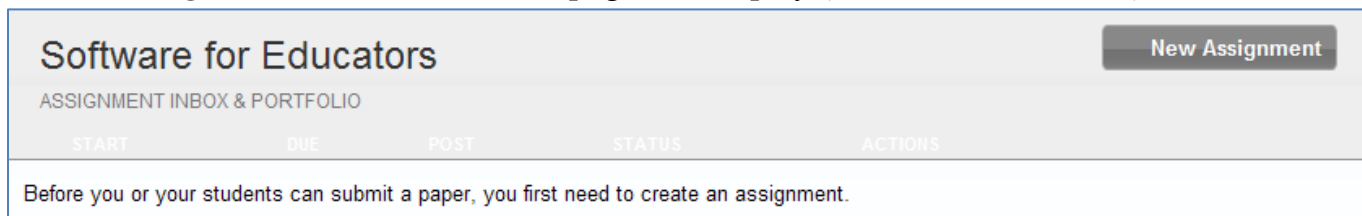


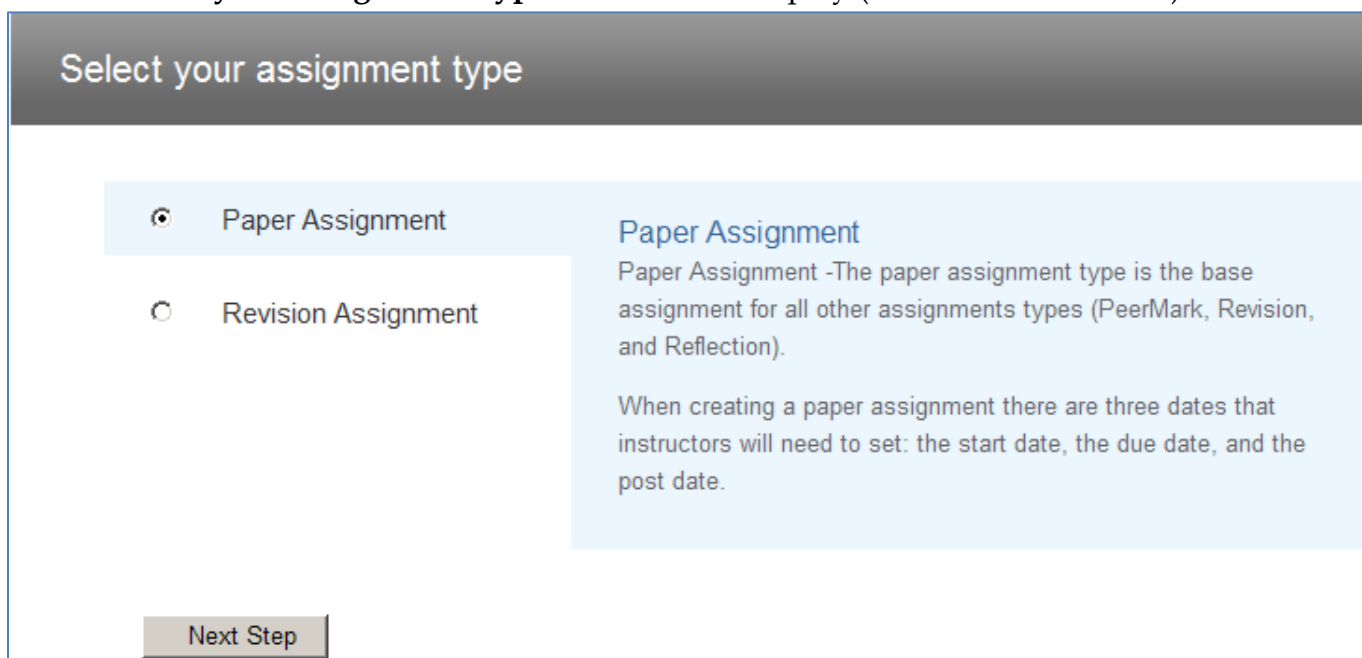
CREATE AN ASSIGNMENT

The next step that needs to be completed before students can submit a paper is to set up the Assignment.

- ❖ Click the name of the class for which the **Assignment** is to be created.
- ❖ The **Assignment Inbox & Portfolio** page will display (see illustration below).




- ❖ A message will appear in the box stating that you need to create an **Assignment**.
- ❖ The **Select your Assignment Type** window will display (see illustration below).




- ❖ Choose one of the following options in this window.
 - **Paper Assignment** – This is the option to choose if the assignment is to be submitted and checked just one time for plagiarism.
 - **Revision Assignment** – Choose this option if the students will be allowed to submit the assignment more than one time up until the due date.
- ❖ Click the **Next Step** button.
- ❖ The **New Assignment** window will display (see illustration on next page).
- ❖ Input a title for the assignment in the **Assignment Title** box.
- ❖ In the **Dates** section select a **Start Date** and **Due Date** for the **Assignment**.
 - The **Start Date** cannot be any earlier than the current date.
 - These dates will determine the time period for when the students will be allowed to submit assignments.


new assignment

 **general**

assignment title *


 **dates**

start date *

Jan 14 2010 

at 10 : 19 AM

due date *

Jan 21 2010 

at 11 : 59 PM

[+ more options](#)

- ❖ Click the **More Options** link to specify other options for the submission of the **Assignment**.
- ❖ When all the options have been chosen, click the **Submit** button.