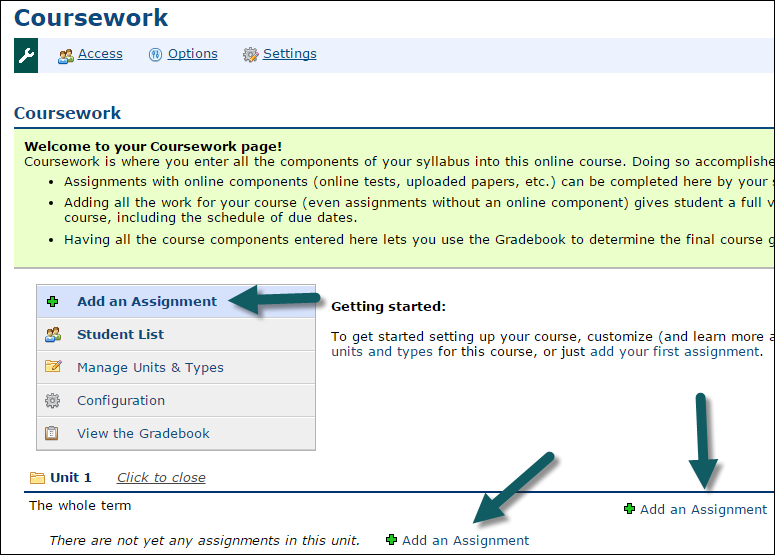
  
  
Adding a Basic Format Assignment

The Basic format can be used for any assignment or assessment that cannot be tracked using the online-test or upload-file formats. For example, you might use a basic format for creating an assignment that will be manually graded, such as an oral presentation. You might also use this format for an assignment that is completed and graded in a third-party application, such as MyMath Lab. Note: some third-party applications can be integrated with eLearning through an LTI, which would allow the grades to transfer automatically.

1. Click on the “**Add an Assignment**” link

  
  
The Assignment selection window opens.  
From this window, the creator can choose on of the following. Online test format, file upload format, forum format, and basic format.

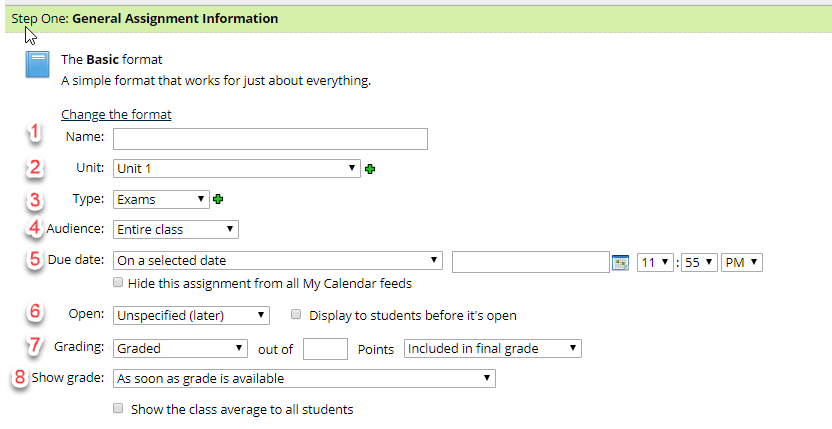
The online test format is for all type of online testing, from pop quizzes to final exams, you build (or import) the test, and students take it online right here.

The file upload format is for collecting one or more files from students, papers, lab notes, are projects. Any files that can be uploaded can be accepted here.

The forum format is completed via participation in a course forum or discussion board.

The basic format is for anything (and eveything!) else. Whatever the actual activity is, this simple format will present the assignment details to your students and let you manually enter grades.

1. Select the **Basic format***There are three sections (steps) where assignment settings and instruction may be defined.*

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1. **Step One: On the General Assignment Information** section complete the following:
2. **Name:** - Add a meaningful name for the assignment
3. **Unit** - Click the dropdown arrow to select a “Unit” or click the The plus sign allows you to add a unit. to add a new unit (see [Creating a Unit](#_Creating_a_Unit)
4. **Type** - There are two dropdown menus for Type. The first is to make the assignment required, extra credit or optional. The second Type is to put it in the proper category.
5. Click the first drop down menu and select the appropriate type.  
   The type contains two drop down menus. First drop down menu contains three options: required, extra credit, or optional. Select the type of grading. Second drop down menu is the assignment type.
6. Click the second drop down menu and select the appropriate type or click the By clicking the plus sign you can add a new assignment type. to create a new type (see [Creating types](#_Creating_Types))

The second drop down menu is the assignment type. There are several listed items in this field. By default the following list options are availlable: Exam, Homework, Lab Report, Paper, Participation, Quiz, Reading, Test.

You can also add another assignment type by clicking the plus image.

