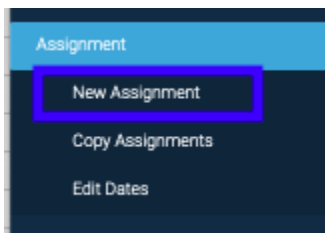
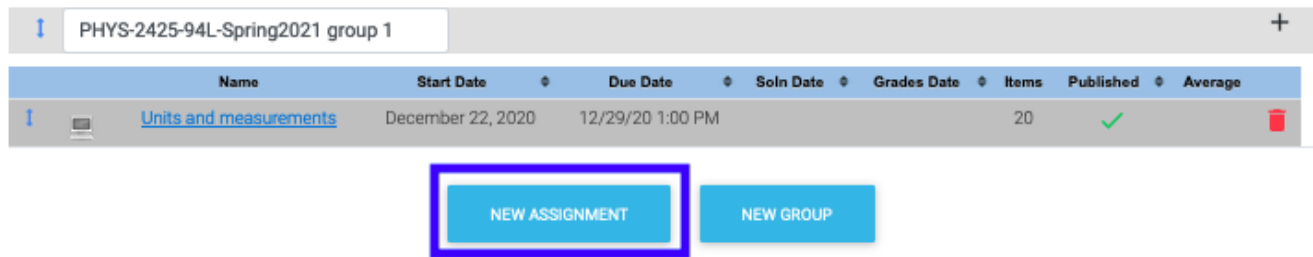


# Creating a New Assignment

To create a new assignment, first select "New Assignment" at the bottom of your course page (or on the left side bar).



Note you can [use a copy of a previous assignment](#) (yours or another class you're listed as a [secondary instructor on](#), or for the current semester, an [importer](#)) by checking the 'use an existing assignment as a template' box.

☐ **use an existing assignment as a template**

## Templates

**Institution:** The institution where the course you would like to copy from is hosted.

**Semester:** The semester the original course was created in.

**Course:** The name of the course where the assignment is hosted.

**Assignment:** The name of the assignment you would like to copy.

From here, you will enter in information specific to the assignment.

☐ use an existing assignment as a template

Name

Type

☒ Homework

☐ Learning Module

☐ Online Exam

All times are in America/Chicago.

Start date (or test date)

Due date

Date solutions are available to students

☐ One free try

### Assignment name

Every assignment must have a name, but it is not required to be unique, so be careful to keep track of which names you've used.

The options for the assignment vary depending on the type. For more information about the options available for a specific type, please visit the appropriate page listed here: [Assignment Types](#).

## Type of Assignment

The drop down box is populated with the types of assignments included in your [grading scheme](#); you are welcome to add another assignment type if you'd like. [Please consult this page to identify what the best assignment type](#) for your purposes are.

Default number of points per question

10

- ☐ Show one question at a time (slide view)
- ☐ Randomize question order
- ☐ Convert numeric questions to multiple choice

### Overview & Class Instructions

Preamble text...

The use of pound signs (#), percent signs (%), dollar signs (\$), underscores (\_), carets (^) ar publish this assignment. If you're having trouble, try placing a \ before the symbol, for exam

CREATE

### Dates

**Start date:** The beginning of student access to the assignment.

**Due date:** The end of student access to the assignment.

**Solutions Available:** The date the solutions to the assignment will be available for students to download. Solutions will not be viewable if this field is left blank.

**One free try:** checking this box means students getting the correct answer on the first or second try will get full points.

## Points

**Default Number of Points per Question:** determines the default setting for points per question on the assignment.

- Points can be edited for individual questions later.

**Show One Question at a Time (slide view):** makes the default display with just one question per page. Students do still have the option of pushing pdf or classic view to see this assignment as a pdf (available only for homework/web based assignments)

**Randomize Question Order:** checking this box scrambles the order in which students receive questions. Everyone's question number 1 (and 2, and 3, ...) will not be the same. While this is great to minimize unwanted outside of class discussion regarding the assignment, it can make it disorienting to guide a class full of students on one common problem.

**Convert Numeric Questions to Multiple Choice:** this will convert any free response questions to multiple choice questions if they meet the necessary conditions of having enough unique distractors more than 1% range between them. If you have a favorite question that is not showing up in a search, chances are this conversion box is checked and the question does not meet the requirements.

**Overview and Class Instructions:** Feel free to include any notes here to students. There will also be a chance to edit the individual side instructions as you assemble the assignment.

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