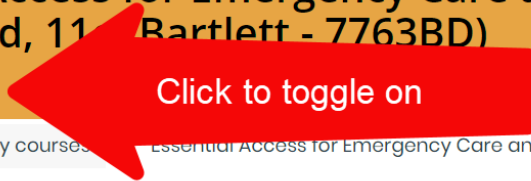# How to Create an Assignment

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.**

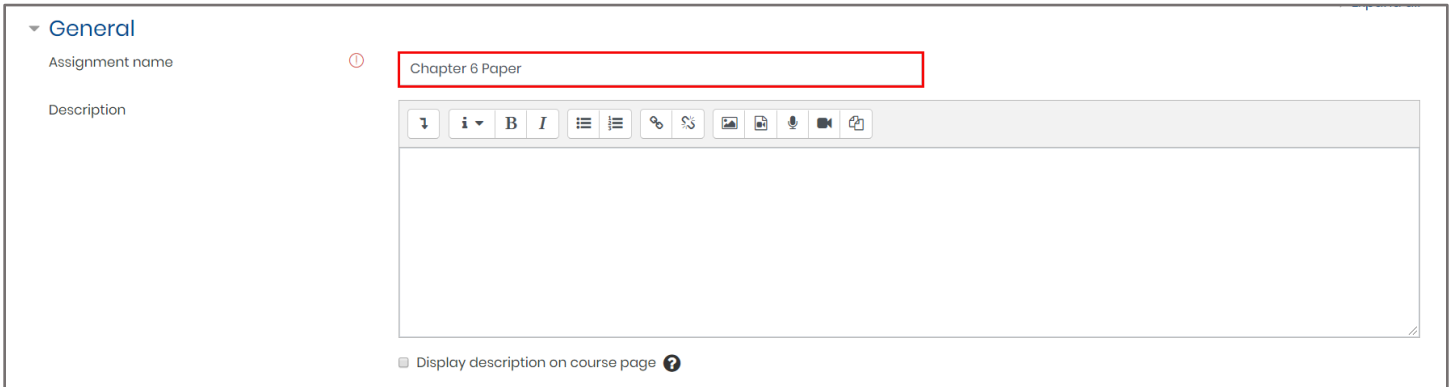2. With course editing turned on, scroll as needed and click the **Add an activity or resource** option to bottom right.

3. In the pop-up window that appears, select the **Assignment** option at the top of the **ACTIVITIES** list and then click the **Add** button.
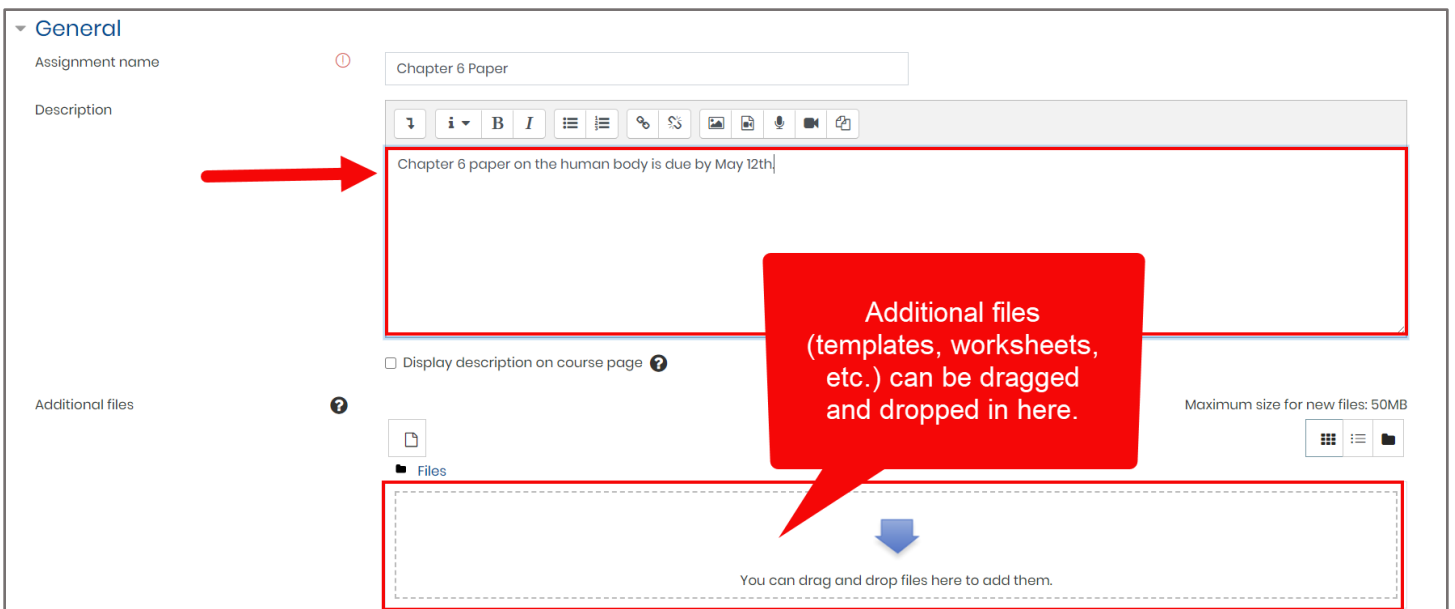
4. The assignment's settings page will open, displaying all parameters you will need to create your assignment. Start by entering a name in the **Assignment name** field.

