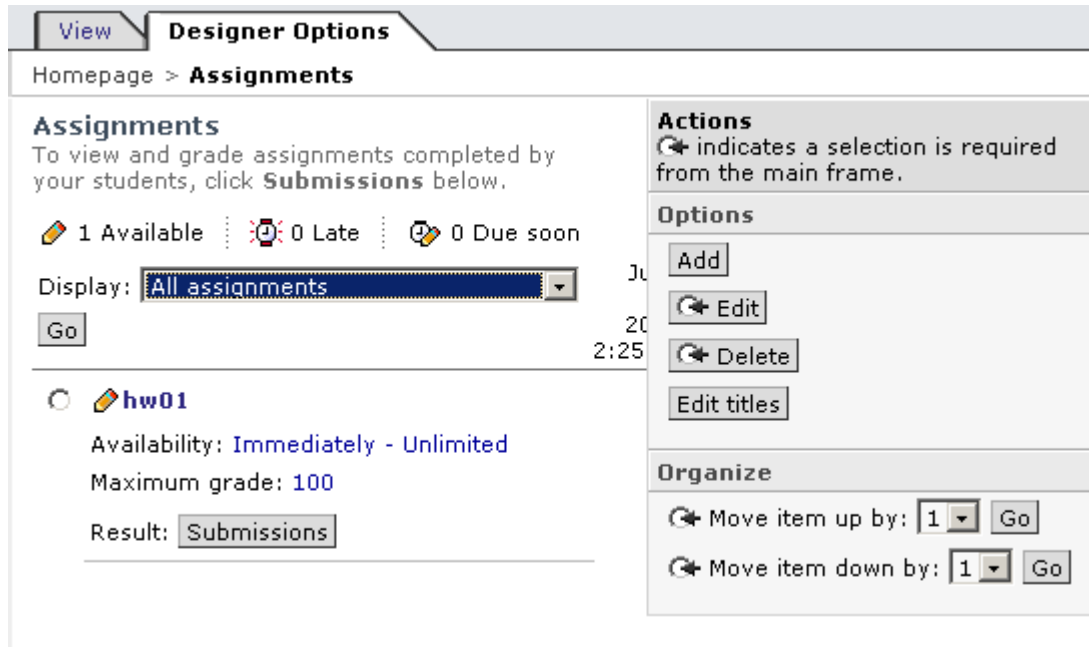


To Create an Assignment in WebCT

By Dick Evans

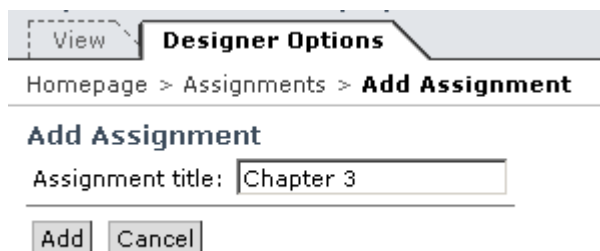
To create an assignment, click **Assignments**, and then click **Designer Options**

Under Actions, click **Add**



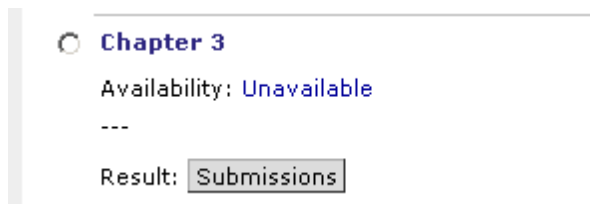
The screenshot shows the 'Designer Options' page for 'Assignments'. The breadcrumb trail is 'Homepage > Assignments'. The main heading is 'Assignments' with a sub-heading: 'To view and grade assignments completed by your students, click **Submissions** below.' Below this, there are statistics: '1 Available', '0 Late', and '0 Due soon'. A 'Display:' dropdown menu is set to 'All assignments' with a 'Go' button. A list of assignments is shown, with the first one being 'hw01'. Its details include 'Availability: Immediately - Unlimited', 'Maximum grade: 100', and 'Result: Submissions'. On the right side, there is a sidebar with three sections: 'Actions' containing 'Add', 'Edit', and 'Delete' buttons; 'Options' containing an 'Edit titles' button; and 'Organize' containing 'Move item up by: 1' and 'Move item down by: 1', each with a 'Go' button.

Enter the name of the assignment to be added, and then click Add



The screenshot shows the 'Add Assignment' form. The breadcrumb trail is 'Homepage > Assignments > Add Assignment'. The main heading is 'Add Assignment'. There is a text input field for 'Assignment title:' containing the text 'Chapter 3'. Below the input field are two buttons: 'Add' and 'Cancel'.

The assignment is added. Now we need to add the details.



The screenshot shows the assignment list with one entry: 'Chapter 3'. Its details include 'Availability: Unavailable', '---' (likely for maximum grade), and 'Result: Submissions'.

Click the assignment name (Chapter 3) or select the radio button, then in the task pane, click Edit

The screenshot shows the 'Designer Options' task pane for the 'Chapter 3' assignment. The breadcrumb path is 'Homepage > Assignments > Chapter 3'. The main heading is 'Assignment: Chapter 3'. Under 'Assignment Information', the following fields are listed: 'Maximum grade: None', 'Due date: None', 'Instructions: None', and 'Assignment files: None'. On the right side, the 'Actions' section contains a note: 'Indicates a selection is required from the main frame and that multiple selections are allowed.' Below this, the 'Options' section includes a button for 'Edit assignment settings', an 'Import assignment file:' section with a text input field and a 'Browse...' button, an 'Import' button, and a 'Remove' button with a selection icon.

This shows what the assignment looks like at this point. To make changes, in the task pane click Edit assignment settings

The screenshot shows the 'Assignment Settings' dialog for 'Chapter 3'. The breadcrumb path is 'Homepage > Assignments > Chapter 3 > Assignment Settings'. The main heading is 'Assignment Settings: Chapter 3'. Under 'Basic Settings', there are three fields: '*Title:' with the value 'Chapter 3', '*Instructions:' with a large empty text area, and '*Maximum grade:' with the value '10'.

The title is the same as the assignment name. You may change it or leave it as is.

Enter the maximum grade for the assignment

Instruction:

Key the in remembering to include HMTL tags for new lines, bolding, underlining, and so forth.

Open Word, type instructions, then save as a single web page, and then open the saved document in a browser. In the browser, on the menu bar, click View > View source. Copy and paste the source code into the Instructions box.

Setup the Dates. Click the Release radio button so the student will see the grades after they are posted.