

Creating Assignment Folders

With this tutorial we will be going over how to create an assignment folder for your students to deposit complete work and how to implement it into your content area.

1. Start by clicking the “Assignment” button on the course home page.

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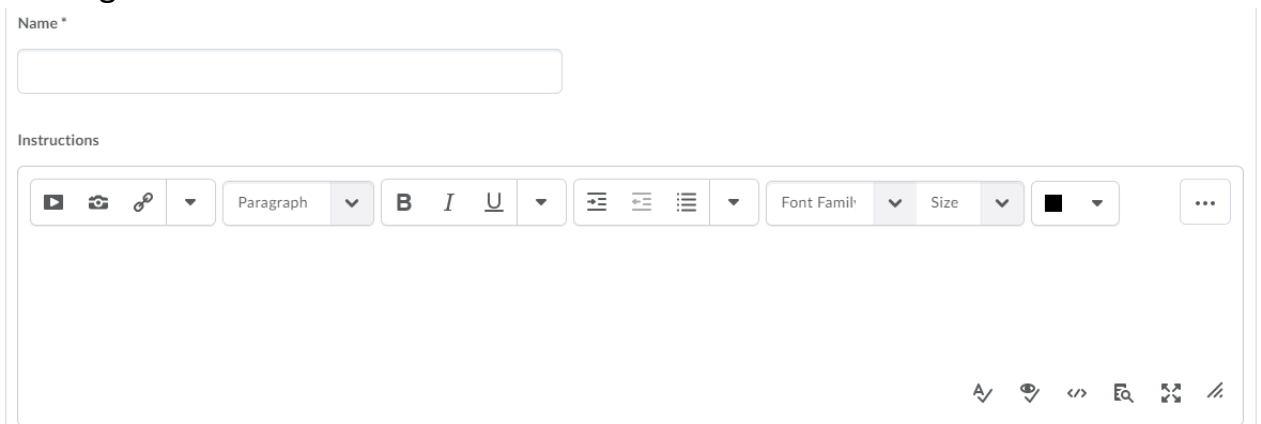
2. In this tab you will be able to see all the assignment folders you have already created. If you have not created any then this area will be blank for now. To make a new assignment folder, click the “New Assignment” button.

Assignments



3. From the new assignment page, you can a few different things:

- a. You should put a title and a description of what this assignment is supposed to be. You should want the title to correspond with the name of the activity the student is doing as to not cause confusion.

A screenshot of the 'New Assignment' form. It has a 'Name *' field with a text input box. Below it is the 'Instructions' field, which includes a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Font Family, and Size. There are also icons for video, image, link, and other media.

b. You can choose what is to be submitted and how many files can be submitted.

Files Allowed Per Submission

Unlimited

One file

Submissions

All submissions are kept

Only the most recent submission is kept

Only one submission allowed

c. You can also set up D2L to decide how to grade the assignment as well.

Evaluation and Feedback

Score Out Of

ⓘ

Grade Item

None ▾ [\[New Grade Item\]](#)

Student View Preview

- / - ▾

Rubrics

[Add Rubric](#)

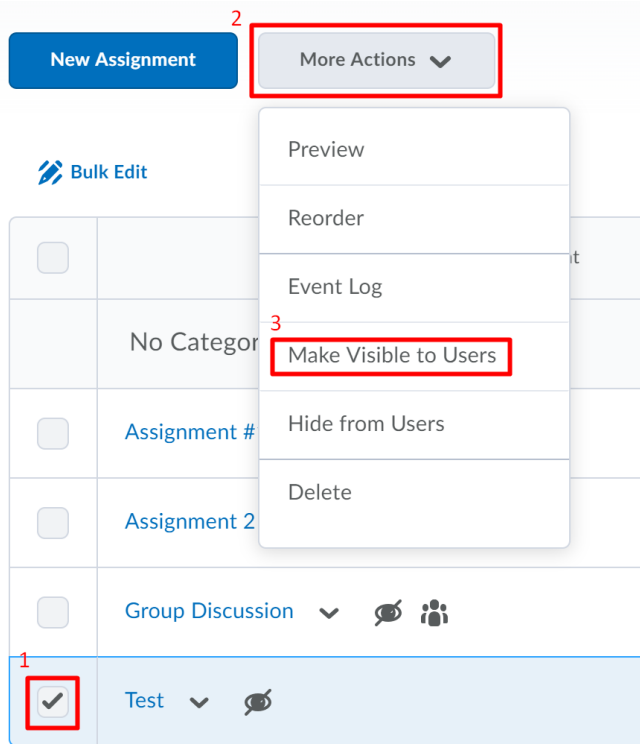
No rubrics selected.

[\[Create Rubric in New Window\]](#)

4. After you are satisfied with this assignment, click the “Save and Close” button and it will bring you back to the assignment tab. You should now see the assignment you just made in this tab.

[Save and Close](#) [Save and New](#) [Save](#) [Cancel](#)

5. Assignments are by default hidden from the student. To make an assignment visible to students, select the check box to the left of the assignment you want visible. Click the more options button up top, then click “Make visible to users.”

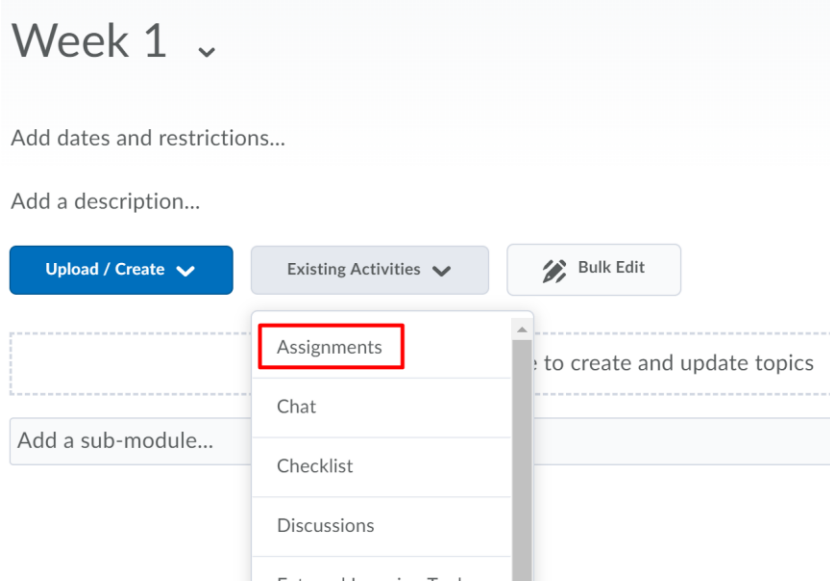


6. After the assignment is made you can put it into one of your modules (If you do not have any modules or do not know how to make them see the tutorial “Orientation to the Content Area.”). Start by clicking the “Content” button.

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7. In the content page, select the module you want the assignment to be in and click the “Existing Activities” button. From the drop-down menu, select “Assignments.”



8. From the popup menu, you can either select an assignment you have already made, or you can choose to make a new assignment (this will take you to the new assignment page). Click on an assignment in the menu and it will be instantly added to your module.

Created by Mitchell Januchowski, May 2019