

uiuLearn TUTORIAL

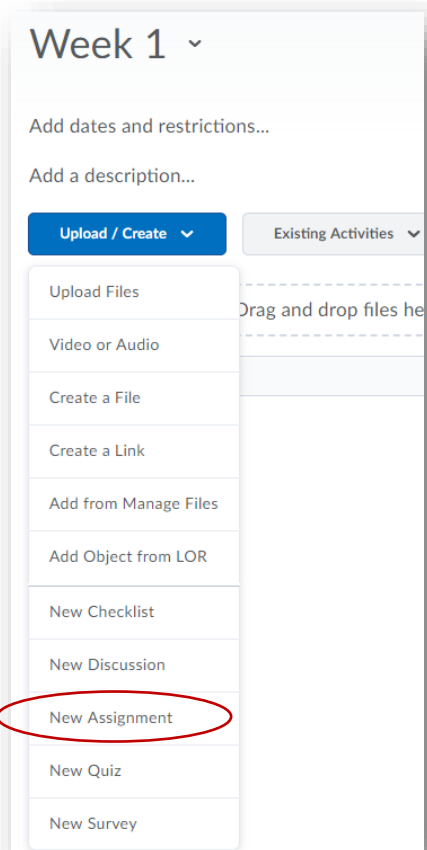
ASSIGNMENT > CREATE AN ASSIGNMENT

This tutorial covers how to create an assignment.

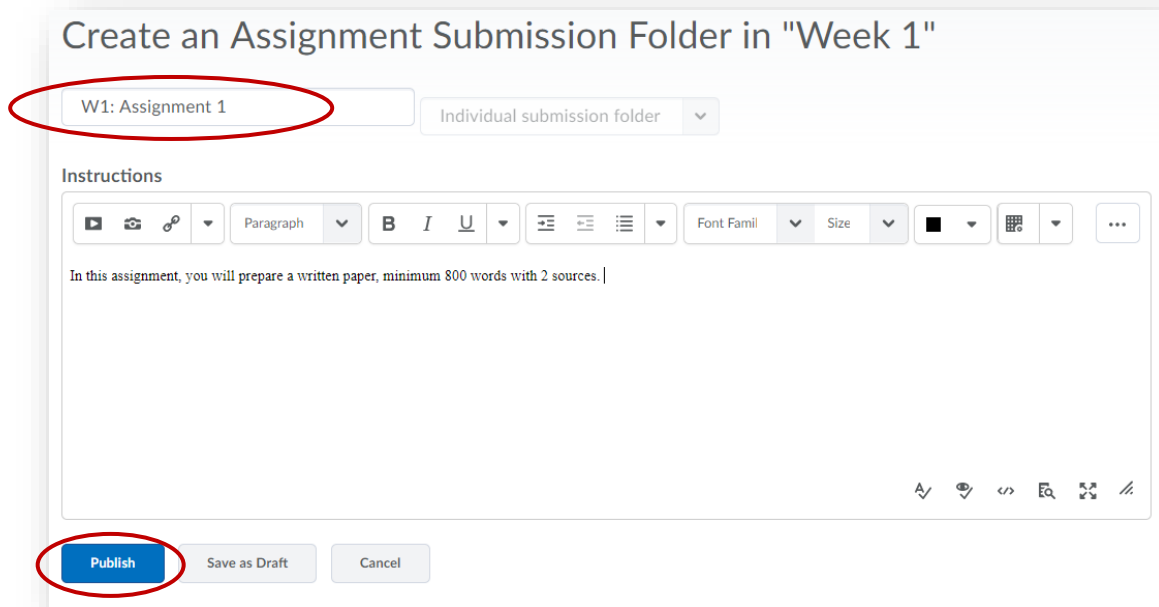
STEP 1> Go into the 'Content' tool.

STEP 2> Go to the week (module) that you will be creating the assignment for.

STEP 3> Click on the Upload/Create button and select New Assignment.



STEP 4> Enter the title of your assignment with a prefix of the letter W followed by the week number that the assignment relates to.



