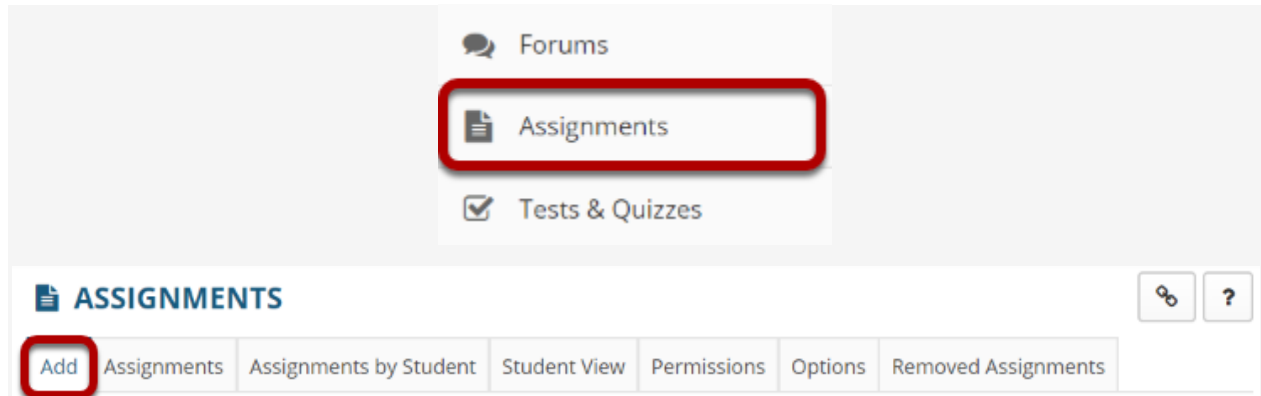# HOW DO I ADD AN ASSIGNMENT?

Once you login to LMS, browse to your course site

Select the Assignments tool from the Tools Menu in your site.
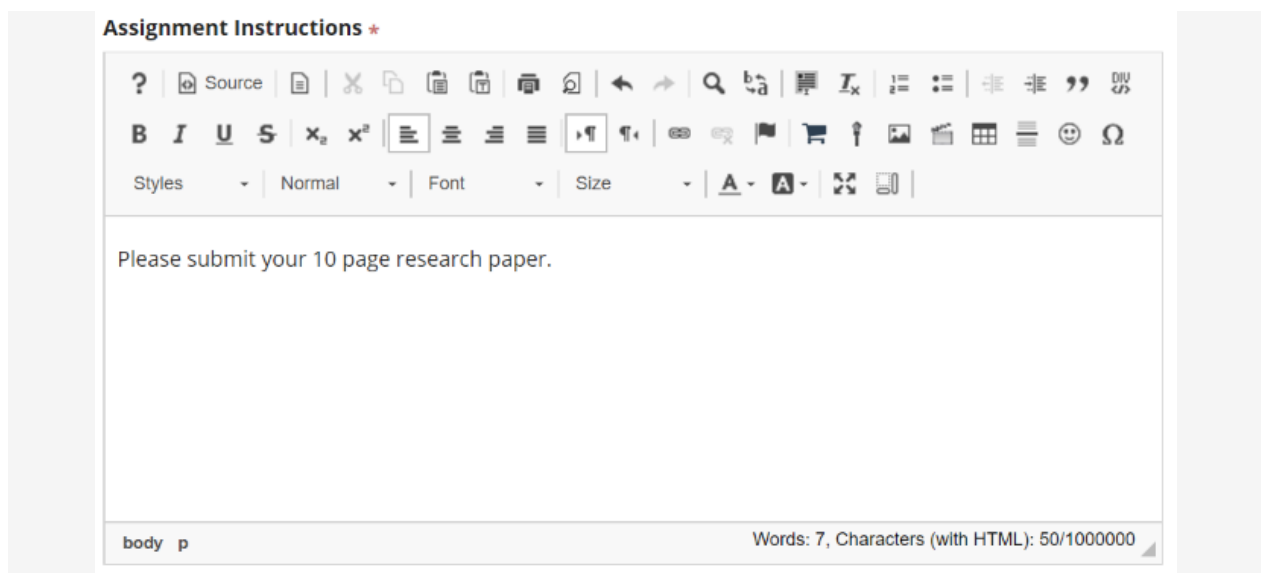
Click the Add button to add a new assignment.

