



## How to Create an Assignment


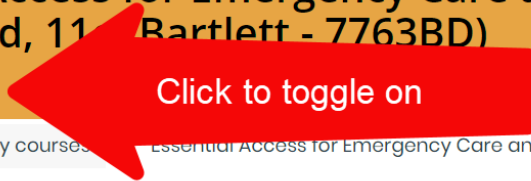
*This document contains instructions on creating new assignments and adjusting submission and availability settings for assignments within a Navigate course.*

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**.

**TEACHING TOOLS** 


Chapter 1 EMS Systems	Chapter 2 Workforce Safety and Wellness
Chapter 3 Medical, Legal, and Ethical Issues	Chapter 4 Communications and Documentation
Chapter 5 Medical Terminology	<b>Chapter 6 The Human Body</b> 

**Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)**

Edit Mode  **OFF**  **Click to toggle on**

Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 6 The Human Body

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**TEACHING TOOLS** 

**CHAPTER 6 THE HUMAN BODY**

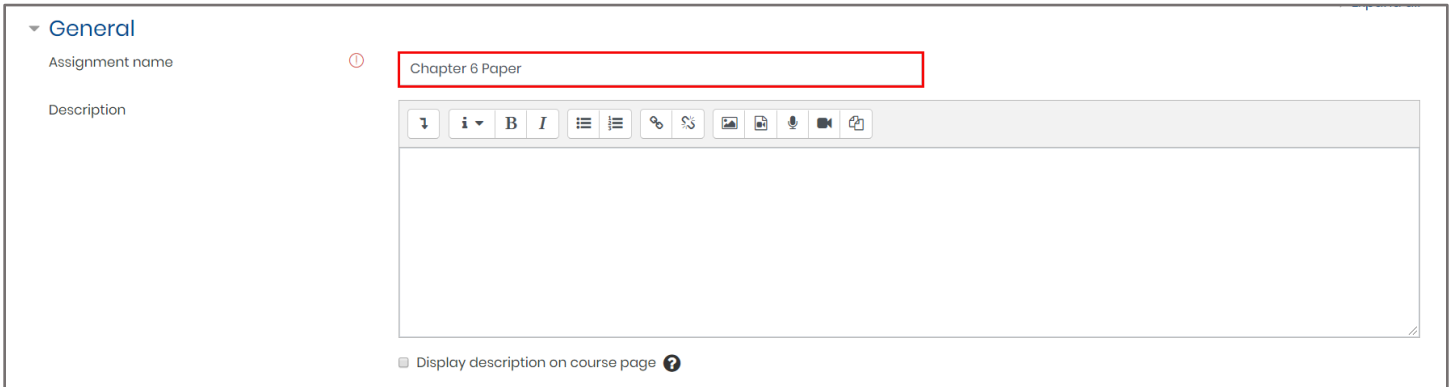
2. With course editing turned on, scroll as needed and click the **Add an activity or resource** option to bottom right.

The screenshot shows a course interface with two sections. The first section is 'Case Study: Chapter 6' with the description 'Review your comprehension of key concepts.' The second section is 'References: Chapter 6' with the description 'Full citations for sources used in writing and revising the chapters are listed in chapter references. Students and instructors can use these to reference data from the field and studies published in the medical literature.' A red arrow points to a button labeled 'Add an activity or resource' in the bottom right corner of the page.

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.

