## Rogers State University Logo Adding a File Upload Assignment

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

a folder icon located in the upper right with the text Unit 1. follwing text whole term add an assignment edit due date. Finally the text there are not any assignments in this unit. a link named add an assignment.


The Assignment window opens

*four assignment types. They are the online test format, the file upload format, the forum format, the basic format with descriptions.
*

1. Select the “**File Upload Format”** assignment
2. Begin completing the “Ste**p One: General Assignment Information**”

step one settings when creating a file upload assignment.


1. **Name** - Add a meaningful assignment name.
2. **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. (This will be the “**Unit**” as you have previously named them. Your assignment will be linked to the “**Unit**” that you select in this step.)
3. **Type** – Select the type of assignment that you are building; Exam, Homework, Lab Report, Paper, etc. The “Type” of assignment is as you named your “Types” (assignments) earlier.

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.

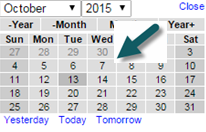
You can also add another assignment type by clicking the plus image.

1. **Audience** – Select “**Entire Class**.” At a later date, you may need to assignment additional work to specific students and that is when you would select “**Selected Students**” as the “**Audience.”**
2. **Due Date**: From the dropdown arrow, you have two options; “**On a selected date**” or “**Based on Rules I define.**”

**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). By default, most due dates close at 11:55 PM.

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. There is a third form field, a checkbox that when selected shows the due date in the course calendar. 

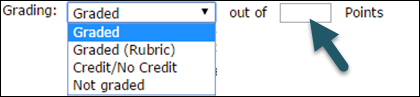
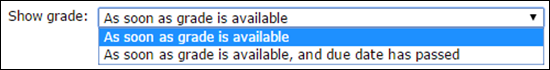
* 1. Calendar icon: - Clicking on the calendar icon Calendar Icon used in elearning module in Jenzabar. The calendar pop up window will appear.



1. **Hide this assignment from all My Calendar feeds** - Unless this box is checked, all assignments will automatically populate in the calendar. You will seldom ever want to check this box to hide an assignment.
2. **Accept late submissions** – enter the date and time, if late submissions will be allowed.

Number five is accept late submissions date.  First you must click the check box "Accept late submissions until:".  Using the due date nomenclature in number four enter the date, hour, minute, and a m or p m.  

To set the date you can use the calendar icon as mentioned above.

1. **Open:** - select
   1. “**Immediately** (**Now)”:** to immediately open the assignment;
   2. “**Unspecified (Later)”**, if you are not sure what date; or
   3. “**Based on Rules I Define**” to have the assignment open on a particular date and time. Check the box “**Display to students before it’s open**,” if you want students to see that they have an assignment coming up.
2. **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.   
     
   
3. **Show grade** – specifies when students are allowed to see the grade for the assignment.   
   There is one checkbox and if selected the class average can be shown to all students.
4. **Step Two** is for setting the number of files required and the maximum number of files that will be accepted for the assignment. Expand the section by clicking on the down arrow This icon allows you to drop down the menu list. next to the step.

There are two uploaded assignment options allowing you to set the minimum and maximum number of files required to complete the assignment.    First option allows you to select the minimum number of files required to complete the assignment.  The default is one file.  A drop down menu provides numbers from one to five, allowing you the change the default.   Second option allows you to select the maximum number of files you will accept.  The default is unlimited. A drop down menu provides numbers from one to five beginning after the unlimited option, allowing you the change the default. 


1. **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.

