



Dashboard



Account



Dashboard



Courses



Calendar



Inbox



Help

Course card with a grey header and a white body. It contains a title, a description, and icons for announcements, messages, and files.

Course card with a blue header and a white body. It contains a title, a description, and icons for announcements, messages, and files. A blue notification bubble with the number '4' is next to the announcement icon.

Course card with a brown header and a white body. It contains a title, a description, and icons for announcements, messages, and files.

1

On your dashboard, click on the course you're teaching.



INSTRUCTURE

Privacy

- Home
- Announcements
- Assignments**
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Attendance
- Settings

Search for Assignment

+ Group + Assignment

▾ Assignments

No assignments in this group

2

Click on **Assignments**.

3

Click here to create an assignment.

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Not Published

Final Grades

HTML Editor

B *I* U **A** **A** *I*_x 12pt Paragraph

p

Points

Assignment Group

Display Grade as

- Points
- Percentage
- Complete/Incomplete
- Points
- Letter Grade**
- GPA Scale
- Not Graded

4 Give your assignment a name.

5 Give your assignment a description.

6 Assign point value.

7 Select **Letter Grade**.

towards the final grade

Submission Type:

Online

8

Check **Text Entry**.

Online Entry Options

Text Entry

Website URL

Media Recordings

File Uploads

Group Assignment

This is a Group Assignment

Peer Reviews

Require Peer Reviews

Moderated Grading

Allow a moderator to review multiple independent grades for selected submissions

Assign

Assign to

Everyone X

Due



Available from



Until



+ Add

9

Select a due date for the assignment.

Notify users that this content has changed

Cancel

Save & Publish

Save

10

Click on **Save & Publish**.

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Search for Assignment

+ Group + Assignment ⚙

⋮ ▾ Assignments + ⚙

⋮ 📄 Final Grades ↻ ⚙

11

Click on Grades.

12

Enter letter grades in the **Final Grades** column.

Individual View

Filter by student name or secondary ID

Import Export Settings

Student Name	Secondary ID	Final Grades Out of 0	Assignments	Total
		A	-	-
		-	-	-
		-	-	-
		-	-	-