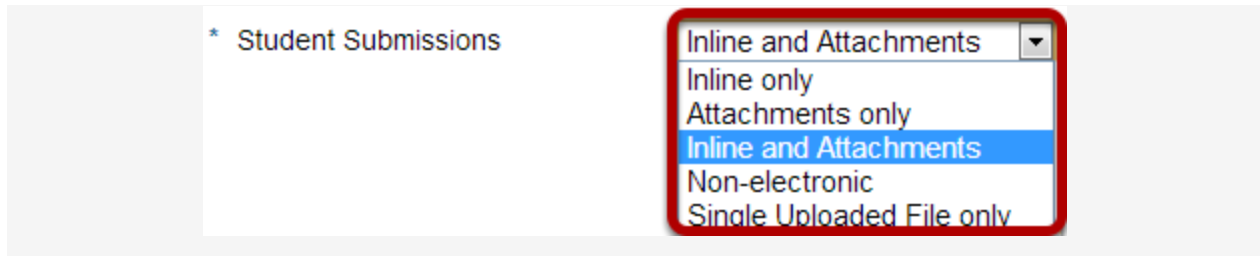


When you create a new assignment, the Open Date will default to the current day, and the Due Date and Accept Until dates will default to one week later. Change the dates using the calendar icon to bring up the date-picker pop-up calendar.

1. The **Open Date** for your assignment is when it becomes available for students.
2. The **Due Date** is the deadline to turn in the assignment.
3. The **Accept Until** date allows you to accept late submissions after the due date. (Late student submissions marked as late.) If you do not accept late submissions, you may leave the Due Date and Accept Until date the same.

Tip: Often, faculty like to set the time on the due date to 11:55 PM, as that is the latest time you can select on a given day. Selecting 12:00 AM will display the date as the next day, and this may confuse students about the actual due date if they assume they have all day to turn in their work.

Choose the submission format.



* Student Submissions

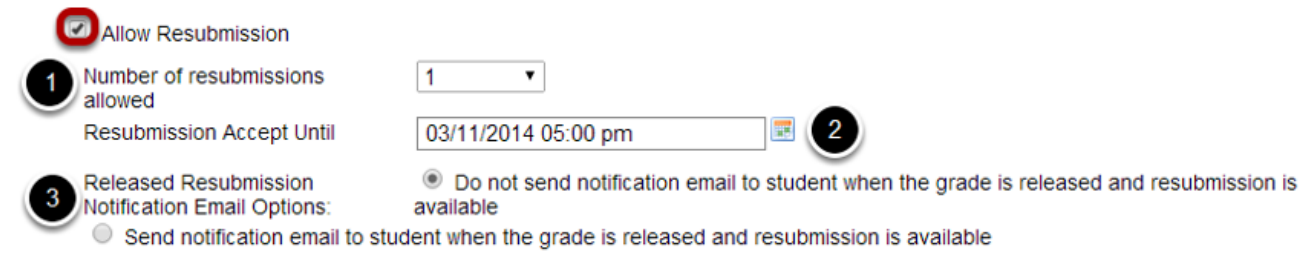
- Inline and Attachments
- Inline only
- Attachments only
- Inline and Attachments
- Non-electronic
- Single Uploaded File only

There are several submission formats that you may accept.

- **Inline and Attachments:** This is the default format and it allows students to either enter content into the rich text editor inline, or attach a file, or both.
- **Inline only:** Student may only submit a response by entering their content into the rich text editor. The attachment option is not available. This is a good option to choose if you want to be able to grade all of the responses online without having to download or open any files.
- **Attachments only:** This format removes the rich text editor option and leaves only the attachment option available.
- **Non-electronic:** This format choice is for assignments that you expect students to submit in person, but you want the option to view assignment details and/or grade the assignment in Sakai.
- **Single Uploaded File only:** If you want students to submit a file, but you only want a single file, this is the option to choose. (Both the Inline and Attachments and the Attachments only option allow students to upload and submit more than one file at a time.)

Choose your preferred format from the drop-down menu.

Allow resubmission.



