

## Create an assignment

1. From the **Course Menu**, navigate to the content link where you will be placing the assignment, and select the link e.g. **Lessons**
2. From the **Lessons** page, select **Assessments**
3. From the **Assessments** drop down menu, select **Assignment**
4. From the **Create Assignment** page, in the **Name and Color** text box, type the name of the assignment
5. In the **Instructions** text box, type any relevant information for the successful completion of the assignment (you may also copy and paste the information from your syllabus)
6. If needed, you may attach supplemental files by browsing your computer
7. Under **Due Dates**, select date and time as well as place a check mark
8. In the **Grading** area, add the points possible.
9. Under **Availability**, select date and time for assignment to be available (you may choose a beginning and an end time.)
10. Place a check mark if you would like to **track the number of views**.
11. Click **Submit**

*Note: An assignment created using the assignment tool will automatically generate a graded column in the Grade Center. When you are ready to grade this assignment, access the Grade Center, retrieve and grade submissions.*