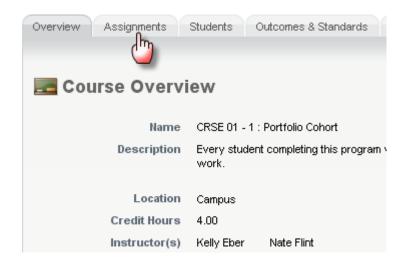# Creating Assignments in a Course

Key Vocabulary:

Assignment – Think of the "Create New Assignment" process in LiveText as creating an empty space for students to submit work (*artifacts*) and the instructor to assess them. For an analogy to the paper world, creating an assignment is the same thing as distributing a syllabus on the first day of class that informs students they will be responsible for a final project at the end of the course. Even though the students have not submitted or even begun working on their projects, the assignment has been "created."
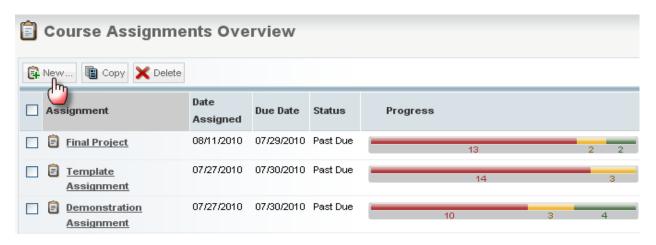
1a: Begin in the "Courses" area.

1b: Locate the course section in which you want to create the assignment and click on the Course Code.

2: You are now looking at the Course Overview page. Click on the "Assignments" tab.

3: If there are any assignments that are already part of this course, they will be listed below. To add a new assignment for this course, click on "New."

4: You will be viewing a page titled "Create New Assignment." From this area, you can configure a variety of settings that affect how the student will see the assignment and be assessed.

4a: *Title* – The name of the assignment as it is displayed on the student and faculty Dashboards.

4b: *Description* – Gives students specific directions for completing the assignment (e.g. word or page requirements, topics or questions to be addressed by the student, required formats for references and citations, specific computer program students should use to create their artifact, etc.) **Note: This area is often left blank if requirements will vary by instructor or course section.**

4c: *Post Date* – The date that the assignment will become viewable on student and faculty dashboards. **Note: Students will not be able to make a submission until the assignment is viewable for them.**

4d: *Due Date* – The date that the assignment is due. LiveText will not prevent a student from making their submission after the due date. However, all submissions are time-stamped so instructors can enforce late submission policies.

4e: *Viewable to Students* – If checked, the assignment will viewable on students' dashboards.

Note: Students will not be able to make a submission unless the assignment is viewable for them.
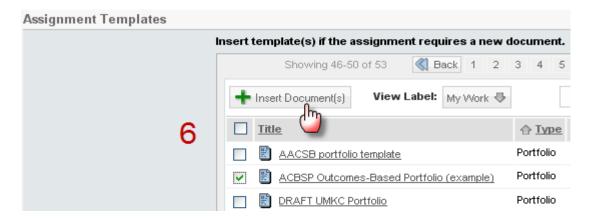
5a: *Insert Assessment Rubrics* – Browse for the rubric that will be used to assess students' work. **Note: Common rubrics that will be used to aggregate assessment data across a program or unit should be associated with assignments by an administrator.**
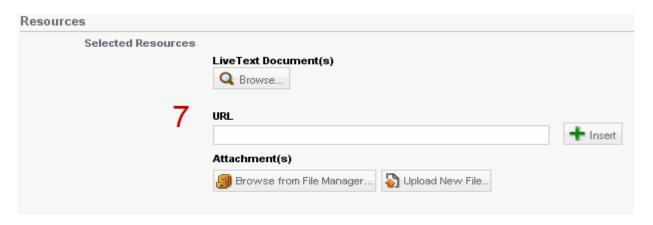

5b: *Assessment Type* – Choose between "Formative" and "Summative." When creating reports, this tag acts as an additional filter. Typically, if students submit an artifact for assessment more than once in their program, only the final submission is tagged as "Summative," and if an artifact is submitted only once, all submissions are tagged as "Summative."

5c: *Publish Grades* – If the box is checked, individual students will receive their assessment results as soon as they have been completed. If unchecked, a "Publish Assessments" button that releases results simultaneously will appear for the instructor when all students have been assessed.

6: *Assignment Templates* – If the students will be creating a new LiveText document based on a template, browse for the template(s) students will use. If students will submit only artifacts authored outside of LiveText (e.g. word documents, spreadsheets, slide presentations), leave this section blank.

7: *Resources* – Attach any resources students will need to complete their work. Resources can be LiveText documents, links to websites, or files.

8: *Outcomes & Standards* – Performance outcomes measured as part of the assignment. Outcomes and standards that are incorporated into the assessment rubric will be listed automatically. To search for outcomes and standards manually, click "Browse" to access LiveText's database.

9: Click the button to complete this assignment.