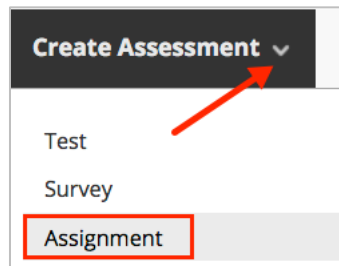


CREATE AN ASSIGNMENT

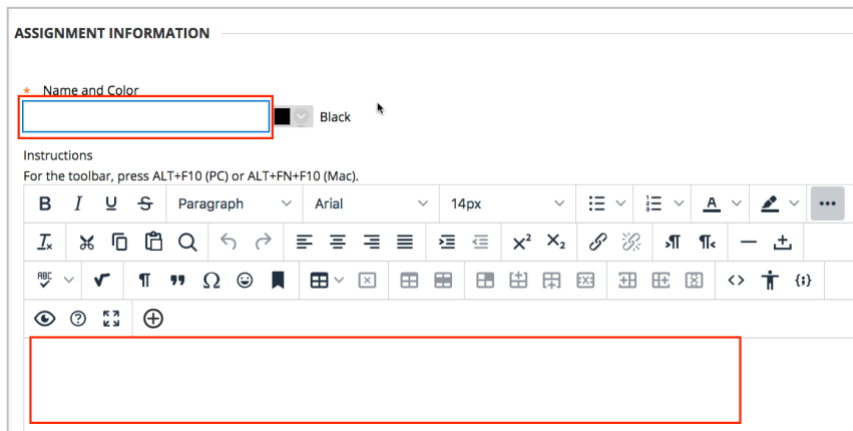
The Assignment tool in ulearn allows you to create an assignment in which students may submit a file. Creating an assignment in ulearn automatically creates a grade column for the assignment in the Grade Center, where the instructor can access student submissions.

Instructions

1. Navigate to the [content area](#) or folder where you want to add the assignment. From the **Create Assessment** menu, select **Assignment**.

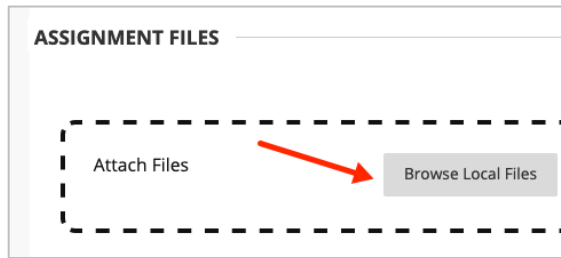


2. On the Create Assignment page, in the Assignment Information section, enter a **Name** and any **Instructions** needed.



3. (OPTIONAL) If students need to use a file that you provide while completing the assignment, you can upload it in the **Assignment Files** section of the page by either clicking on **Browse Local Files** and locating the file(s) on your computer OR by [dragging and dropping the file\(s\)](#) into the dotted lines box. See options below for more information. SKIP to step 5 below if NOT attaching any assignment files.

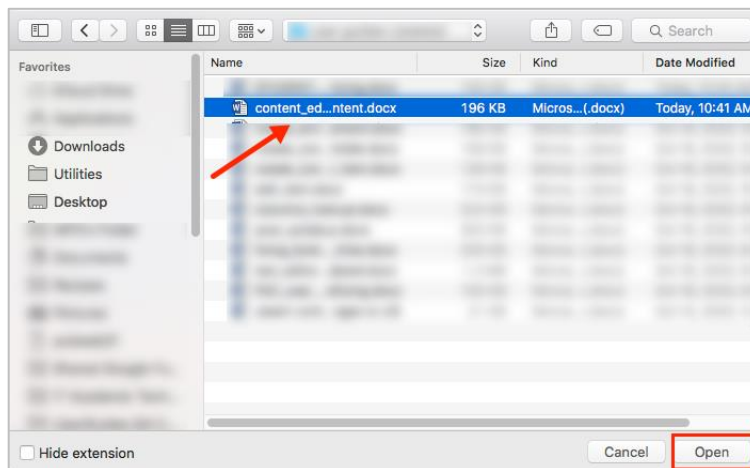
CREATE AN ASSIGNMENT

**Tip:**

It is a best practice to include everything that is needed for completing the assignment within the assignment item itself, including all associated files. Refrain from listing assignment-related files as separate content items if possible.