Allow Resubmission

1 Number of resubmissions allowed: 1

Resubmission Accept Until: 03/11/2014 05:00 pm

3 Released Resubmission Notification Email Options:

Do not send notification email to student when the grade is released and resubmission is available

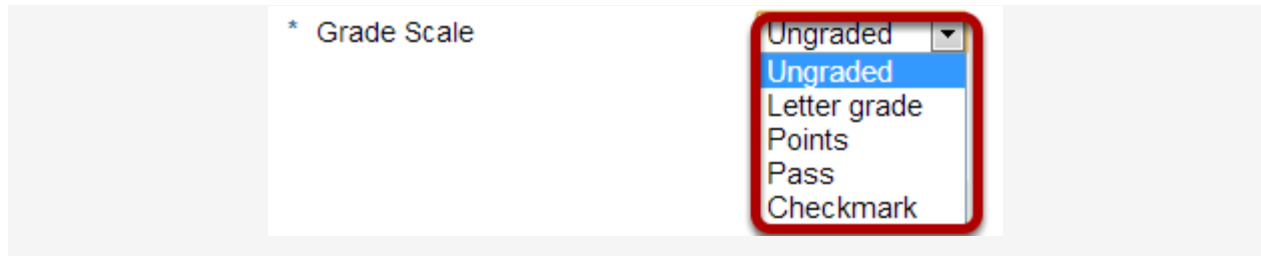
Send notification email to student when the grade is released and resubmission is available

If you select **Allow Resubmission**, you may specify:

1. The number of resubmissions allowed for the class.
2. The deadline for resubmitting.
3. You may also select to notify students via email when the grade is released and resubmission is available.

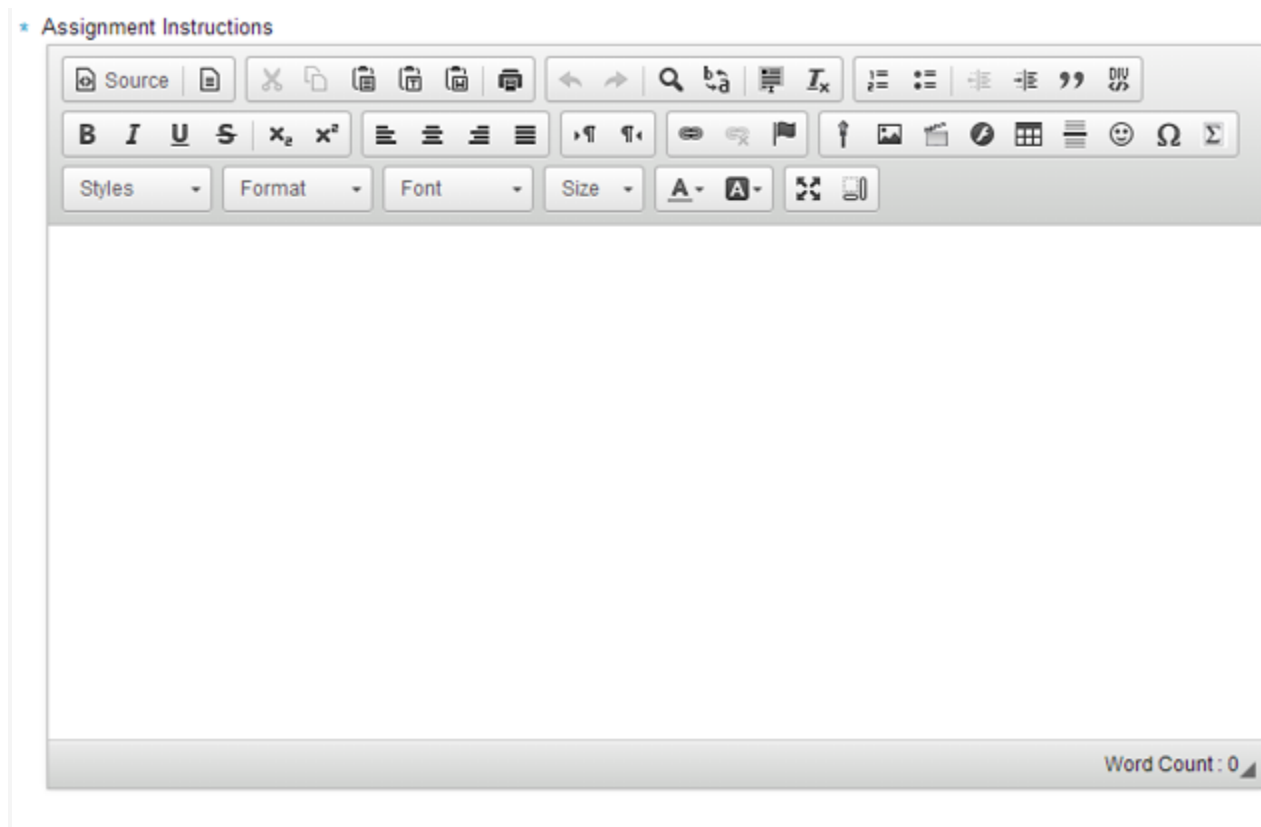
Tip: You may also choose to allow resubmissions on an individual basis when you grade student submissions.

