



Give an Assignment

Step 1

Click **Menu** in the assignment portlet to **Add a new unit** or **Add a new assignment**. Adding a unit creates a folder for related assignments. You may add individual assignments or place new assignments within an existing unit.



Step 2

Provide the following **required** information:

- Select an **Estimated Time to Complete (ETC)** the assignment.
- Enter a **Subject** and **Description** that explain the assignment to students.
- Set a **Due Date** for the students to complete the assignment.
- Enter the point value of the assignment.

You may also choose a **Display Date** on which the assignment will become visible to students.

Step 3-a

If you want to attach a file to the assignment, click **Add File**.



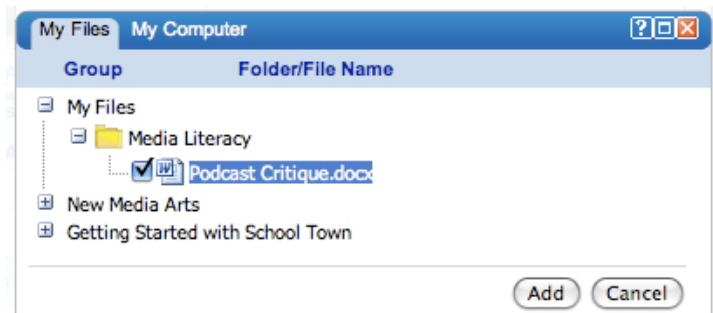
Step 3-b

Once you upload a file to **My Files** or any group, you can add it to an assignment in any group at any time.

Find the uploaded file you want to add.

Click the checkbox by the file you want to add.

Click **Add** to include the file in the assignment or **Cancel**.



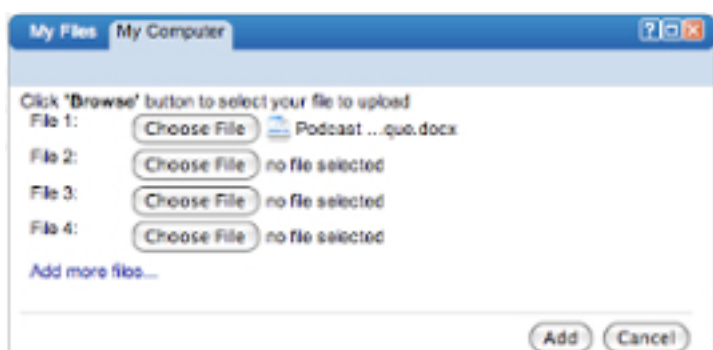
Step 3-c

You can also add new files that have not already been uploaded in an assignment.

Click **My Computer** and **Browse** to find the file(s) you want to add to the assignment.

Click **Add more files** if you want to attach more than four files.

Click **Add** to upload the file(s) or **Cancel**.



Give an Assignment

Step 4-a

If you want to include a link to a website, click **Add Bookmark**.



Step 4-b

Once you add a web resource to **My Bookmarks** or any group, you can add it to an assignment in any group at any time. Find the resource you want to add. Click the checkbox by the file you want to add. Click **Add** to include the resource in the assignment or **Cancel**.



Step 4-c

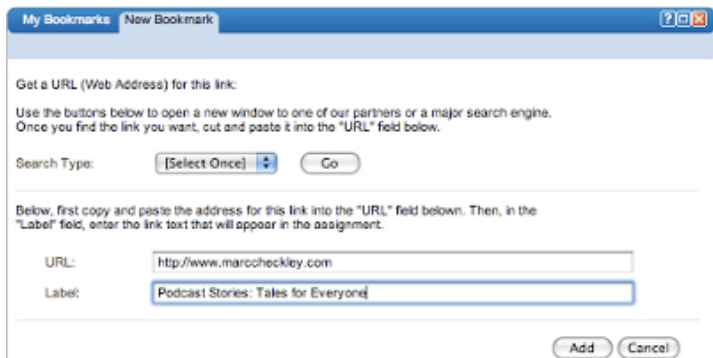
You can also add new web resources that have not already been bookmarked to an assignment.

Click **New Bookmark**.

Enter the **URL** and a descriptive **Label** for the link to the web resource.

Add the resource or **Cancel**.

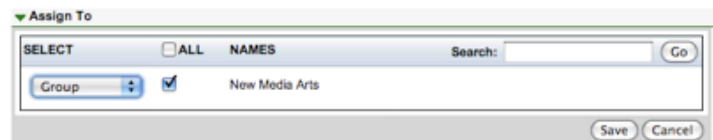
You can also **Search** for relevant web links from **Selected Resources**.



