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**

Click the link for Basic Format

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: [Unit 1   ▼] +

Type: [Required   ▼] [Discussion ▼] +

Due date: [   ] 🖪 [11 ▼] : [55 ▼] [PM ▼] ☐ Show this due date in the course calendar

Don't want to create from scratch?
You can import an existing assignment instead.

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: [   ] 🖪 [11 ▼] : [55 ▼] [PM ▼]

       ☐ Display to students before it's open

Grading: [Graded   ▼] out of [   ] Points

Show grade: [As soon as grade is available   ▼]

Complete Step Two: **Basic Assignment Options** (Optional):
This is an area for you to enter information on reading assignments.

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.