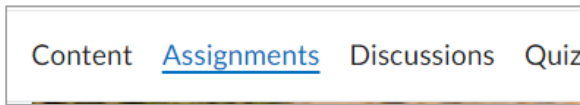# How to create an assignment

Create an assignment

1. In your D2L course, click on **Assignments** on the course navigation (navbar).

2. Click the blue **New Assignment** button.

3. Enter a **Name** for the assignment.

4. If the assignment is for a numerical grade, enter a points value in the **Grade Out Of** field.
   Note: the status will change from "Ungraded" as soon as you click on the box.

   - After you enter the total amount of points for this assignment, a corresponding grade item (a column in Grades) will be created at the same time.

   - If you need to link this assignment to an existing grade item, set it to not appear in Grades, OR change the assignment back to ungraded, click on **In Grade Book** for these options.
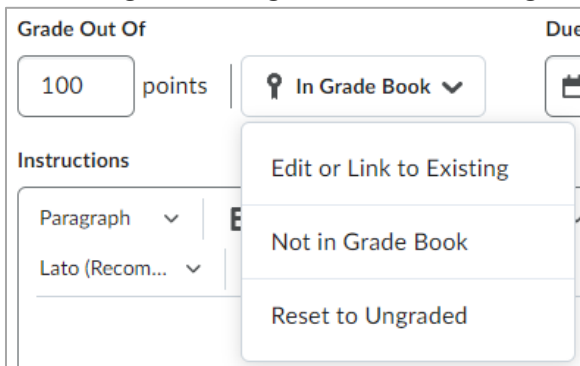
5. Enter a **Due Date** for this assignment.
   Note: students will be able to submit to this assignment after the due date with a "late" designation.

6. Enter **Instructions** for this assignment in the provided text area.

7. On the right-hand side, click on the **Availability Dates & Conditions** area to expand.

8. Enter the **Start Date** and **End Date** for the assignment. These dates determine the window of time students can submit.

9. If needed, specify any **Release Conditions** or **Special Access** for this assignment.

   > ❶ **Note:**
   >
   > **Special Access** can be used to allow specific students a different set of date parameters for submitting this particular assignment.

10.   On the right-hand side, click on the **Submission & Completion** area to expand.

11.   Select an **Assignment Type:** <u>Individual assignment</u> or <u>Group assignment</u>.

> ⚠️ **Note:**
> Group assignments enable one submission per group of students and any member of the group can submit/view files. Groups ("group categories") must be created within the D2L course prior to creating group assignments.

12.   Select a **Submission type:**

- For **File submission,** set the number of **Files Allowed Per Submission** and the **Submission** rules.

- For **Text submission,** set the **Submission** rules.

- For **On paper submission,** set **Marked as completed** to one of the available options: *Manually by learners, Automatically on evaluation,* or *Automatically on due date.*

- For **Observed in person** assignments, set **Marked as completed** to one of the available options: *Manually by learners, Automatically on evaluation,* or *Automatically on due date.*

13.   On the right-hand side, click on the **Evaluation & Feedback** area to expand.

- To associate a rubric to the assignment, click **Add Rubric.** You have the options to **Create New** or **Add Existing** D2L rubrics to this assignment.

- Click the **Manage Turnitin** setting to enable the Similarity Report and Online Grading features of Turnitin for this assignment if it is a file submission. (Do not enable Turnitin if students are submitting an ePortfolio presentation.)

14.   At the bottom, change the assignment status from **Hidden** to **Visible**.
This setting will ensure students can see the assignment listed in the course. The availability dates will determine when the students can submit.
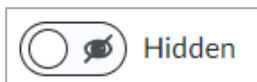
15.   When ready, click **Save and Close** to finish creating the assignment.