Give your assignment a title.

The title of your assignment should be something descriptive and unique, as this is the title students will see when they go to the Assignments tool to submit their work.

Enter the instructions for the assignment into the Rich Text Editor. You may use the editor to format your assignment description, and add images, links, or other media if desired.

Add honor pledge. (Optional)

If you would like to add an honor pledge to your assignment, check the Add honor pledge box.

Student view of honor pledge.

When the honor pledge option is selected, students must accept the statement pictured above that reads "I have not given, received, or used any unauthorized assistance on this assignment" in order to submit their assignment.

Add Attachments. (Optional)

If you would like to attach any additional files to the assignment, such as a grading rubric or peer review rubric, click the Add attachments button to browse for and attach file/s.

Specify the availability.

Availability

Open Date * ①   `03/25/2019 12:00 pm` 📅

Students can not save or submit the assignment until the open date.

Due Date * ②   `04/19/2019 11:55 pm` 📅

Accept Until ③   `04/20/2019 11:55 pm` 📅
*

close date.

| ◀ | Apr ▼ | 2019 ▼ | ▶ |

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	**20**
21	22	23	24	25	26	27
28	29	30				

Time   11:55 pm

Hour   ▭◯▭ − +

Minute   ▭◯▭ − +

Now   Done

The **Open Date** for your assignment is when it becomes available for students.

The **Due Date** is the deadline to turn in the assignment.

The **Accept Until** date allows you to accept late submissions after the due date. (Late student submissions marked as late.)

Send a reminder email. (Optional)

☑ Send a reminder email 24 hours before the due date.

If you would like a reminder email to be sent 24 hours before the due date, check the box next to Send a reminder email 24 hours before the due date.

Hide due date from students. (Optional)

☑ Hide due date from students

If you would prefer for students not to see the assignment due date, check the box next to the Hide due date from students option.

Add due date to Calendar. (Optional)

☑ Add due date to calendar

If you would like your assignment due date to be added automatically to the Calendar in your class, check the Add due date to calendar box.

Add an announcement. (Optional)

☑ Add an announcement about the open date to Announcements

Do not send email notification ▼

Do not send email notification

Send email notification with the open date to participants who have opted for it

Send email notification with the open date to all participants

Access.

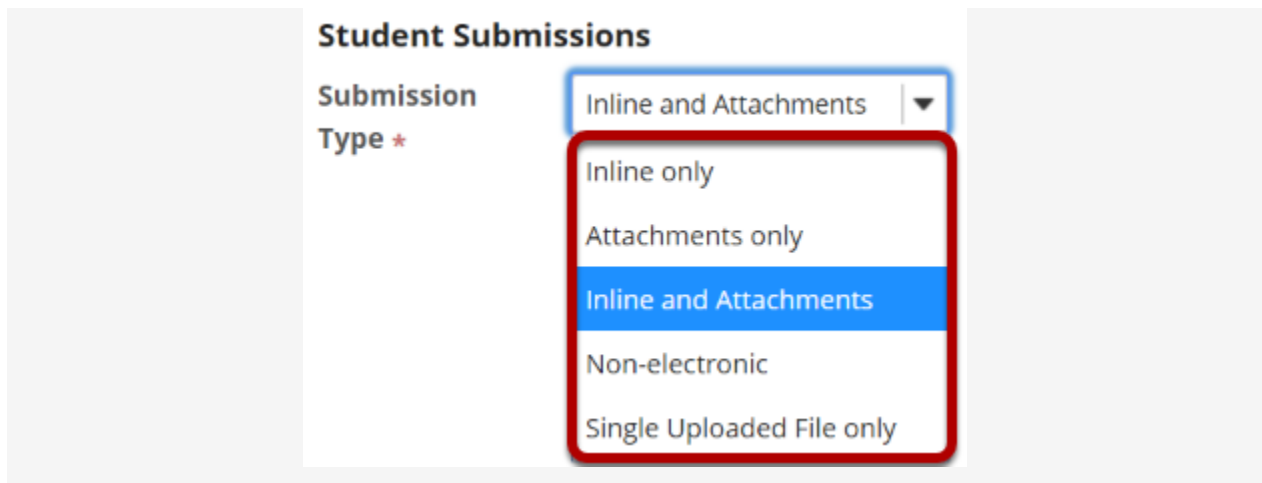**Access (also limits groups for group submissions)**

● Display to site

○ Display only to selected groups

You may display your assignment to everyone in the site (the default), or to selected groups.

