


Add a New Assignment


OVERVIEW

The Assignment tool in myLesley allows instructors to create and manage assignments via the Grade Center. Assignments are added to content areas where students can access, complete and submit the assignment back to the instructor. The instructor can then view the student submission in the Grade Center, grade the assignment, add comments and send feedback to each student.


ADDING THE ASSIGNMENT



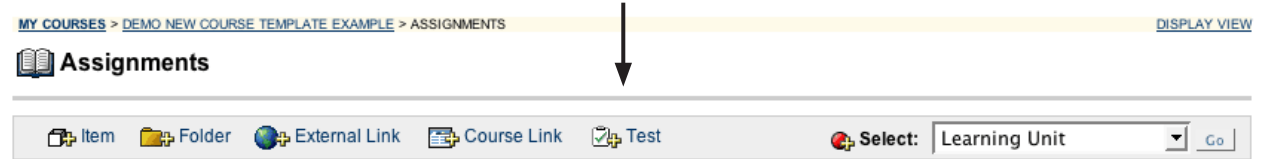
1. Click on **Assignments** in the course navigation menu.



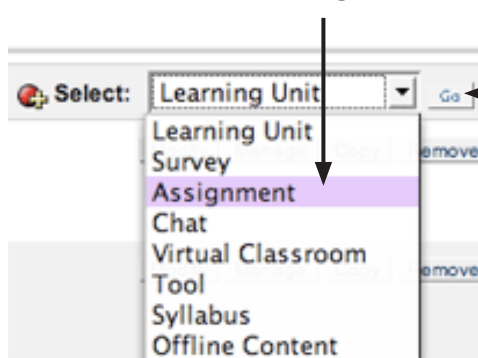
2. Click on **Edit View**.



Edit View menu screen.



3. In the "Select" drop down menu, click on **Assignment**, and click **Go**.



Add a New Assignment (continued)

The "Add Assignment" page appears on screen.

1 Assignment Information

Name ← 1. Enter in a **Name** for the Assignment.

Choose Color of Name Pick

Points Possible ← 2. List the total points possible out of 100.
You must use a numeric value.

Due Date Jun 09 2008 ← *Optional: Specify a due date.*

Instructions

3. Type in instructions to the students for the assignment.

4. To attach a file for the assignment, such as additional instructions or related reading materials, click **Browse**.

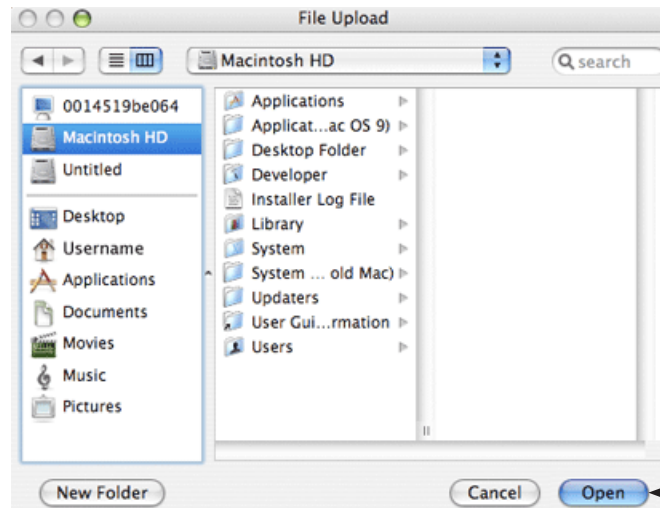
2 Assignment Files

Attach local file Browse...

or Copy file from Content Collection Browse...

Name of Link to File

Currently Attached Files:



A "File Upload" pop-up window will appear on screen.

5. Locate and select the file to attach on your computer, and click **Open**.

Add a New Assignment (continued)

3 Options

Make the assignment available Yes No

Track number of views Yes No

Choose date restrictions Display After Display Until

Jun 09 2008 11 05 AM

Jun 09 2008 11 05 AM

4 Submit

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

* Required Field

7. Click **Submit** to create the assignment.

Cancel Submit

The Assignment Confirmation page will appear on screen.

Bb Add Assignment

The assignment has been updated.

Friday, September 26, 2008 3:12:27 PM EDT

OK

8. Click **OK** to continue.

The new assignment will be available for students to complete, and a new grade column will be automatically added to the Grade Center.

Assignments

Week 1 Assignment
Please read the attached direction and complete assignment

>> [View/Complete Assignment: Week 1 Assignment](#)

For more information on grading assignments, please view the **Download and Grade Assignment** tutorial available at <http://www.lesley.edu/elis/resources/mylesleytutorials.html>