





# Creating a Basic Format Assignment

The Basic Format lets you present details of the assignment to the class and manually enter grades. (Students will not turn in any items or answer any questions for this format).

From the Coursework-Assignments page, click **Add an Assignment**

## Coursework

- + Add an Assignment**
-  **Student List**
-  **Manage Units & Types**
-  **Configuration**
-  **View the Gradebook**



## Recent submissions

*There have been no recent submissions.*


Click the link for Basic Format

**What would you like to use to create your assignment?**

Specific activities

-  **The Online Test format**  
For all types of online testing, from pop quizzes to final exams. You build (or import) the test, and students take it online right here.
-  **The File Upload format**  
For collecting one or more files from students. Papers, lab notes, art projects -- any files that can be uploaded can be accepted here.

All other activities

-  **The Basic format**  
For anything (and everything!) else. Whatever the actual activity is, this simple format will present the assignment details to your students and let you manually enter grades.

If you have already created the assignment for a different course, you can [import an existing assignment](#) instead of creating a new one.

**Don't want to make an assignment after all?** You can just [go back to the Main screen](#).

**Complete Step One: General Assignment Information:**

- Name:
- Unit: Use the drop down arrow to select from units already created or use the plus symbol to add a unit.
- Type: Select from Required, Extra Credit or Optional  
Select from the default type names using the drop down arrow or add a type using the plus symbol
- Due Date: Select a due date, time and option to show date in calendar
- Open: Select from:  
Now - Open to students to work on assignment  
Later - Opening date to be determined  
On - Select a future date and time (option to display to students prior to opening)
- Grading: Select from Graded, Credit/No Credit, or Not Graded
- Show Grade: Select form As soon as grade is available or As soon as grade is available AND due date has passed.

#### Step One: General Assignment Information



##### The **Basic** format

A simple format that works for just about everything.

[Change the format](#)

Name:

Unit:  +

Type:   +

Due date:   :    Show this due date in the course calendar

Open:  Now (The assignment will be shown as 'open' to students so they know they can work on it)

Later (opening date to be determined)

On:   :

Display to students before it's open

Grading:  out of  Points

Show grade:

**Don't want to create from scratch?**  
You can [import an existing assignment](#) instead.

## Complete Step Two: **Basic Assignment Options** (Optional):

This is an area for you to enter information on reading assignments.

▲ Step Two: **Basic Assignment Options** (Optional, Click to close) ▲

If the assignment is for students to read something, then you can add details about the material that should be read here:

Title:

Author:


Edition/Issue:

Library/Bookstore link: URL:

Label:

Chapters/Pages:

Notes:

 [Remove this reading](#)

+ [Add another reading](#)



## Complete Step Three: **Instructions & Files** (Optional):

This area allows you to enter a description, instructions and upload files.

Note the description is show at all times, however, the instructions are only visible to students once the assignment is open for students to complete it.

▲ Step Three: **Instructions & Files** (Optional, Click to expand) ▲

Description: The description is an (optional) concise introduction to the assignment. It is shown in the students' assignment list, so it shouldn't be long. The description is shown at all times that the assignment is visible.

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