Create an Assignment Submission Folder in "Week 1"

W1: Assignment 1 Individual submission folder

Instructions

In this assignment, you will prepare a written paper, minimum 800 words with 2 sources. |

Buttons: Publish, Save as Draft, Cancel

STEP 5> Enter the assignment instructions and click Publish to make the content available immediately, or click on Save as Draft to temporarily hide the assignment until you are ready for it to be viewed.

✓ **CHECKPOINT 1 – DID YOU MAKE A MISTAKE? HOW TO MAKE CORRECTIONS TO ASSIGNMENTS**

→ *To make corrections to the assignment instructions only:* Click on the instructions area, make your changes and click Update.

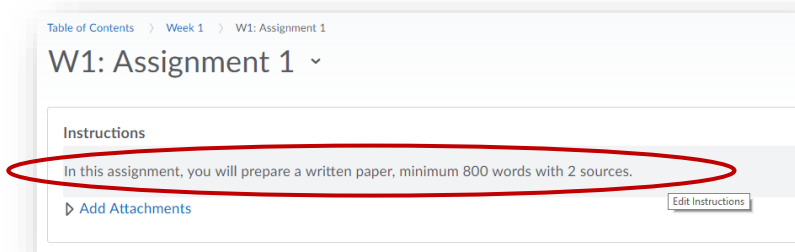


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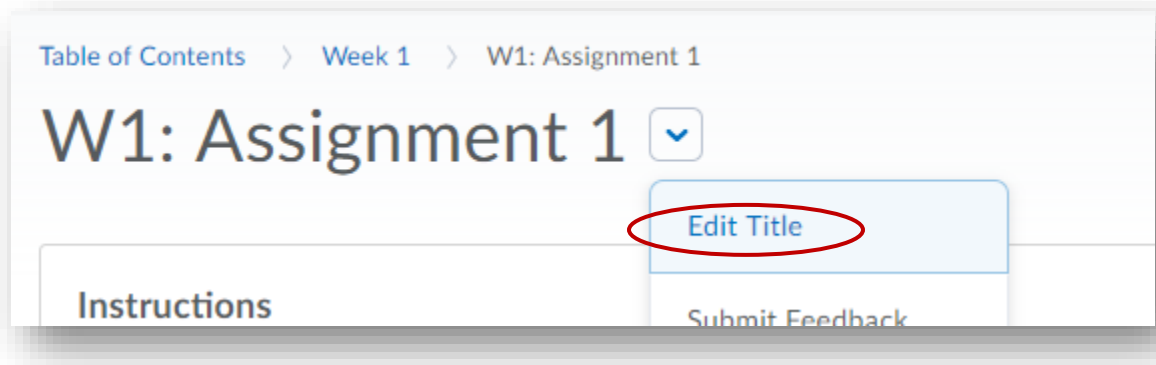
W1: Assignment 1

Instructions

In this assignment, you will prepare a written paper, minimum 800 words with 2 sources.

▶ Add Attachments Edit Instructions

- *To make corrections to the assignment title and/or instructions:* Click on the gray arrow to the right of the assignment title and select Edit Title. Then click on the assignment title to edit or click on the gray arrow to the right of the title, select Edit Title and make your corrections. It will save automatically once you click away from the title box. Once you have made your corrections click Update.



✓ CHECKPOINT – DID YOU FOLLOW THESE BEST PRACTICE GUIDELINES FOR YOUR ASSIGNMENT?

- Is your assignment title consistent with assignment title in the Course Schedule of the Syllabus? Keep your course language consistent between your course content and syllabus.
- Do your instructions include word limit, where to submit the assignment, due date, citing requirements, grading criteria/rubrics? Be sure to inform your students clearly of requirements and expectations.
- Have you set up the Grades item for this assignment? Don't forget to do so and then link/associate or assess your assignment. Tutorials are available for these steps if you need assistance.

ⓘ IN NEED OF MORE UIU LEARN TUTORIALS? FIND THEM HERE: [HTTP://UIU.EDU/ONLINE/RESOURCES/FACULTY.HTML](http://uiu.edu/online/resources/faculty.html).