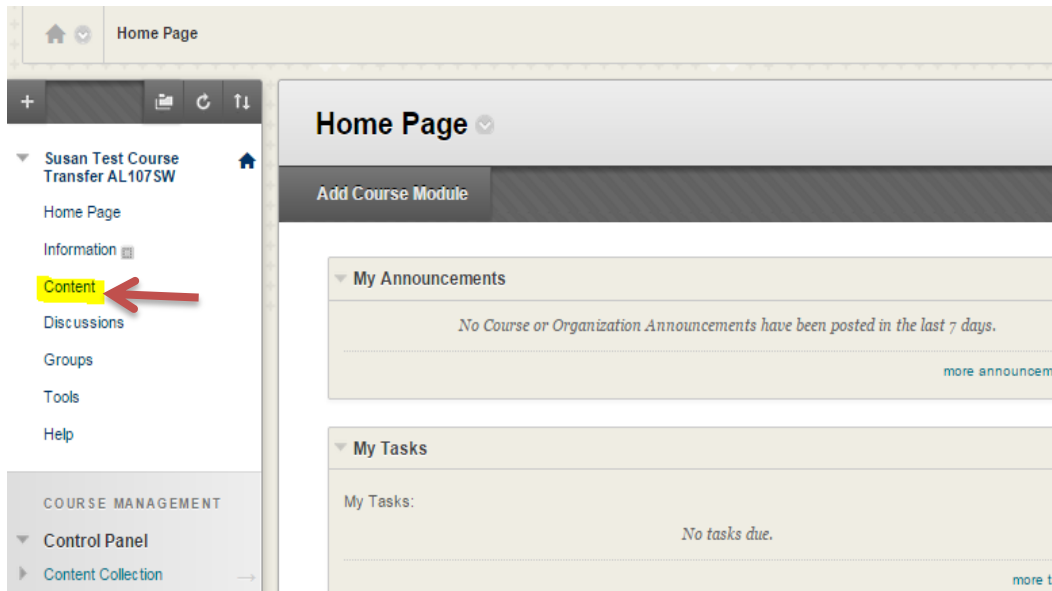


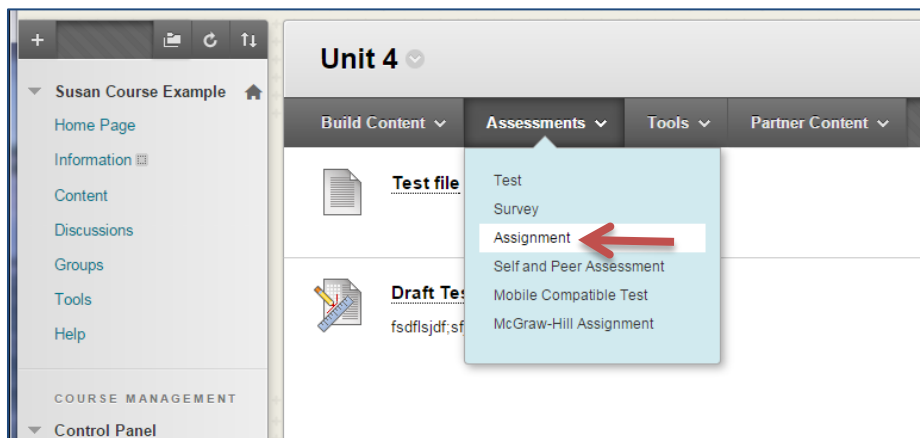
How to Create an Assignment (Drop Box in ANGEL)

1. Create an Assignment (Drop Box in Angel)

a. In your course click on Content.



b. Under Assessments, click on Assignment.



c. Enter assignment name, instructions, and attach a file if desired.

Create Assignment
Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Assignment Information

* Name and Color

Instructions

Here are the instructions.

Path: p Words: 4

2. Assignment Files

Attach File

d. Enter due dates so the assignment appears on the student To Do list on the course home page.

DUE DATES

Due Date

e. Enter the number of points.

GRADING

* Points Possible

Associated Rubrics

- f. Click on Submission Details to expand and display options. Select assignment type, number of attempts, and plagiarism tools (SafeAssign) as desired. Note: If enabling SafeAssign, check the box to exclude submissions from the Institutional and Global References Databases for DRAFT submissions.

Name	Type	Date Last Edited	Show Rubric to Students
<u>Submission Details</u>			
Assignment Type	<input type="radio"/> Individual Submission <input type="radio"/> Group Submission <input type="radio"/> Portfolio Submission		
Number of Attempts	<input type="text" value="Single Attempt"/>		
Plagiarism Tools	<input type="checkbox"/> Check submissions for plagiarism using SafeAssign <input type="checkbox"/> Allow students to view SafeAssign originality report for their attempts <input type="checkbox"/> Exclude submissions from the Institutional and Global References Databases		
<u>Grading Options</u>			
<u>Display of Grades</u>			

- g. Click Display of Grades. Students will see the score displayed in My Grades. Click the drop down menu to change the display students see such as percentage or letter grade.



<u>Submission Details</u>	
<u>Grading Options</u>	
<u>Display of Grades</u>	
Display grade as	Primary <input type="text" value="Score"/> and Secondary <input type="text" value="None"/>
<input checked="" type="checkbox"/> Include in Grade Center grading calculations	
<input checked="" type="checkbox"/> Show to students in My Grades	
<input type="checkbox"/> Show Statistics (average and median) for this item to Students in My Grades	



- h. By default, the Assignment is visible to students. To limit when students can view the Assignment, enter dates in the Display After and Display Until fields. Click Submit.

AVAILABILITY

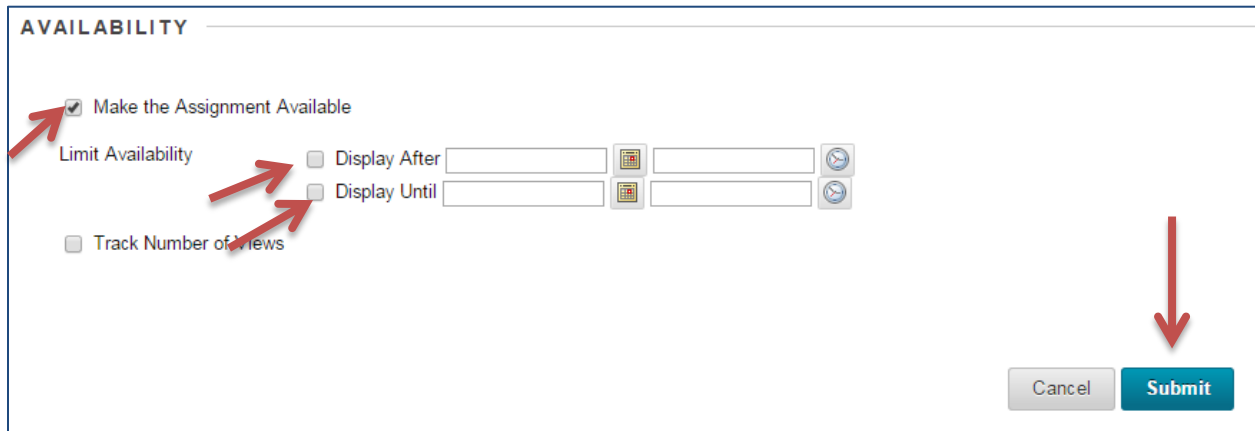
Make the Assignment Available

Limit Availability


Display After  

Display Until  

Track Number of Views



- i. You have now added an Assignment.

 **New Assignment**
Here are the instructions.