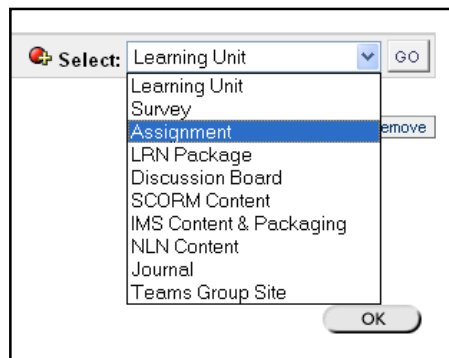


CREATING AN ASSIGNMENT **Online@UT**

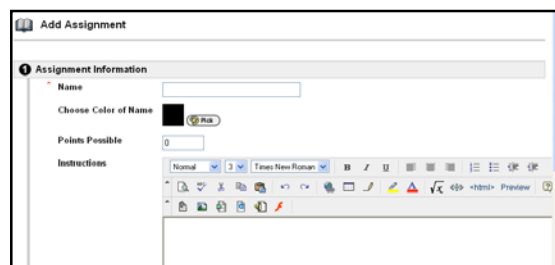
TO CREATE AN ASSIGNMENT

From the **Control Panel**, select the **Content Area** such as Course Documents in which you wish to place the assignment.

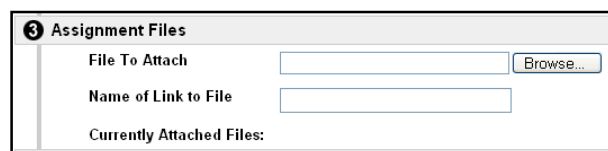
1. From the drop-down menu at the right of the screen, select **Assignment** and click "Go" to add an assignment to your course.



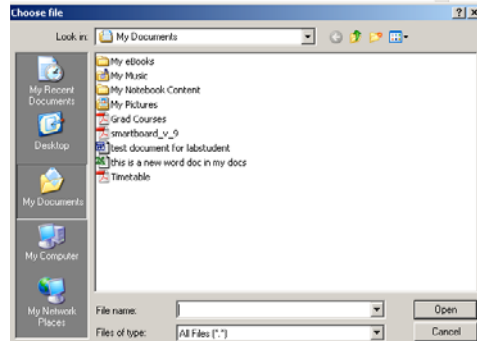
2. Enter a **Name**, the **Points Possible**, and **Instructions** for the assignment in the text boxes provided.



3. If you need to attach a file, scroll down to the **Assignment Files** area and click "Browse" to select a file to attach from your computer.



- In the **Choose File** dialog box, choose the file and click “Open” to confirm your selection. Under **Assignment Files**, enter **Name of Link to File**. Click “Submit” to finish.



4 Assignment Files

File To Attach: C:\Documents and Settings\yourname\Browse...

Name of Link to File:

Currently Attached Files:

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

- Choose from the appropriate **Options** and click “Submit.”

3 Options

Make the assignment available: Yes No

Track number of views: Yes No

Choose date restrictions:

Display After: Dec 13 2005 02:50 PM

Display Until: Dec 13 2005 02:50 PM

4 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel Submit

- Click “OK” on the **Add Assignment** confirmation screen.

Add Assignment

The assignment has been updated.

Tuesday, November 22, 2005 8:52:46 AM EST

OK