5. Then, in the **Description** field underneath, enter in the details and requirements for this assignment to share with your students. 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.

JONES & BARTLETT LEARNING
An Ascend Learning Company

PUBLIC SAFETY GROUP
A DIVISION OF JONES & BARTLETT LEARNING

CDX Learning Systems

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.

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

- 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.

- 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.

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

8. Within the **Submission settings** section, find and use the **Attempts reopened** dropdown to determine the options you have when allowing students subsequent submissions for the same assignment.
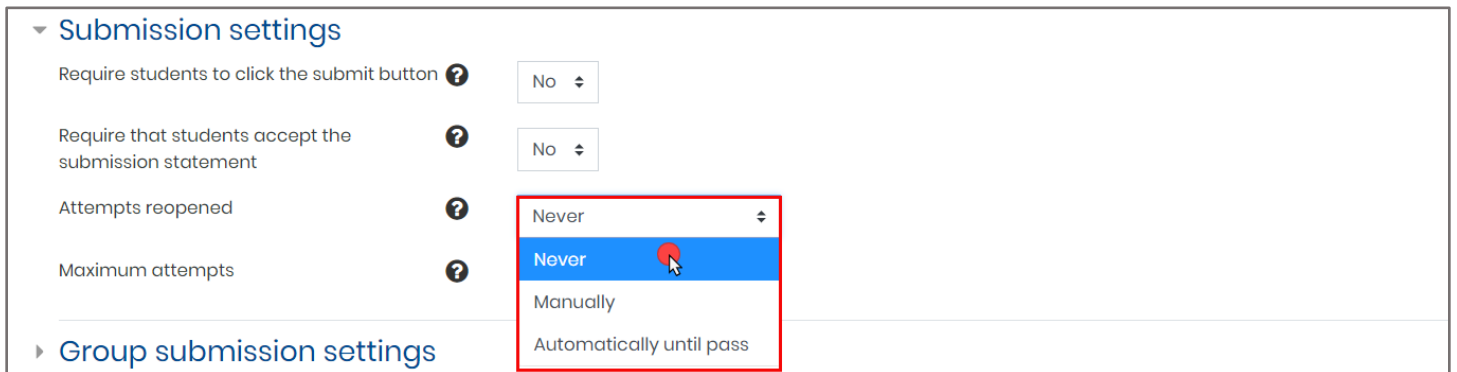
JONES & BARTLETT LEARNING
An Ascend Learning Company

PUBLIC SAFETY GROUP
A DIVISION OF JONES & BARTLETT LEARNING

CDX Learning Systems

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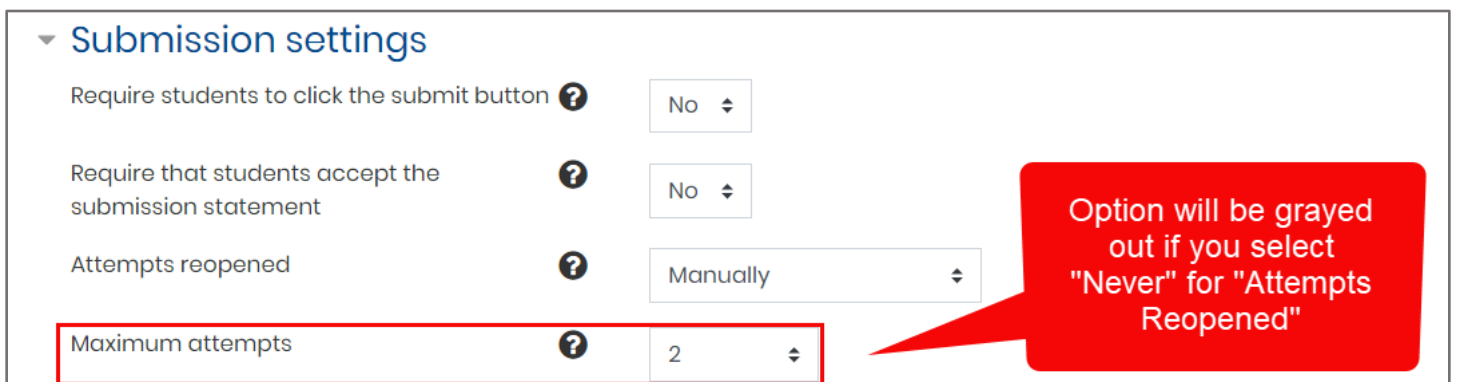
10. Provided you do not select the **Never** option from the **Attempts reopened** field, you may also specify the exact number of submission attempts afforded to the students within the **Maximum attempts** dropdown.

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.

Options: Point, Scale, None (if the assignment is not graded)

Grayed out unless "Scale" is chosen for grade type.

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 video within our Training Library.

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.

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

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.