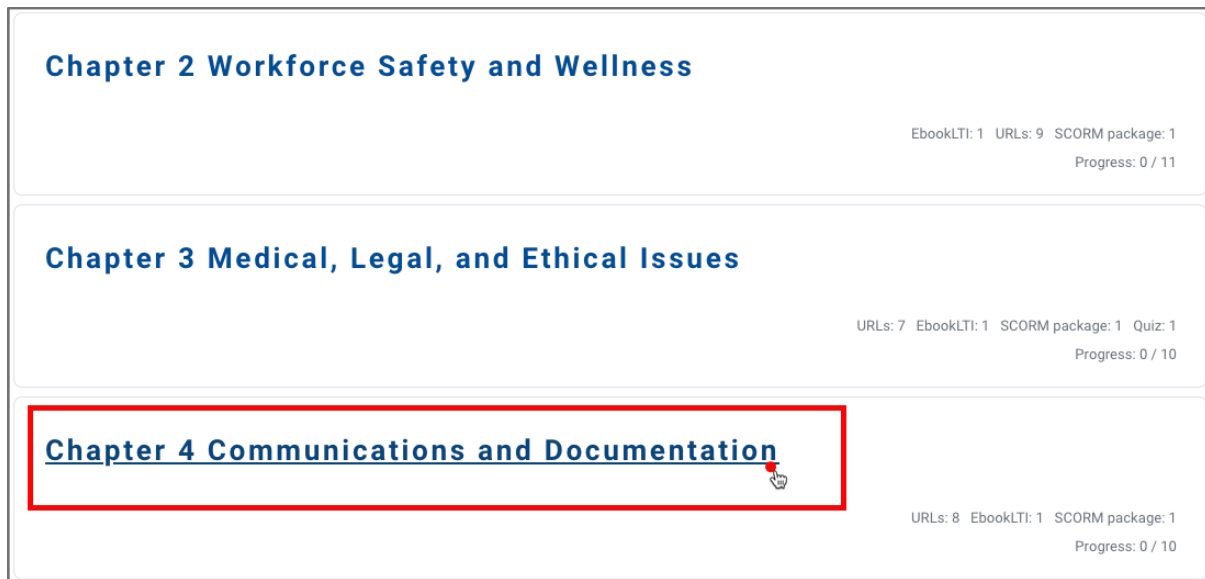


How to Create an Assignment

This document contains instructions on creating new assignments and adjusting submission and availability settings for assignments within a Navigate course.

1. Begin by navigating to the course section or topic in which you wish to create the new assignment. Next, use the editing button at the top of the page to toggle ON **Edit Mode**.



Chapter 2 Workforce Safety and Wellness

EbookLTI: 1 URLs: 9 SCORM package: 1
Progress: 0 / 11

Chapter 3 Medical, Legal, and Ethical Issues

URLs: 7 EbookLTI: 1 SCORM package: 1 Quiz: 1
Progress: 0 / 10

Chapter 4 Communications and Documentation

URLs: 8 EbookLTI: 1 SCORM package: 1
Progress: 0 / 10



My courses Site administration

nts Grades Reports More ▾

Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e (Butler Demo)

Click to toggle on

Upcoming events
There are no upcoming events
Go to calendar...