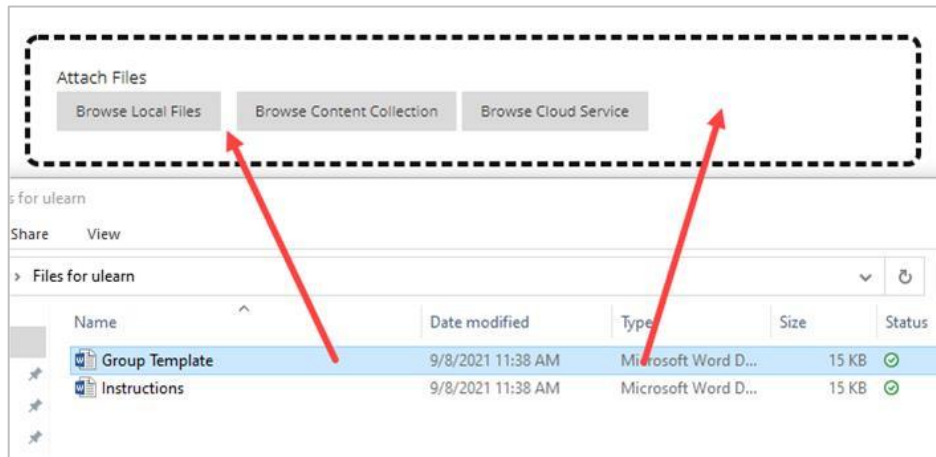
Attach a file from a local drive.

To attach a file from a local drive, click on **Browse Local Files** to locate the file on your computer. Navigate to the file and click **Open**.



To drag and drop files, left click on the file and hold the mouse button down. Move your mouse to drag the file anywhere inside the Attach Files area (outlined with a black dotted line). Release the mouse button to drop the file. Repeat this step if you need to attach multiple files.

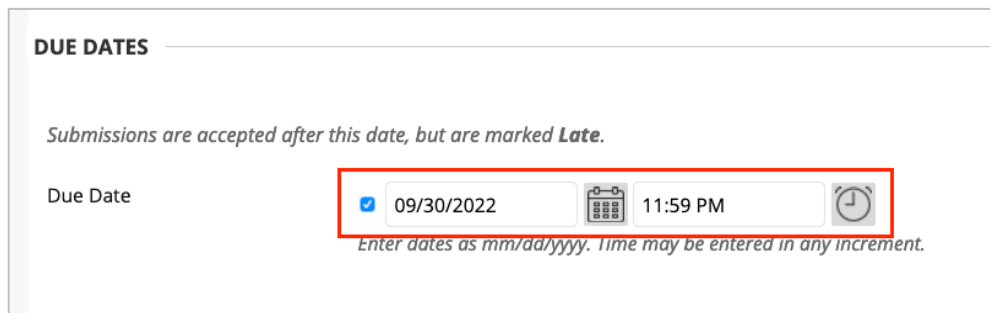
CREATE AN ASSIGNMENT



4. **(Optional)** You can rename the Link Title or remove the document to select another. Clicking “Do not attach” removes the attachment from the content item if you selected the wrong file.

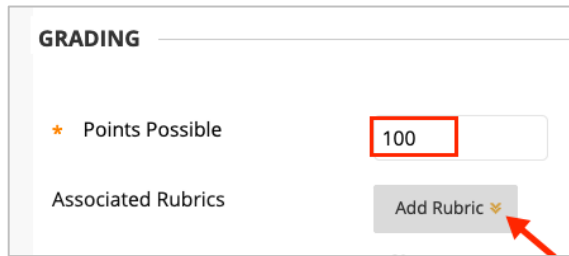


5. In the Due Date section, it is important to add a **Due Date and time** for the assignment.



6. In the **Grading** section of the page, enter the **Points Possible** for the assignment. This will be the point value of the assignment in the Grade Center. You may also add a rubric to the assignment by selecting [Add Rubric](#).

