Creating an Assignment

Follow these steps:

Note:
Once courses have been uploaded, an assignment may be created for a course section. Creation of assignments within the Administrative Account will automatically be distributed and populate in faculty and student accounts. Faculty may create additional assignments related to the course as well as copy, edit or add to administrator-generated assignments (e. g. due dates). The steps for creating, copying, and editing an assignment are identical for faculty and administrators.

1. Log into a faculty or administrative account.
2. Click on the "**Courses**" tab at the top of the screen.
3. Click on the appropriate Course Code or Course Name.
4. Click the "**Assignments**" tab.
5. Click the "**Create**" button.
6. Enter a Title for the assignment.
7. Enter an optional Description.
8. Beneath the Description textbox, there is a "**Show more**" link to the right. Click on this link to display the "**Show Assignments to Students**" checkbox. By default this checkbox is selected. If this checkbox isselected students will be able to view the assignment on their Dashboard after the Post Date has passed. Leave the checkbox selected if a student is required to submit an artifact to the assignment. If the checkbox is not selected, the assignment will not be displayed to the student. However, it will still be displayed on the faculty's view. For example, this may be an assessment conducted on class participation or an oral presentation.
9. The "**Allow LiveText Documents**" checkbox is selected by default. This allows students to submit LiveText documents to the assignment. Un-select the checkbox to prevent students fromsubmitting LiveText documents.

10. The “**Allow External Files**” check box is also selected by default. This allows students to submit external files (i.e. documents, spreadsheets, and photos) to the course assignment. Un-selecting the checkbox will prevent students from submitting external documents for assessment.
11. Click on “**Show More**” link to view more **Resources & Settings** options, such as:

    i. Insert Assignment Template

    ii. Insert File Type Constraints and a Required Number of Files

    iii. Insert Resources, URL and Standards
12. Click the “**Attach**” button next to Rubrics to choose an assessment document that will be used when student submissions are evaluated.
13. In the “**Attach Rubrics to Assignment**”, select the checkbox next to the title of any LiveText assessment document, which are to be attached to the assignment. Multiple assessment documents may be selected.
14. Click the “**Attach**” button to attach the select assessment document to the assignment.
15. For each attached rubric, you may select the checkbox next to “**Withhold assessment document and completed rubric from students**” to prevent students from viewing the assessment document.
16. Check the checkbox next to “**Show Rubrics to Students**” to allow students to view the assessment document. **Note:** This setting will be overwritten for any rubric, which has the Withhold assessment document and completed rubric from students checkbox selected.
17. The checkbox next to “**Students Can Retract Submission**” is selected by default. If this checkbox is selected, then students may retract their submission if the due date has not passed and the instructor has not begun an assessment for the assignment. Unselect this checkbox to prevent students from withdrawing submissions
18. Choose an Assessment Type; by definition, formative assessments are on- going assessments, reviews, and observations. Summative assessments are typically culminating or final assessments used to evaluate the effectiveness of instruction and learning at the end of an academic term, year, or at a pre- determined time. Summative assessment is the default option.

19. Click on the “Show More” link to the right of the “**Assessment**” section. The “**Publish Assessments**” checkbox is selected by default. This allows a student to receive the assessment results instantly after an assessor completes and submits the assessment.
20. To sync assignment with Moodle check the box next to “**Sync Grades with LMS**”. This will allow the students to see his/her Watermark/LiveText assignment from his/her Moodle account. This has to be checked at the time of creating an assignment, if not done at this time you will not be able to sync later. This is optional as well….
21. To check for plagiarism click the box next to “**Enable Unicheck**”. Unicheck is an online plagiarism detection service that will check a student’s submitted work against billions of internet resources and generates a plagiarism report after each scan is completed. The student does not have the option to opt out of this feature once enabled. ***Note:*** This feature is option….
22. Select the Include “**Other Assessors**” checkbox to add other assessors (this is optional).
23. Under the Availability area, select a post date: ***Post now***, ***Post on….,*** or ***Do not post it yet***. This is the date that the assignment will be displayed in the student's account.
24. Near the top or bottom of the page, click on the button to “**Review the Selections**” for this assignment, this will allow you to view the assignment before posting. Click “**Cancel**” when finished reviewing.
25. Click the “**Save Assignment**” button to save the assignment and return to the “**Assignment Details**” tab.
26. To return to the “**Assignment Details**” tab without saving, click “**Cancel**”.