Choose the grade scale.



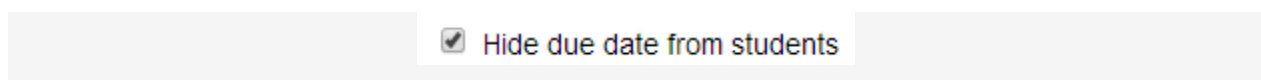
Select the assignment's grade scale from the drop-down menu.

Add assignment instructions.



Enter the instructions for the assignment into the [Rich Text Editor](#). You may use the editor to format your assignment description, and add images, links, or other media if desired.

Hide due date from students. (Optional)



If you would prefer for students not to see the assignment due date, check the box next to the **Hide due date from students** option.

Add due date to Schedule. (Optional)

Add due date to Schedule

If you would like your assignment due date to be added automatically to the Schedule (a.k.a. Calendar) in your class, check the **Add due date to Schedule** box.

Add an announcement. (Optional)

Add an announcement about the open date to Announcements

If you would like an announcement to be automatically posted to the site regarding the open date for your assignment, check the **Add an announcement about the open date to Announcements** box.

Note: The announcement will be posted immediately when you post your assignment, regardless of the actual open date of the assignment itself. This option is best used to announce changes in a due date, or the availability of a newly posted item.

Add honor pledge. (Optional)

Add honor pledge

If you would like to add an honor pledge to your assignment, check the **Add honor pledge** box.

Student view of honor pledge.

Honor Pledge: I have neither given nor received aid on this assignment.
(You must respond to submit your assignment.)

When the honor pledge option is selected, students must accept the statement pictured above that reads "I have neither given nor received aid on this assignment" in order to submit their assignment.

Peer assessment. (Optional)

Peer Assessment

Use peer assessment

Peer assessment facilitates student peer review of assignments.

Peer assessment options.

Peer Assessment

Use peer assessment

Peer assessment requires a points grading scale and do not allow group assignments.

