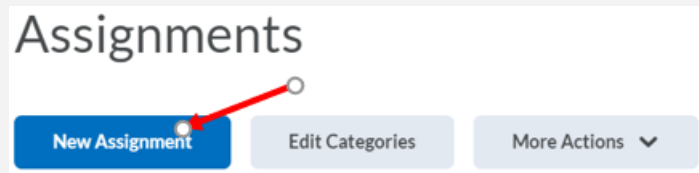


1.4 Assignments

This tutorial explains how to create an assignment dropbox. This is the preferred method for students to submit work. Before creating an assignment dropbox, create a gradebook first using tutorials **1.5**.

STEP 1

Navigate to **Assessments --> Assignments** from the Avenue homepage. Select **New Assignment**.



STEP 2

Fill in the information for the assignment.

Submission, Completion and Categorization:

Here you can decide if this is an individual assignment (collect submissions for a single person) or a group assignment (collect submissions representing a whole group). You can also control how many submissions are allowed and which submissions are stored in Avenue.

Submission, Completion and Categorization

Assignment Type

- Individual assignment ⓘ
- Group assignment ⓘ

Group Category

Submission type

Files allowed per submission

- Unlimited
- One file per submission

Submissions

- All submissions are kept
- Only the most recent submission is kept
- Only one submission allowed

Evaluation and Feedback:

Assign a **Score Out Of** for the assignment and attach it to a grade item. To create grade items use tutorial **1.5.1**.

Evaluation and Feedback

Score Out Of

ⓘ

Grade Item

[New Grade Item]

1.4 Assignments

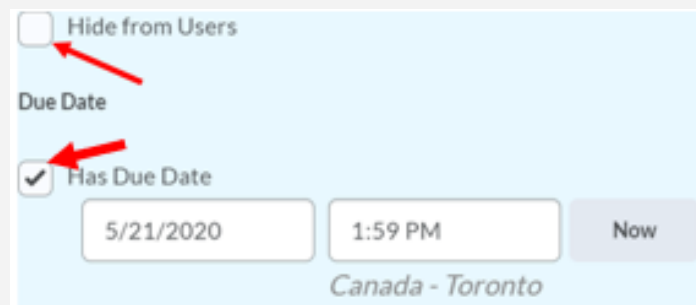
STEP 3

Navigate to the **Restrictions** tab.



STEP 4

Make sure **Hide from Users** is deselected. Select the box next to Due Date to activate the due date. Enter the date and time you wish the assignment to be due.

A screenshot of the 'Restrictions' tab settings. It shows a checkbox for 'Hide from Users' which is unchecked, with a red arrow pointing to it. Below it is the 'Due Date' section, which includes a checked checkbox for 'Has Due Date', a date input field containing '5/21/2020', a time input field containing '1:59 PM', and a 'Now' button. The location 'Canada - Toronto' is displayed at the bottom.

Note: If you want the assignment hidden until a certain date you can keep **Hide from Users** checked but you **MUST** go back and edit the assignment when you want it to open. There is no way to do this automatically. If you wish to keep the assignment hidden, it is easier to deselect it and set a future start date instead.

STEP 5

Select **Save and Close** at the bottom of the page when you are finished.

