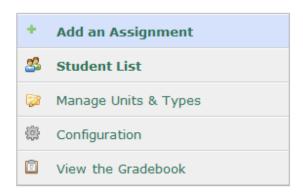
Creating a Basic Format Assignment

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**

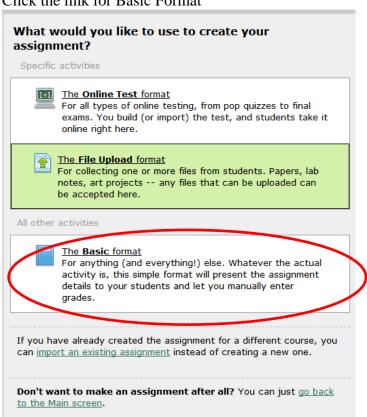
Coursework



Recent submissions

There have been no recent submissions.

Click the link for Basic Format



Complete Step One: General Assignment Information:

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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

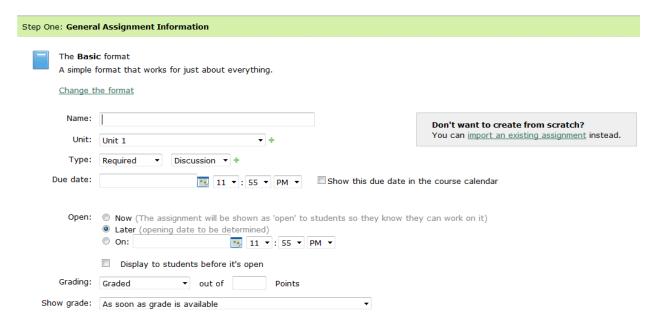
Later - Opening date to be determined

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

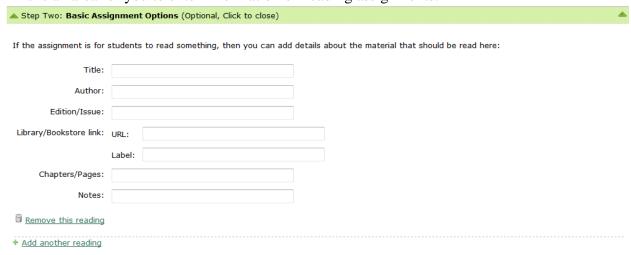
due date has passed.



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Complete Step Two: Basic Assignment Options (Optional):

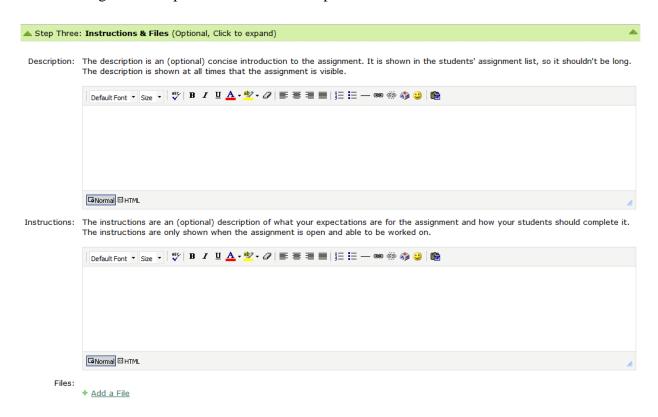
This is an area for you to enter information on reading assignments.



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.



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