Course metrics
Only for teachers:
Student engagement

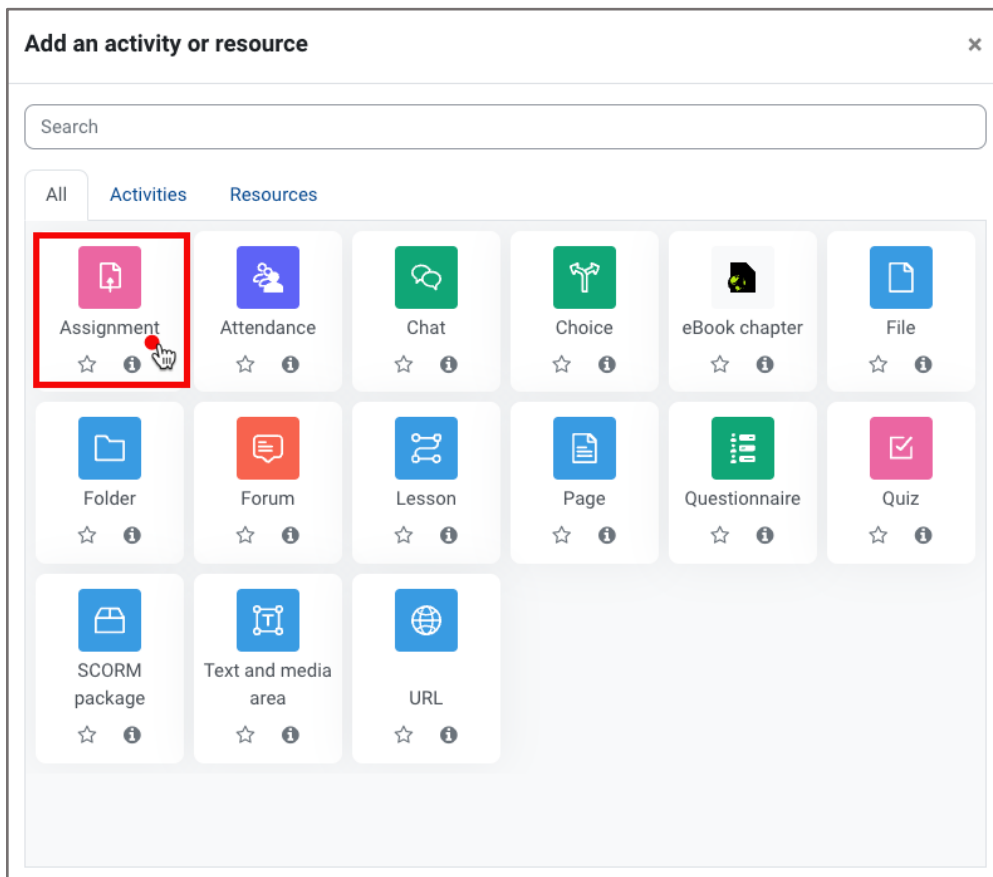
Calendar
July 2023
Sun Mon Tue Wed Thu Fri Sat
1

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

2. With course editing turned on, scroll to the bottom of the page and click the **Add an activity or resource** option to bottom left.



3. In the pop-up window that appears, select the **Assignment** option at the top of the list.



4. The assignment's settings page will open, displaying all parameters you will need to create your assignment. Start by entering a name in the **Assignment name** field. Then, in the **Description** field underneath, enter in the details and requirements for this assignment to share with your students.

▼ **General**

Assignment name !

Description

Display description on course page ?

5. In the **Activity Instructions** sections, please write the actions you would like the students to complete for this assignment, if needed. Also, if the assignment requires a separate template, worksheet, or other supporting files, these may be dragged and dropped from their location on your desktop directly into the **Additional files** assignment drop box. This action will upload your selected files and make them available on the Assignment page for your students.

Activity instructions ?

Additional files Maximum size for new files: 50 MB

Additional files (templates, worksheets, etc.) can be dragged and dropped in here.

Only show files during submission ?

6. In the **Availability** section, you may use the dropdown menus to set the due date parameters that will apply to this assignment. Make sure you check the **Enable** box to the right of the setting to apply your date and time selections.

Setting	Value	Enable
Allow submissions from	5 July 2023 00:00	<input checked="" type="checkbox"/>
Due date	12 July 2023 00:00	<input checked="" type="checkbox"/>
Cut-off date	5 July 2023 12:47	<input type="checkbox"/>
Remind me to grade by	19 July 2023 00:00	<input type="checkbox"/>
Time limit	0 minutes	<input type="checkbox"/>

Always show description

- The **Allow submissions from** is an option to prevent students from submitting their work until a date and time of your choosing.

Allow submissions from 5 July 2023 00:00 Enable

- The **Due date** settings is used to determine when students are expected to submit their work. If enabled, this setting will not prevent students from submitting late work. However, it will identify which student submissions are past due.

Due date 12 July 2023 00:00 Enable

- If you want to prevent students from submitting work that is past due, enable and specify a **Cut-off date**. Please note, you may manually grant individual extensions when enabling a cut-off date.