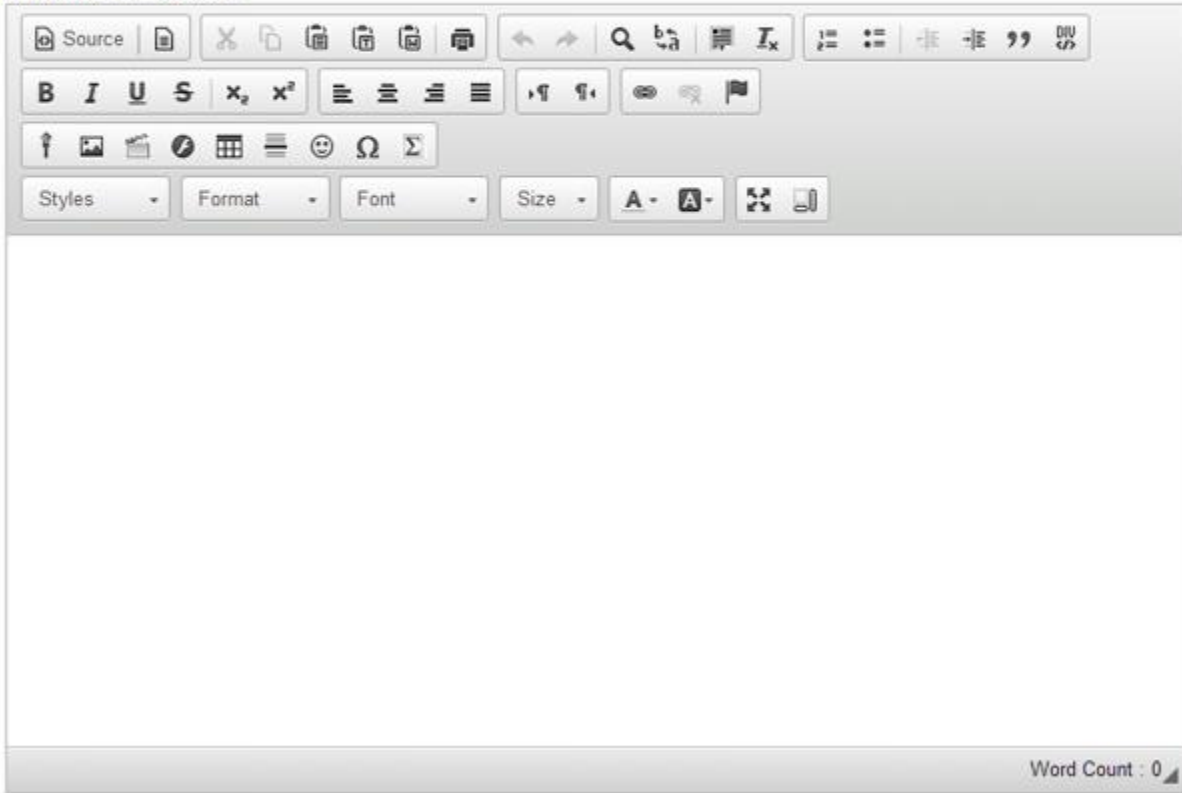
Evaluation Period Finishes:

Anonymous evaluation

Allow students to see reviews of their submissions

Number of submissions students must review

Instructions for reviewers:



Word Count : 0

If you select the **Peer Assessment** box, the settings will expand to show the additional options above. You may indicate the following items here:

- The evaluation period end date. (This date must be after the Accept Until date for the assignment.)
- Whether or not reviews are anonymous.
- Whether or not students may see reviews of their own assignments.
- The number of reviews each student must complete.
- Instructions for reviewers.

Access.

Access

- Are submissions for a group?
- Display to site
- Display to selected groups

You may display your assignment to everyone in the site (the default), or to selected groups.

*Note: You must have existing groups in your site in order for the **Display to selected groups** option to appear.*

Group submissions. (Optional)

Access

- Are submissions for a group?

If you check the box next to **Are submissions for a group?** it will allow any member of a group to submit an assignment on behalf of the group. By default, the same grade is applied to all group members when the item is graded. However, the instructor can also override the group grade for any individual member of the group.

Group selections. (Optional)

Display to selected groups

<input type="checkbox"/>	Title	Description
<input type="checkbox"/>	👤 Lab1	PSYCH 400 001 SU14, Lab1
<input type="checkbox"/>	Team-1	
<input type="checkbox"/>	Team-2	
<input type="checkbox"/>	Team-3	

If you select the **Display to selected groups** option, the settings will expand to show a list of all existing groups in the site. Select one or more groups to display the assignment to those groups only.

Submission notification.

Released Grade Notification Email Options:

- Do not send notification email to student when the grade is released
- Send notification email to student when the grade is released

The default notification setting is **Do not send me notification emails for any student submissions**. If you would like to be notified, select either of the following two options:

Released grade notification.

Released Grade Notification Email Options:

- Do not send notification email to student when the grade is released
- Send notification email to student when the grade is released

Attachments. (Optional)

Attachments

No attachments yet

[Add Attachments](#)

If you would like to attach any additional files to the assignment, such as a grading rubric or peer review rubric, click the **Add attachments** button to browse for and attach file/s.

Post your assignment.

[Post](#)

[Preview](#)

[Save Draft](#)

[Cancel](#)

Once you have entered all of your assignment settings, scroll down to the bottom and click **Post** to save your changes and post the assignment.