



iLearn: Creating an Assignment

Center for Innovation in Teaching and Learning

Creating an Assignment

Creating an assignment allows students to submit assignments in D2L. Assignments can be set up to accept files by individual students or groups.

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Create an Assignment

1. In your course, click **Assignments** in the purple navigation bar.
2. Click **New Assignment**.
3. Give the assignment a title.
4. By default, the "Grade out of" field is ungraded. To change this, click **Ungraded**.
5. Enter a point value.
Note: Adding a point value will change the Assignment from "Ungraded" to "In Grade Book." This will automatically create a new grade item in the Gradebook.
6. If a grade item should **not** be created, instructors will need to manually select a different option by clicking **In Grade Book** and choose from the dropdown menu:
 - **Edit or Link to Existing:** Link assignment to an existing grade item. Select **Link to an existing grade item**. Select the item from the dropdown list, then click **OK**.
 - **Not in Grade Book:** Instructors can still add a grade to the assignment, but it will not be relayed to the grade book.
 - **Reset to Ungraded:** Reset the score to the default setting of "Ungraded."
7. Only a folder name is required, but additional options are available to customize the submission folder.
 1. **Due Date:** Set a date for assignment to display in course calendar.
 2. **Instructions:** Use HTML Editor to enter any additional steps.
 3. **Add Files:** Use the icons in the tool bar to add any files, links, video, or audio. Hover over the icons to see the function.
 4. **Availability Dates & Conditions:** Select this tab to restrict access to the file by adding start/end dates, release conditions, or special access.
 5. **Submission & Completion:** Select this tab to set up group submissions, set up submission type, alter how many submissions a student can turn in, or set up notification emails.
 6. **Evaluation and Feedback:** Select this tab to attach a rubric, add evaluators, or turn on Turnitin.

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Figure: New Assignment Example

8. Use the toggle at the bottom to make an assignment visible/hidden from students.
9. When finished, click **Save and Close**.

Hide an Assignment

By default, a new assignment is set to visible. You can hide the assignment from users manually.

1. Click **Assignments** in the purple navigation bar.
2. Click the drop-down arrow next to the assignment title.
3. Select **Hide from Users**.

Note: An eye icon with a slash through it indicates an assignment is not visible to students.

Copy an Assignment

Copy an Assignment within a Course

1. Click **Assignments** in the purple navigation bar.
2. Click the drop-down arrow next to the assignment title to be copied.
3. Select **Copy Assignment**.
4. A copy of the assignment will open to the edit page. Change the name of the copied title.
5. Make any additional changes, then click **Save and Close**.

Copy an Assignment to Other Courses

1. Click **Assignments** in the purple navigation bar.
2. Click the drop-down arrow next to the assignment title to be copied.

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3. Select **Copy to Other Courses**.
4. A popup window will open. If there is a Rubric and/or Grade item associated with the assignment, these will be copied over by default. Use the checkbox for the Rubric [1] or Grade item [2] to remove these associations if needed.
5. Use the search bar [3] to look for the desired course, or use the filters [4].
6. Check the box next to the course where the assignment should be copied [5].

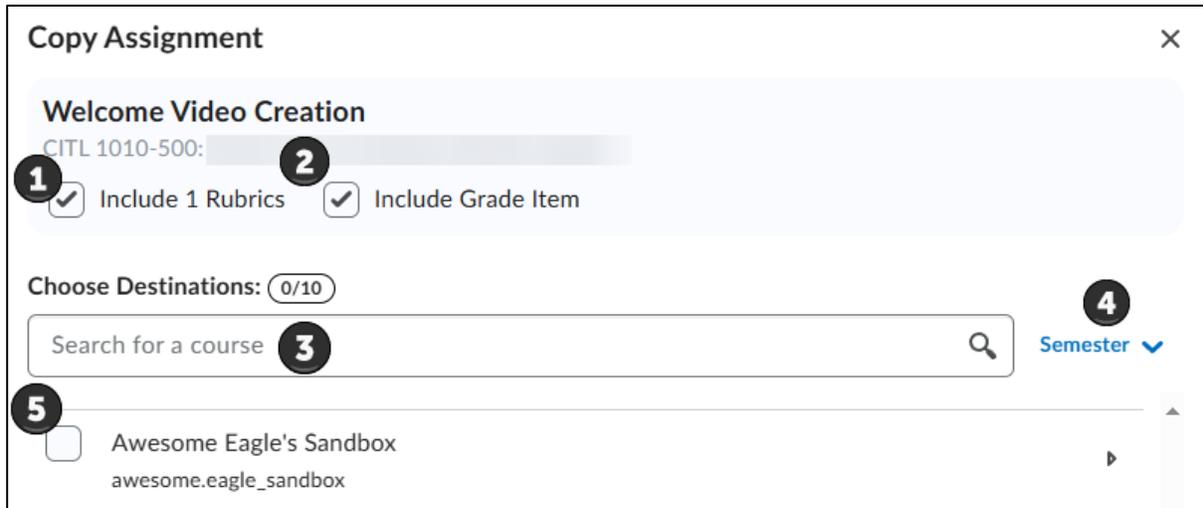


Figure: Copy Assignment Options

7. Click **Next**.
8. To confirm the information is correct, click **Copy**.
9. The assignment will now appear in the selected course.

Note: When an instructor copies an assignment, certain settings don't transfer. This includes links to course-specific tools, images in the description, release conditions, group associations, and Turnitin availability.

Restore a Deleted Assignment

1. Click **Assignments** in the purple navigation bar.
2. Click the **More Actions** button.
3. Select **Event Log**.
4. A list of created and deleted assignments will open. Next to a deleted assignment, click **Restore**.

Add an Assignment in Content

1. Click **Content** in the purple navigation bar.
2. Navigate to the desired module to add the assignment
3. Choose either **Upload/Create** or **Existing Activities**:
 - **Upload/Create**: Select **New Assignment**, then follow the instructions above for adding an assignment.
 - **Existing Activities**: Select **Assignments**, then click the desired assignment to add it to the module.