Cut-off date 5 July 2023 12:47 Enable

- The **Remind me to grade by** is an option for instructors to prioritize dashboard notifications for expected date that marking of the submission should be completed by.

Remind me to grade by ? 19 ? July ? 2023 ? 00 ? 00 ? Enable

- If the **Time limit** option is enabled, the time limit is stated on the assignment page and a countdown timer is displayed during the assignment.

Time limit ? 30 minutes ? Enable

7. Use parameters within the **Submission types** section to apply any limitations on what files or work the student is allowed to submit for the assignment, such as plain text versus file, number of files allowed, or even file formats.

✓ **Submission types**

Submission types Online text ? File submissions ?

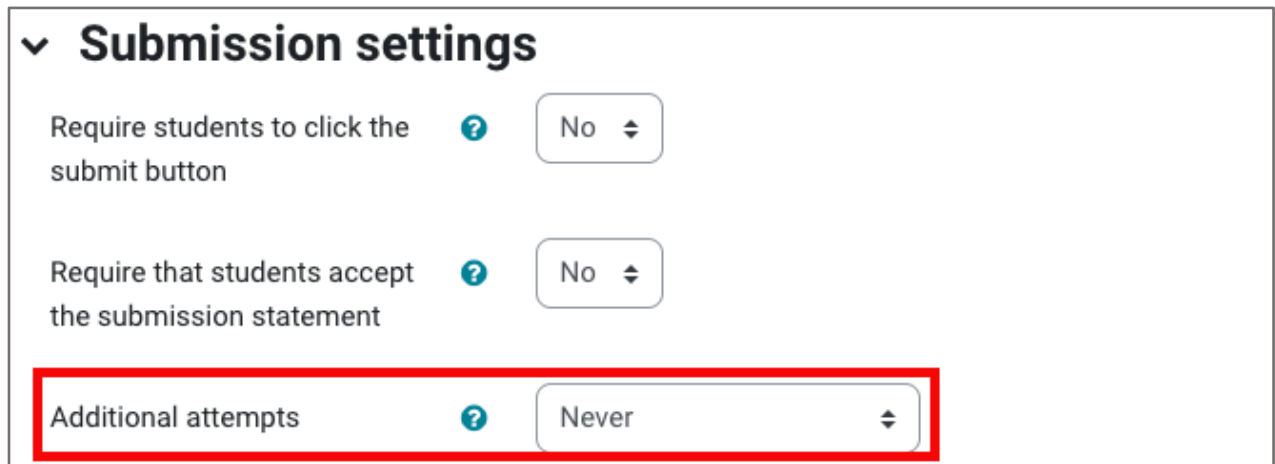
Maximum number of uploaded files ? 20 ?

Maximum submission size ? 50 MB ?

Accepted file types ? Choose No selection

Use this button to choose which type of files can be submitted with the assignment

8. Within the **Submission settings** section, find and use the **Additional attempts** dropdown to determine the options you have when allowing students subsequent submissions for the same assignment.



