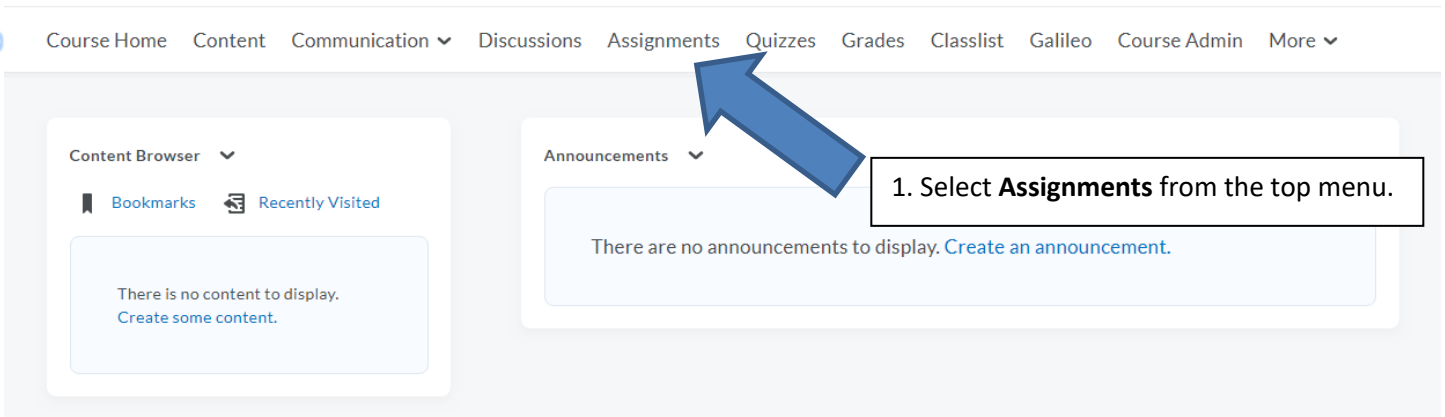# Creating an Assignment

1.

Course Home   Content   Communication ∨   Discussions   Assignments   Quizzes   Grades   Classlist   Galileo   Course Admin   More ∨

Content Browser ∨

🔖 Bookmarks   🗐 Recently Visited

There is no content to display.
Create some content.

Announcements ∨

There are no announcements to display. Create an announcement.

1. Select **Assignments** from the top menu.

2. Assignments

❓ Help

New Assignment   Edit Categories   More Actions ∨

You haven't created

2. Then select the blue **New Assignment** button.

3. New Assignment

Properties   Restrictions   Objectives   Turnitin®

Name *

Assignment Name

Instructions

▶ 📷 🔗 ∨   Paragraph ∨   **B** *I* U   ⇥ ⇤ ☰ ∨   Font Family ∨   Font Size ∨   ■ ∨   ▦ ∨   ⋯

Instructions for students

3. Next, insert the assignment name and instructions for students.
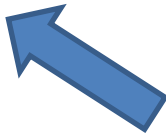
A̷ 👁 </> 🔍 ⤢ ⁄⁄

4.

Evaluation and Feedback

Score Out Of

[ ] ⊘

Grade Item

[None ▾] [New Grade Item]

Student View Preview

- / - ▾

4. Remain on the same page and scroll down until you reach the **Evaluation and Feedback** area. Once here insert a **score** and select a **Grade Item** (if you need additional assistance with Grade items, please review our Grade item guide).

5.

Edit Assignment - Assignment Name ▾

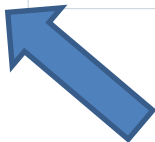| Properties | Restrictions | Objectives | Turnitin® |

☑ Hide from Users

Due Date

☐ Has Due Date

[3/16/2020] [7:52 PM] [Now]

United States - New York

Availability

☐ Has Start Date

[3/9/2020] [3:52 PM] [Now]

United States - New York

☐ Has End Date

[3/16/2020] [7:52 PM] [Now]

5. Finally, scroll back up and click on the **Restrictions** tab to set a start and end date for the Assignment. Complete this process by selecting the blue **Save and Close** button.