Step 5

By default, assignments become To-Dos for all students in the group. If you want to differentiate an assignment for individual students, select **Individual** from the **Assign To** menu and choose the **Names** of the students to receive the To-Do.

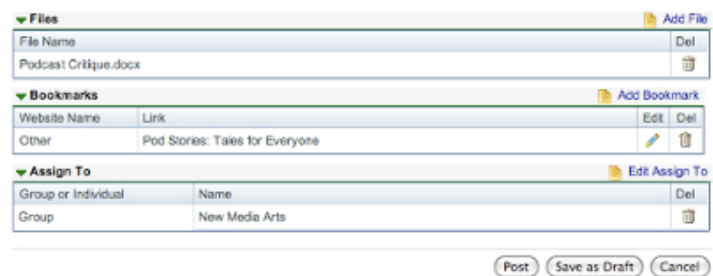
Remember to **Save** the **Assign To** before returning to the assignment window.



Step 6

Click **Post** to save the assignment under the **Current Assignments** tab. The assignment will become visible to students on the **Display Date**.

Click **Save as Draft** to save the assignment under the **Draft Assignments** tab. You can move the assignment to **Current Assignments** by clicking **Post** at any time.



Give an Assignment

Step 7-a: Optional

To create a unit folder, select **Add a new unit**, from the assignment menu and enter a **required Subject** and **Description** that explain the unit to students.

You may also choose a **Display Date** on which the unit will become visible to students.

Click **Save** to add the unit to your **Unit List** for future use, or click **Add Assignment** to save and create the first assignment in the unit.

Step 7-b: Optional

You may add an assignment to a unit at any time by selecting **Add a new assignment** from the assignment menu (Step 1) and clicking **Browse** next to the **Include in Unit** field.

Check the unit to which you want to add the assignment and click **Ok**.

Subject	Display Date
<input checked="" type="checkbox"/> Biographical Documentary	07/30/2010

Step 8-a

When you **Post** an assignment, it appears under the **Current Assignments** tab.

If you chose a **Display Date** in the future, the assignment link will be green and students will not be able to view the assignment until the **Display Date** arrives.

You can view the assignment by clicking its **Title**.


Select All	Due Date	Title	ETC	Attachment	Submitted/Overdue
<input type="checkbox"/>	11/06/2009	Critique	0 hr 45 min	(1)	2 / 29
<input type="checkbox"/>	09/17/2010	Documentary Critique	0 hr 45 min	(1)	0


Step 8-b

Review the assignment to make sure all information is correct and files and bookmarks work properly.

You can **Edit** or **Delete** an assignment at any time by clicking **Menu**.


Step 9-a

You can send a reminder of the due date by clicking  from the assignment portlet.

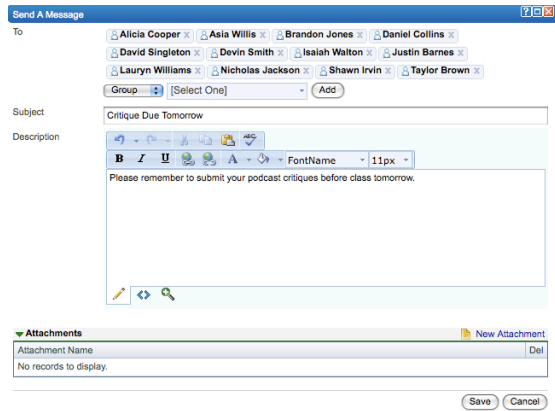
Select All	Due Date	Title	ETC	Attachment	Submitted/Overdue
<input type="checkbox"/>	10/23/2009	Critique	0 hr 45 min	(1)	1 / 13 

Give an Assignment

Step 9-b

By default, the reminder will be sent to all students in the group who have not submitted the assignment. You can remove a student from the reminder by clicking  next to the student's name.

Enter a **Subject** and **Description** for the reminder and click **Save** to send the reminder, or **Cancel**.



Send A Message

To: Alicia Cooper, Asia Willis, Brandon Jones, Daniel Collins, David Singleton, Devin Smith, Isaiah Walton, Justin Barnes, Lauryn Williams, Nicholas Jackson, Shawn Irvin, Taylor Brown

Group: [Select One] Add

Subject: Critique Due Tomorrow

Description: Please remember to submit your podcast critiques before class tomorrow.

Attachments: No records to display.

Save Cancel