

CREATING AN ASSIGNMENT

1. Using the *Subject Menu* of your subject, navigate to the area where you wish to create a link to an assignment.
2. Click **Edit View**.
3. Select **Assignment** from the drop-down menu on the right of the screen, then click **Go**.
4. Enter a name for the assignment; select the total possible points, a due date and write instructions for the students.
5. If required, upload additional documents for the students by clicking **Browse** and locating the documents on your computer or in the Content Collection.
6. If required, select date restrictions for the assignment link.
7. Click **Submit** and then **OK** on the following receipt page.

DOWNLOADING A SINGLE SUBMITTED ASSIGNMENT

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. Students who have submitted an assignment to be graded will have an exclamation mark in the column that corresponds with the assignment.
3. Position the cursor above the appropriate cell.
4. Click on **Chevron** (double arrow) to open the contextual menu for the grade.
5. Click on **Grade Details**.
6. In the *Attempts* table, under the **Actions** column click **View Attempt**.
7. A *Grade Assignment* page appears. Under the **User's Work** section any comments and files will be available. Click the name of any attached file to open it.

DOWNLOADING A BATCH OF SUBMITTED ASSIGNMENTS

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. Position the cursor above the appropriate cell.
3. Click on **Chevron** (double arrow) to open the contextual menu for the grade.
4. Click **Assignment File Download**.
5. Select the assignments you wish to download, then click **Submit**.
6. On the *Download Assignment* page, click on the link of the packaged assignment zip file and save to your computer.

GRADING AN ASSIGNMENT

1. In the *Control Panel* of your subject, select **Grade Centre** from the *Assessment* module.
2. Identify the grade you wish to enter then click the appropriate cell in the spreadsheet.
3. Enter a new grade then press **Enter**.

CLEARING AN ASSIGNMENT ATTEMPT

1. In the *Control Panel* of your subject, select **Grade Centre** from the *Assessment* module.
2. Students who have submitted an assignment to be graded will have an exclamation mark in the column that corresponds with the assignment.
3. Position the cursor above the appropriate cell.
4. Click on **Chevron** (double arrow) to open the contextual menu for the grade.
5. Click on **Grade Details**.
6. In the *Attempts* table, under the **Actions** column click **Clear Attempt**
7. Click **OK**.

Report any errors or omissions in this user guide to:

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