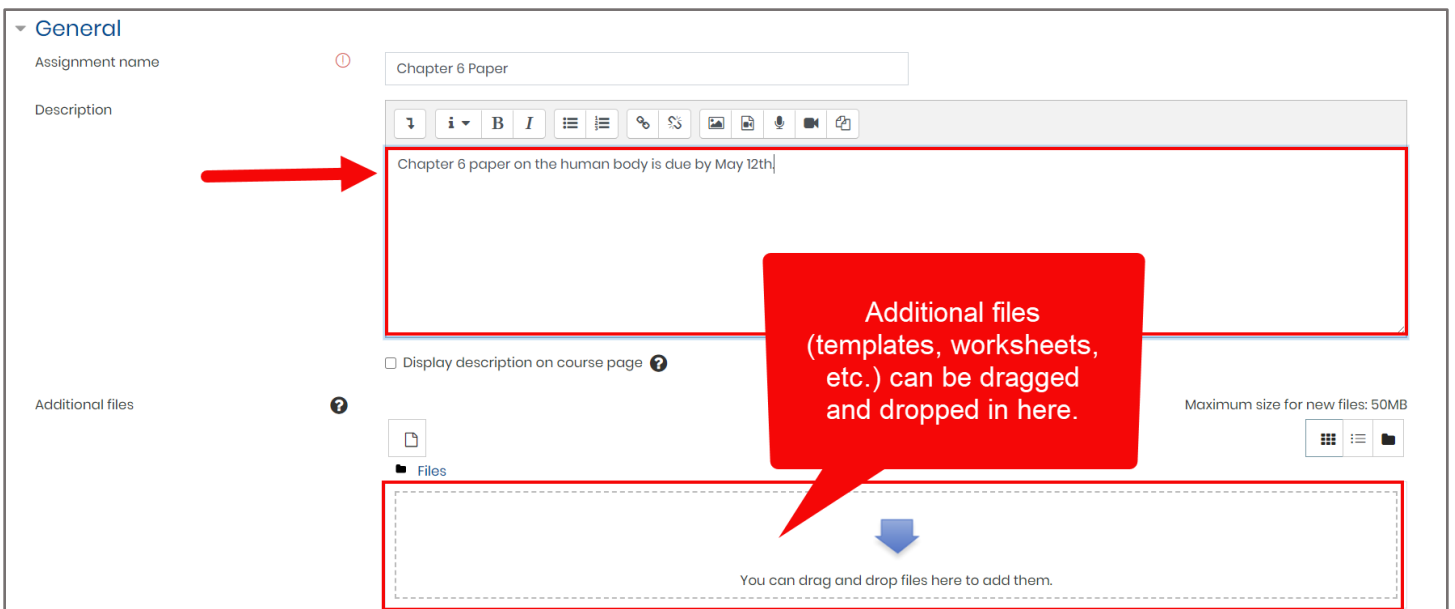
The screenshot shows a pop-up window titled 'Add an activity or resource'. On the left, there is a list of 'ACTIVITIES' and 'RESOURCES'. The 'Assignment' option is selected and highlighted with a red box. The 'Add' button at the bottom right is also highlighted with a red box. The window contains descriptive text for the 'Assignment' activity, explaining its purpose and how it can be used.

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.



The screenshot shows the 'General' tab of an assignment settings page. The 'Assignment name' field is highlighted with a red box and contains the text 'Chapter 6 Paper'. Below it is a large text area for the 'Description' with a rich text editor toolbar. At the bottom, there is a checkbox labeled 'Display description on course page' which is currently unchecked.

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.



This screenshot shows the same assignment settings page as above, but with the 'Description' field filled with the text 'Chapter 6 paper on the human body is due by May 12th'. A red arrow points to the description field. Below the description field is the 'Additional files' section, which includes a 'Files' drop box with a dashed border and a blue arrow pointing down. A red callout box with white text says 'Additional files (templates, worksheets, etc.) can be dragged and dropped in here.' The text 'You can drag and drop files here to add them.' is visible at the bottom of the drop box. To the right of the drop box, it says 'Maximum size for new files: 50MB'.

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.

▼ **Availability**

Allow submissions from	?	5	May	2020	08	00	📅	<input checked="" type="checkbox"/> Enable
Due date	?	12	June	2020	23	00	📅	<input checked="" type="checkbox"/> Enable
Cut-off date	?	18	June	2020	16	58	📅	<input type="checkbox"/> Enable
Remind me to grade by	?	2	July	2020	00	00	📅	<input type="checkbox"/> Enable

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 May 2020 08 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 May 2020 20 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 ? 12 May 2020 20 00 📅  Enable

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.

Submission types

Submission types  Online text  File submissions

Word limit   Enable

Maximum number of uploaded files 20

Maximum submission size 50MB

Accepted file types

document image presentc **Choose**

Document files .doc .docx .epub .gdoc .odt .ott .oth .pdf .rtf  
Image files .ai .bmp .ddraw .gif .ico .jpe .jpeg .jpg .pct .pic .pict .png .svg .svgz .tif .tiff  
Presentation files .gslides .odp .otp .pps .ppt .pptx .pptm .potx .potm .ppam .ppsx .ppsm .pub .sxi .sti  
Video files .3gp .avi .dv .dif .flv .f4v .mov .movie .mp4 .m4v .mpeg .mpe .mpg .ogv .qt .rmvb .rv .swf .swfl .webm .wmv .asf

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.

Submission settings

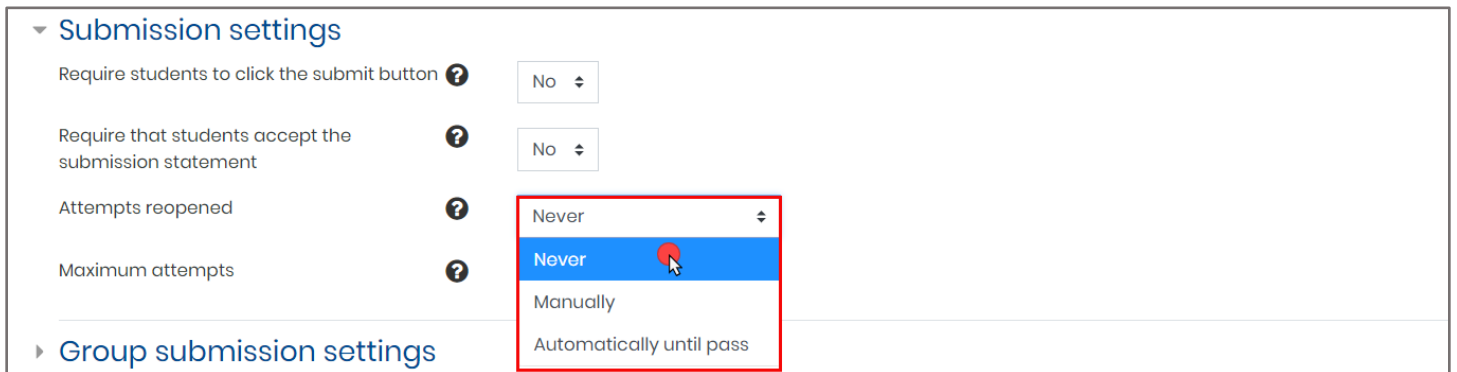
Require students to click the submit button No