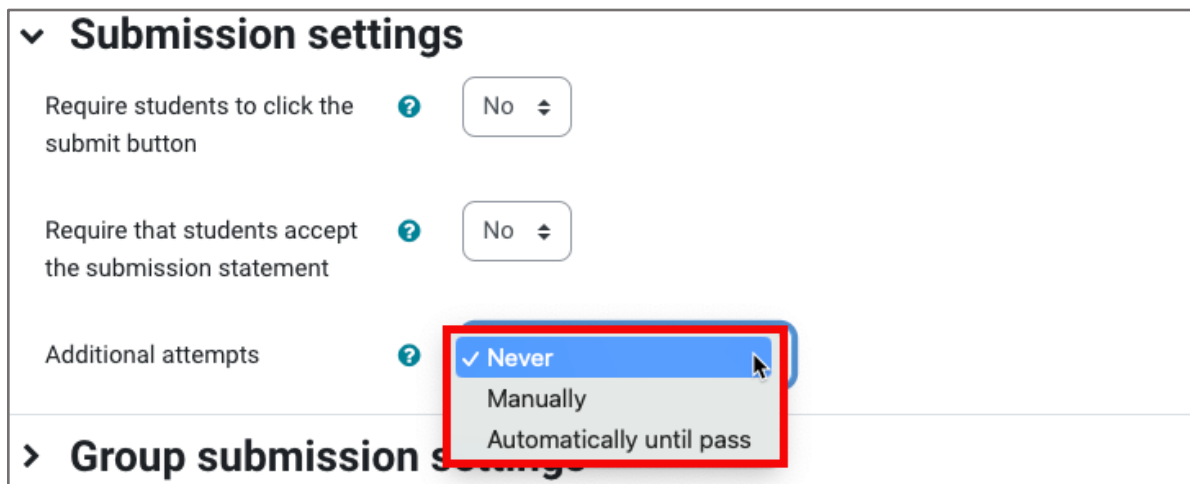
Submission settings

Require students to click the submit button ? No ▾

Require that students accept the submission statement ? No ▾

Additional attempts ? Never ▾

9. The **Never** option will only accept one submission from the student total, while setting it to **Manually** will enable you to grant any individual student a subsequent submission in the event their first attempt did not meet the assignment requirements. The **Automatically until pass** option will programmatically afford the student additional submission attempts in the event their achieved grade is below the passing grade required for the assignment. A passing grade for the assignment may be set within the **Grade** section of this page.



Submission settings

Require students to click the submit button ? No ▾

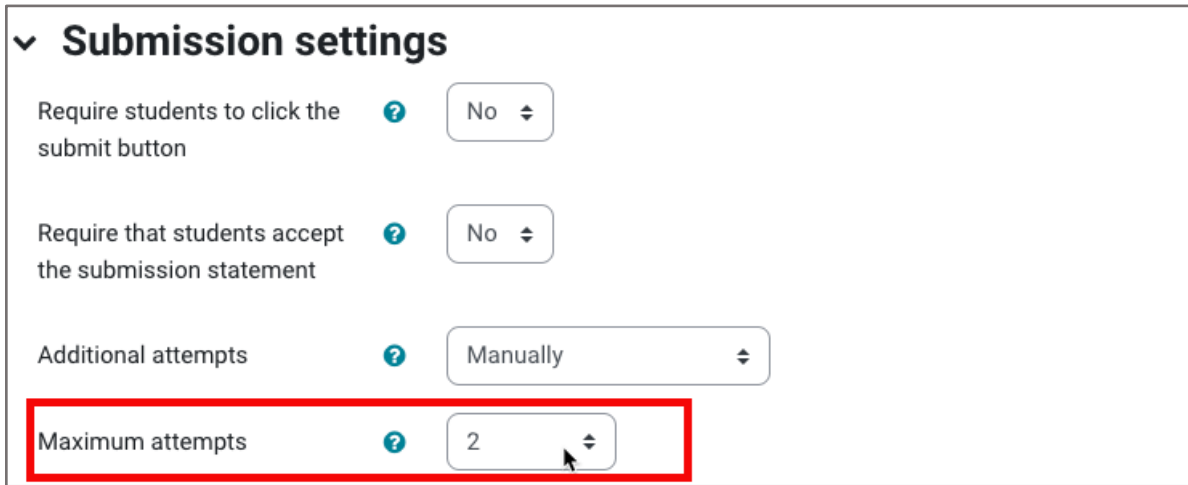
Require that students accept the submission statement ? No ▾

Additional attempts ?