Note: You must have existing groups in your site in order for the Display to selected groups option to appear.
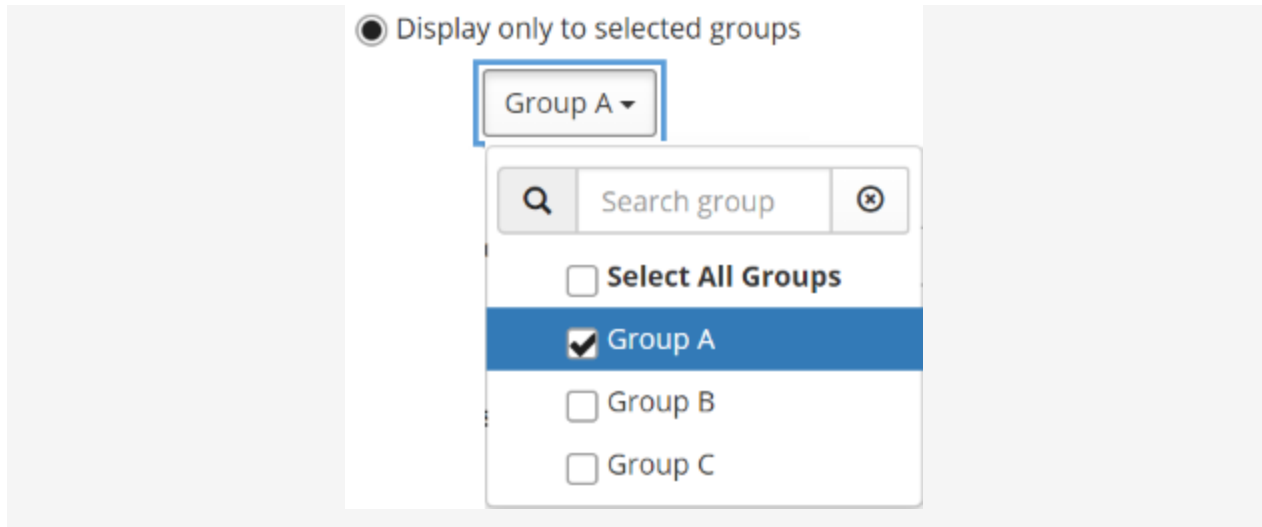
Choose the submission format.

There are several submission formats that you may accept.

Inline and Attachments: This is the default format and it allows students to either enter content into the rich text editor inline, or attach a file, or both.

Inline only: Student may only submit a response by entering their content into the rich text editor. The attachment option is not available. This is a good option to choose if you want to be able to grade all of the responses online without having to download or open any files.

Attachments only: This format removes the rich text editor option and leaves only the attachment option available.

Non-electronic: This format choice is for assignments that you expect students to submit in person, but you want the option to view assignment details and/or grade the assignment in Sakai.

Single Uploaded File only: If you want students to submit a file, but you only want a single file, this is the option to choose. (Both the Inline and Attachments and the Attachments only option allow students to upload and submit more than one file at a time.)

Allow resubmission. (Optional)

Choose the grade scale.

Select the assignment's grade scale from the drop-down menu.

Enter maximum points.

If you select Points as the grade scale, you must enter a maximum number of points for the assignment.

Grading

Select the radio button for the gradebook option you would like to use.

Group Submissions (Optional)

If you select the radio button for Group Submission - One submission per group it will allow any member of a group to submit an assignment on behalf of the group. By default, the same grade is applied to all group members when the item is graded. However, the instructor can also override the group grade for any individual member of the group.

Post your assignment.

Once you have entered all of your assignment settings, scroll down to the bottom and click Post to save your changes and post the assignment.