Require that students accept the submission statement No


**Attempts reopened Never**


Maximum attempts Unlimited


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.




▼ Submission settings

Require students to click the submit button  No ▾

Require that students accept the submission statement  No ▾

Attempts reopened  Never ▾

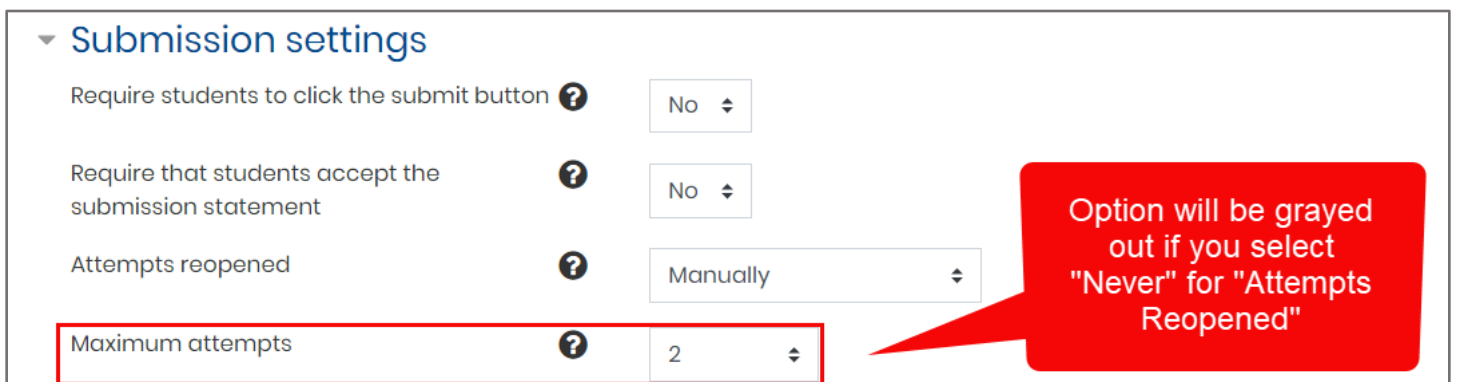
Maximum attempts  Never

Manually


Automatically until pass


▶ Group submission settings


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.




▼ Submission settings

Require students to click the submit button  No ▾

Require that students accept the submission statement  No ▾

Attempts reopened  Manually ▾

Maximum attempts  2 ▾

Option will be grayed out if you select "Never" for "Attempts Reopened"

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' settings section. It includes a sidebar with 'Grade' selected and several configuration options. Two red callout boxes provide additional information:

- A callout box pointing to the 'Type' dropdown (set to 'Point') states: "Options: Point, Scale, None (if the assignment is not graded)".
- A callout box pointing to the 'Scale' dropdown (set to 'CVTech 0-4 Scale') states: "Grayed out unless 'Scale' is chosen for grade type." This indicates that the 'Maximum grade' field is disabled when 'Point' is selected.

Setting	Value
Grade	Grade
Type	Point
Scale	CVTech 0-4 Scale
Maximum grade	100
Grading method	Simple direct grading
Grade category	Uncategorised
Grade to pass	
Blind marking	No
Use marking workflow	No
Use marking allocation	No

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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.


Grade	?	Type Point
		Scale CVTech 0-4 Scale
		Maximum grade 100
Grading method	?	Simple direct grading
Grade category	?	Uncategorised Uncategorised Exams <b>Papers</b> Quizzes
Grade to pass	?	
Blind marking	?	
Use marking workflow	?	
Use marking allocation	?	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.

Grade category	?	Papers
Grade to pass	?	70
Blind marking	?	No




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

Blind marking	?	Yes ▾
Use marking workflow	?	No
Use marking allocation	?	Yes 
		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](#)
- ▶ [Tags](#)
- ▶ [Competencies](#)

[Save and return to course](#) [Save and display](#) [Cancel](#)

There are required fields in this form marked  .