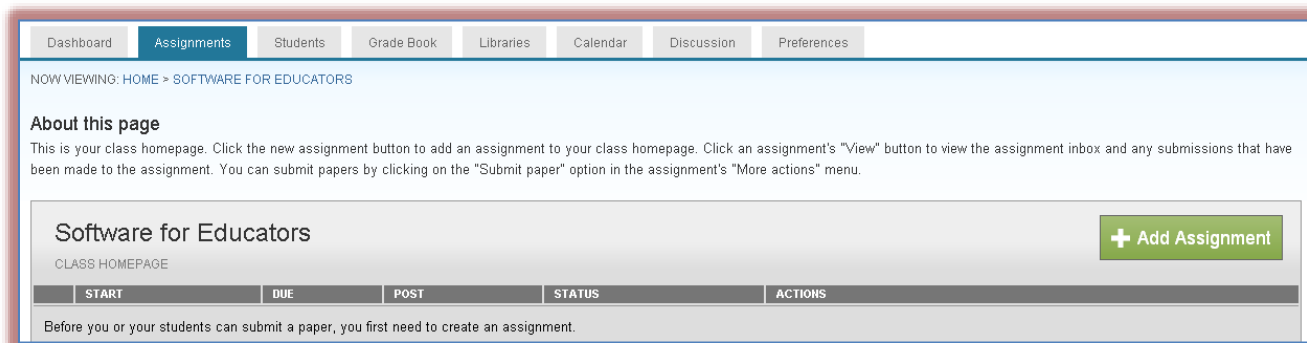


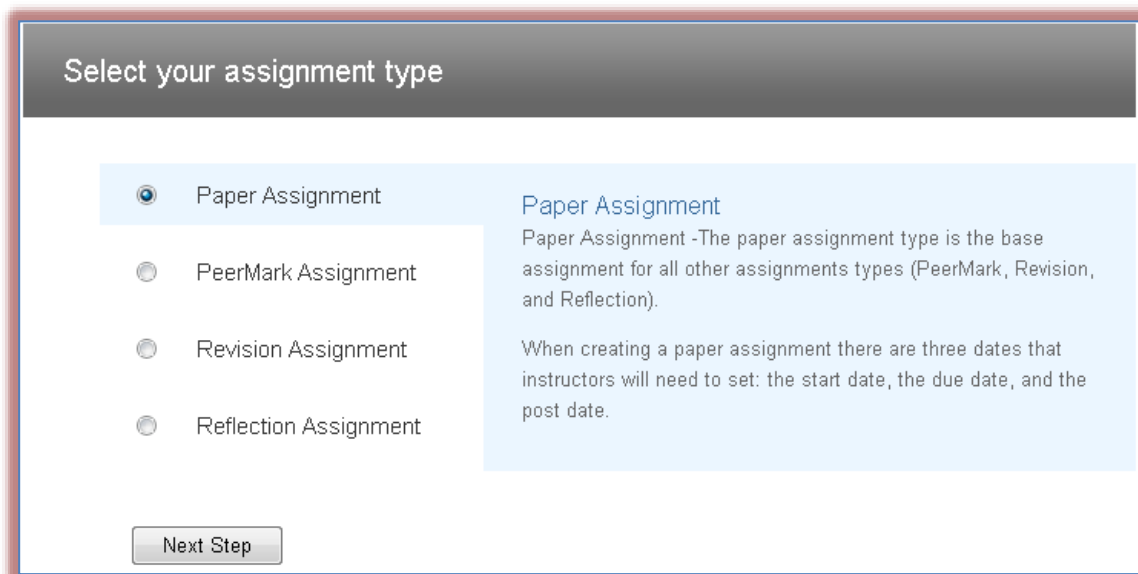
CREATE AN ASSIGNMENT

The next step that needs to be completed before students can submit a paper is to set up the Assignment. An instructor can create as many assignments as they want for a class.

- ✦ Click the name of the class for which the **Assignment** is to be created.
- ✦ The **Class Homepage** page will display (see illustration below).



- ✦ A message will appear under **About this page** stating that you need to create an **Assignment**.
- ✦ Click the **Add Assignment** button.
- ✦ The **Select Your Assignment Type** window will display unless this is the first assignment being created for the selected course (see illustration below).



- ✦ If this is the first assignment for the course, only a Paper Assignment can be created.
- ✦ The Paper Assignment is the base assignment for all the other types of assignments.
- ✦ Choose one of the following options in this window.
 - ✦ **Paper Assignment** – The instructor must create a paper assignment before a student can submit an assignment or before any of the other Assignment Types can be created. It is the base assignment for all other assignment types.
 - ✦ **PeerMark Assignment** – With this type of assignment, students can review another student's work. PeerMark assignments can be based on paper and reflection assignments.

- ✦ **Reflection Assignment** – This assignment provides an opportunity for a student to write about what they learned from the writing process. They can also provide feedback on an assignment they worked on.
- ✦ **Revision Assignment** – These are duplicates of the paper assignment. They may have different start, end, and post dates.
- ✦ Click the **Next Step** button.
- ✦ The **New Assignment** window will display (see illustration below).

- ✦ Input a title for the assignment in the **Assignment Title** box.
- ✦ In the **Dates** section select a **Start Date**, **Due Date**, and **Post Date** for the **Assignment**.
 - ✦ **Start Date** – This date specifies when the assignment will become available for students to submit assignments. Submissions are not possible before the specified date. The **Start Date** cannot be any earlier than the current date.
 - ✦ **Due Date** – The date and time set for this option indicates when students must complete their work. Student cannot re-submit an assignment after this date has passed.
 - ✦ **Post Date** – This is the date and time when grades and comments become available for students to view. If GradeMark and PeerMark are being used, then students will be able to see the feedback that has been posted for the papers after the Post Date. This date must be later than the Due Date for an assignment.
- ✦ Click the **Optional Settings** link to specify other options for the submission of the **Assignment**.
- ✦ When all the options have been chosen, click the **Submit** button.