Creating a new Assignment

The Assignments tool allows students to submit assignments to you via Kodiak.

1. Click Assignments in your course navigation bar.
2. Click the

7. Select a Submission Type.

   Options include "File submission" where an attachment is   Text submission" where an attachment is not required, but a text response is required. Or if no electronic submission is required, choose

   M   *M*
   M   *M*   *M*

   Submission types of   and   can be marked as complete by the student or automatically on the due date or upon evaluation.

8. Enter Number of files allowed per submission and number of submissions retained.
   This is only visible if   File submission   or   Text submission   is the Submission Type

9. Enter a Notification email   .
   The email address or comma-separated list of email addresses specified in this field will receive an

11. Enter Score Out of.

M

M

Even if you are not using the Grades tool in Kodiak and/or you are not counting the assignment as part of the overall course grade, it is recommended that you enter a value in the Score Out of field. This makes the submission folder's grading interface available to you, and you'll need access to it if you want to give students qualitative feedback on their work.

Associate the folder with a grade item (   ):

select it from the Grade Item dropdown menu.

click the New Grade Item link. In the pop-up window that opens, enter a name for the grade item and the value for maximum score possible for the assignment in the Out Of field, then click Save.