CREATE AN ASSIGNMENT



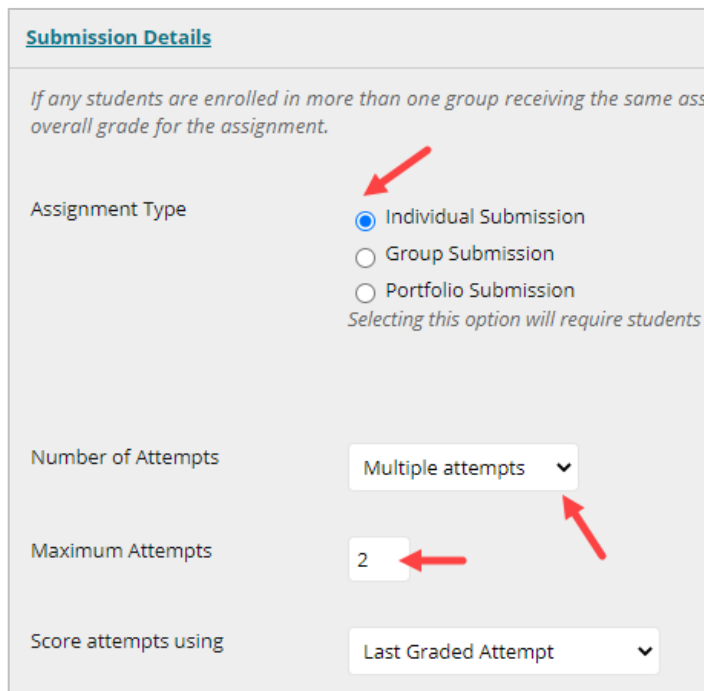
GRADING

* Points Possible

Associated Rubrics

7. Click **Submission Details**:

- Assignment Type: select **Individual Submission** or **Group Submission** (you must have groups enabled to use Group Submission – see this guide for [group assignments](#))
- Number of Attempts: Rather than a single attempt, it is recommended that faculty select **Multiple Attempts** (in case the student sends the wrong file, they have another change to resubmit)
- Maximum Attempts: enter **2 or 3** attempts in the event a student submits the wrong document to the assignment. With multiple attempts enabled, they can simply just resubmit.
- Score attempts using: Select Last Graded Attempt



Submission Details

If any students are enrolled in more than one group receiving the same assignment, selecting this option will require students to receive an overall grade for the assignment.

Assignment Type

Individual Submission
 Group Submission
 Portfolio Submission
Selecting this option will require students

Number of Attempts

Maximum Attempts

Score attempts using

CREATE AN ASSIGNMENT

8. (OPTIONAL): **Grading Options** you can enable [anonymous grading](#) if you wish but please read the user guide for more information. JWU does not recommend Delegated Grading as TA's are not used to grade papers for faculty.

Grading Options

Enable Anonymous Grading

Enable Delegated Grading

9. Under **Display of Grades**, leave Primary display set to **Score**. Ensure that both **Include in Grade Center grading calculations** and **Show to students in My Grades** (if you wish for students to see their grades listed in My Grades) are **checked**.

Display of Grades

Display grade as Primary
Score and Secondary
None

Include in Grade Center grading calculations

Show to students in My Grades

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

10. In the **Availability** section of the page, leave Make the Assignment Available checked. You may also opt to include dates/times for assignment availability and whether you want to track student views of the assignment.

AVAILABILITY

Make the Assignment Available

Limit Availability
 Display After
 Display Until

Track Number of Views

11. Scroll to the bottom of the page and click **Submit** when done.