- ✓ Never
- Manually
- Automatically until pass

> Group submission settings

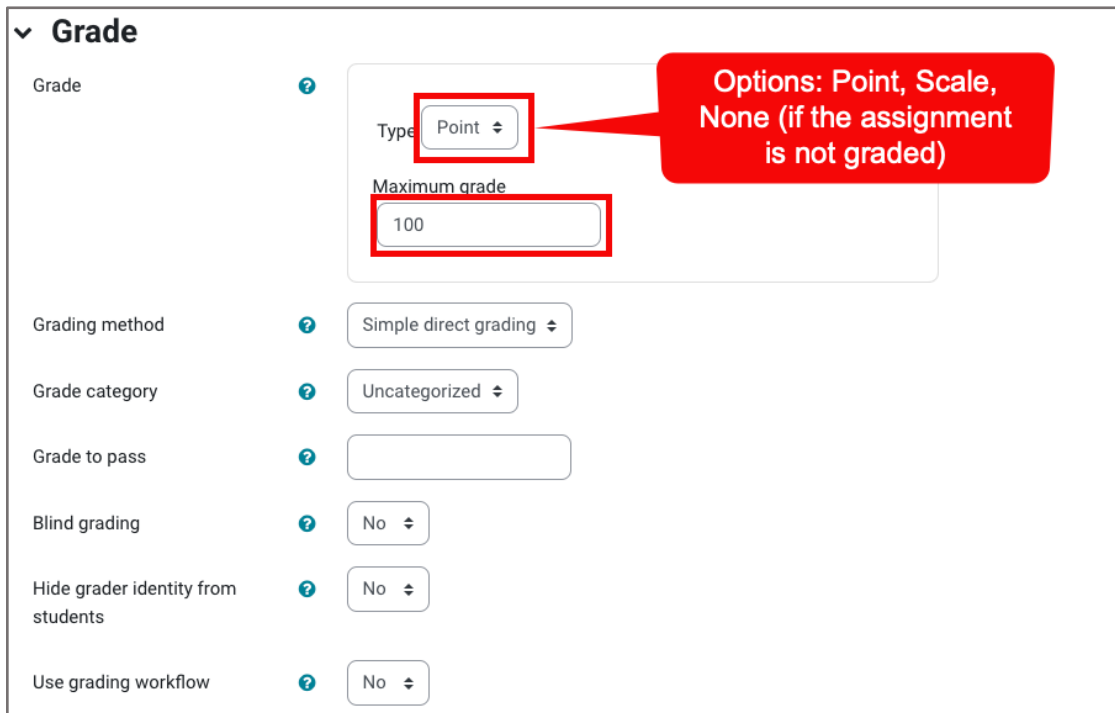
10. Provided you do not select the **Never** option from the **Additional attempts** field, you may also specify the exact number of submission attempts afforded to the students within the **Maximum attempts** dropdown.



The screenshot shows the 'Submission settings' section of a form. It includes four rows of settings, each with a help icon (question mark) and a dropdown menu:

- Require students to click the submit button: No
- Require that students accept the submission statement: No
- Additional attempts: Manually
- Maximum attempts: 2 (highlighted with a red box)

11. Further down the settings page, the **Grade** section should be expanded and used to determine how the assignment will be graded. For example, you may prefer to use a **Point** or **Scale** grading approach in the **Grade** options.



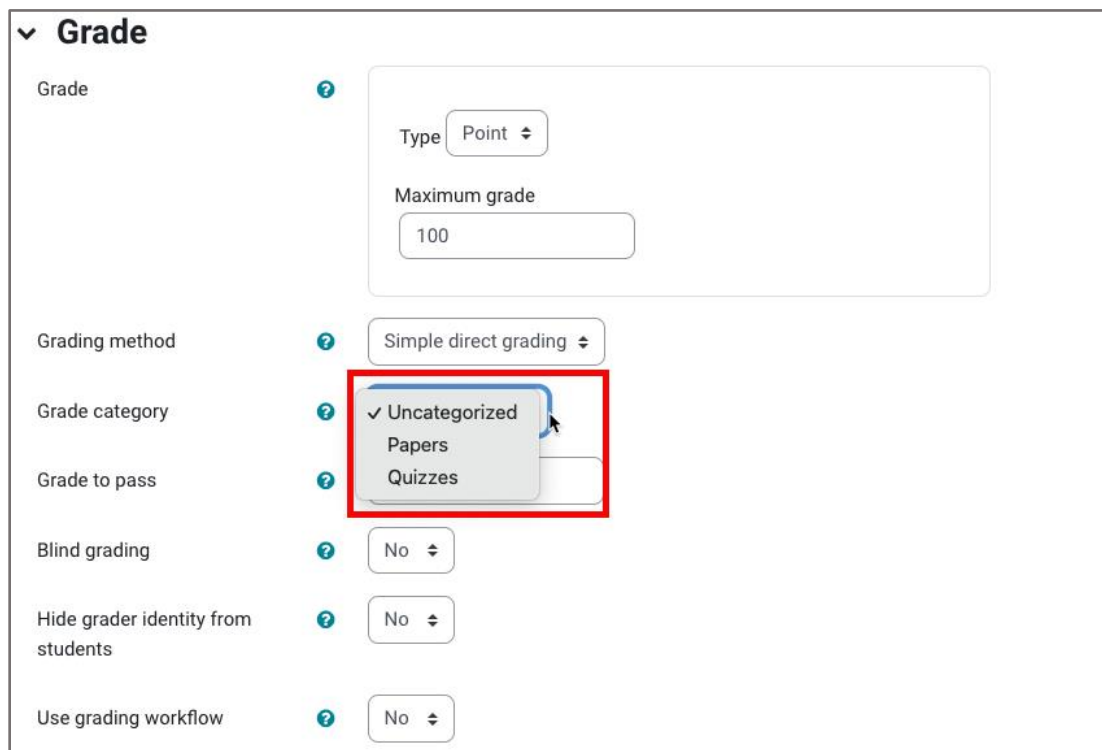
The screenshot shows the 'Grade' section of a form. It includes several rows of settings, each with a help icon (question mark) and a dropdown menu or text input field:

- Grade Type: Point (highlighted with a red box and a callout box) **Options: Point, Scale, None (if the assignment is not graded)**
- Maximum grade: 100 (highlighted with a red box)
- Grading method: Simple direct grading
- Grade category: Uncategorized
- Grade to pass: (empty text input field)
- Blind grading: No
- Hide grader identity from students: No
- Use grading workflow: No

Please note, when using the **Scale** grading type, there are two options available for each of the Fail/Pass and Incomplete/Complete scales. Ensure you select the applicable option with “**(New)**” in the title for the correct grading behavior i.e., Fail/Pass (New).

The screenshot shows a configuration panel titled "Grade" with several settings. The "Type" dropdown is set to "Scale". The "Scale" dropdown menu is open, showing the following options: "Default competence scale" (checked), "Fail / Pass", "Fail / Pass (New)", "Incomplete / Complete (New)", "Incomplete, Complete", "Satisfactory", and "Separate and Connected ways of knowing". The options "Fail / Pass (New)" and "Incomplete / Complete (New)" are highlighted with red boxes. Other settings include "Grading method", "Grade category", "Grade to pass", "Blind grading" (No), "Hide grader identity from students" (No), and "Use grading workflow" (No).

12. You may then use the **Grade category** to select the location within the gradebook to locate and score the aggregate of the assignment scores accordingly. This may be adjusted at any time in the future. If you would like to learn more about how to set up your gradebook, please review the gradebook setup instructions within our Training Library.



The screenshot shows a configuration form for a gradebook. The form is titled "Grade" and includes several settings:

- Grade**: Type is set to "Point" and Maximum grade is set to "100".
- Grading method**: Set to "Simple direct grading".
- Grade category**: A dropdown menu is open, showing "Uncategorized" (selected), "Papers", and "Quizzes". This dropdown is highlighted with a red box.
- Grade to pass**: An empty input field.
- Blind grading**: Set to "No".
- Hide grader identity from students**: Set to "No".
- Use grading workflow**: Set to "No".

13. You have the option of applying a passing grade requirement in the **Grade to pass**. If applied, this will work in conjunction with the **Automatically reopened** attempts option previously discussed and/or will function as a quick visual indicator in your gradebook for students who have received either passing or failing scores.




This close-up shows three settings from the form:

- Grade category**: Set to "Papers".
- Grade to pass**: Set to "70".
- Blind grading**: Set to "No".

14. You may also set **Blind grading** to **Yes** if you wish to review student submissions anonymously as they are graded.

Blind grading		<div style="border: 2px solid red; padding: 2px;">✓ No Yes</div>
Hide grader identity from students		No ▾
Use grading workflow		No ▾

15. Once you are satisfied with the content and settings of your assignment, click the **Save and return to course** button at the bottom of this page or **Save and display** to preview your new assignment.

> Common module settings
> Restrict access
> Activity completion
> Tags
<input type="checkbox"/> Send content change notification 
<div style="border: 2px solid red; padding: 2px; display: inline-block;">Save and return to course</div> <div style="border: 2px solid red; padding: 2px; display: inline-block;">Save and display</div> Cancel