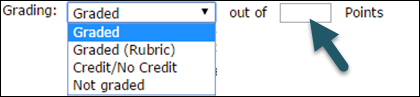
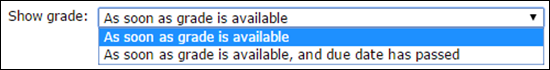
1. “**Audience**” would be **“Entire Class.”** Faculty have the option to choose **“Selected Students”** under special circumstances, but standard discussion forums use the “**Entire Class.”**
2. **Due Date** – type in the due date (m/d/yyyy) or click on the calendar to select a date. Enter a time (i.e. hour, minutes, AM/PM). To add the assignment to the calendar, click the box next to “Show this due date in the course calendar.”

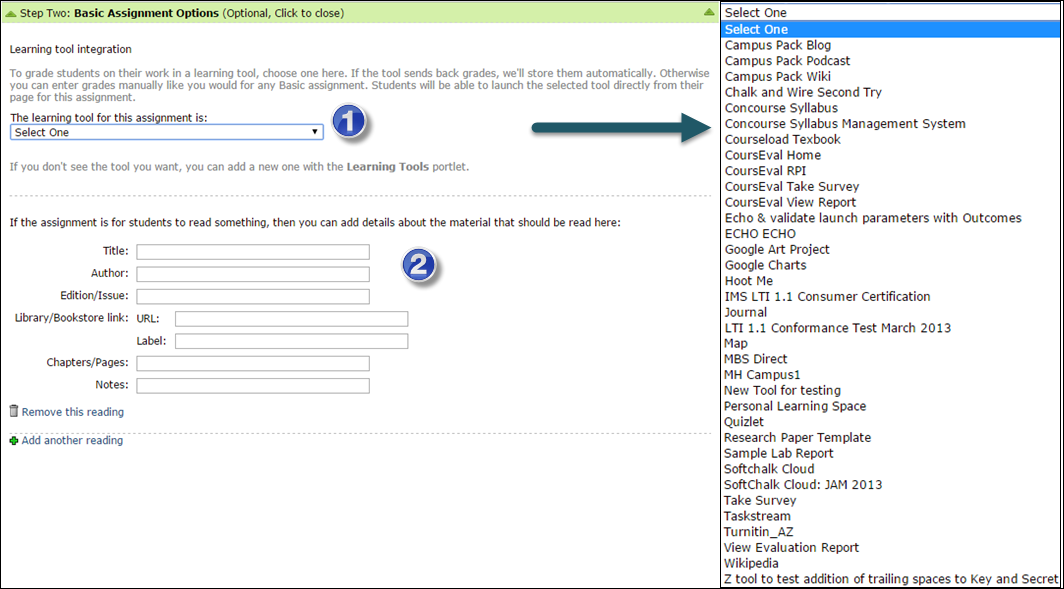
Enter due date in this input form field type the month followed by a forward slash then the day followed by a forward slash and then a four digit year, enter hour in this drop down form field, enter minute in this drop down form field, and then select am or pm in this drop down form field 

1. **Open:** select one of the following options to open the Discussion Forum.

Immediately Now  
Unspecified (Later)  
**“Based on Rules I define”** select this option

New options will appear that allows faculty to indicate that if a date has passed or specific assignment has been completed, then the discussion will open for the student. Faculty will want to set “**When a date**” (by clicking the dropdown arrow) and select “**a date**” which will be immediately prior to the date the faculty want the students to see the forum. Faculty will want to complete the remainder of the date and time.

1. **Grading** – drop down the menu and select **Graded**, if it is a graded assignment; **Graded (Rubric)** if it will be graded using a rubric; **Credit/No Credit** if this is a pass/fail type assignment; or **Not graded** if there will be no grade for the assignment. If Graded or Graded (Rubric) are selected, it is necessary to assign a point value.   
     
   
2. **Show grade** – specifies when students are allowed to see the grade for the assignment.   
   
3. Click **Save your new assignment**.
4. **Step Two** (optional) should be completed if learning tool integration is available for a third-party application, such as MyMath Lab. You may also use this area to add details about material that students should read.



1. Drop down the list and select the appropriate learning tool from the list
2. Enter reading material information
3. **Step Three** provides an area for the assignment description and instructions.

In step three there are two text box form fields. The first one is description. The second one is instructions for the assignment. 

You can also format your description and instructions by using the formating toolbar. A drop down menu to select a font family, a drop down menu to select a font size, the next selection buttons in order are bold, italics, and underline. The next field on the toolbar is a drop down menu to select font color followed by a drop down box to select a background color, the next form field a selection form field is to clear the formatting. The next selection buttons in order are left align, center align, and left align. The next field a drop down menu your options are default, circle, disc, or square bullets. The next drop down menu, numbered bulleted list are default, lower alpha, lower greek, lower roman, upper alpha, upper roman. The remaining selection fields are link, break link, add image, insert a file, insert special character, insert emoticon, enter HTML code, and print. 



1. Click on **Save your new assignment** to save the assignment.

