Sending an Assignment

Although this Quick Guide will refer to Assignments, all steps also apply to Projects.

Note: You must have access to an active Assignment template in order to send an Assignment. Assignment templates can be accessed in the Libraries > Templates sub-menu under Courses.

Step 1: Select Course(s)

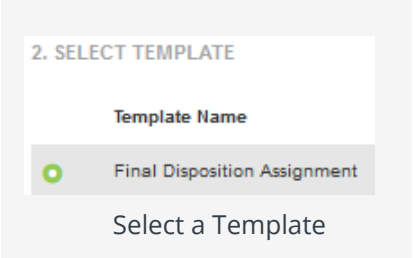
1. Click on **Courses** in the side menu.
2. Click on **Coursework** located in the side menu below.
3. Click on **Assignments** located in the side menu below
4. Click on **Send**.
5. Choose your course from those available or click **Add New** to search for a course.

Select Course(s)

6. Place a **check mark** next to the courses you want to send the Assignment and click **Add**.
7. When you are finished searching, place a **check mark** next to all the courses you have added and click **Next**.

Step 2: Select Template

1. Select the template you want to send from those available.
2. Click **Next**.

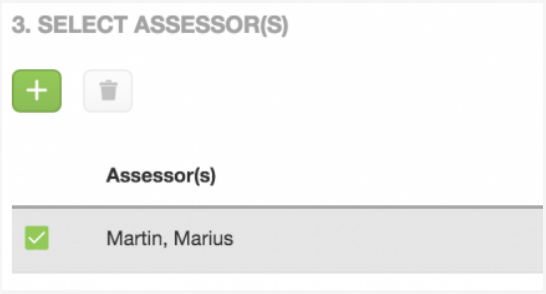


Select a Template

Step 3: Select Assessor(s)

By default, the instructor(s) of the course will be added as potential assessor(s). To add additional assessors:

1. Click **Add New**.
2. Search for your assessor.
3. Place a **check mark** next to the assessor(s) you wish to add, and click **Add**.
4. Click **Next**.



Select Assessor(s)

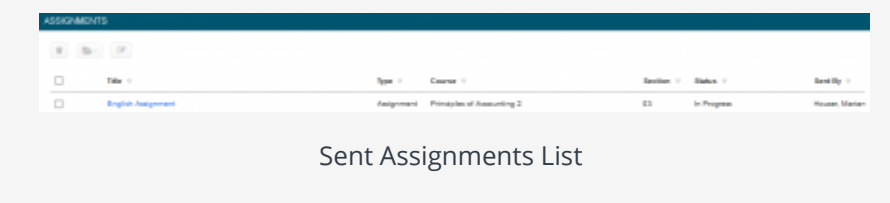
Step 4: Send

1. Name the **Assignment**.
2. Select a **Due Date/Time**.
3. Select **Yes**, if you would like to send an email to the students receiving the assignment.
4. If you would like to see additional options, click on **Advanced Options:**
    a. Entering **Grade Weight (points)** is not recommend.
    b. If you wish to send the Assignment at a later time, you may select **Send Later** and enter the **Start Date/Start Time**
    c. If you would like to automatically send this Assignment to students who enroll in the course at a later time, select **Yes**.
    d. If you would like to add a reminder, click **Select**.
    e. If you want the assessor to be able to assess this Assignment or send feedback at any stage, select **Yes**.
5. Click **Send**.

Modifying a Sent Assignment

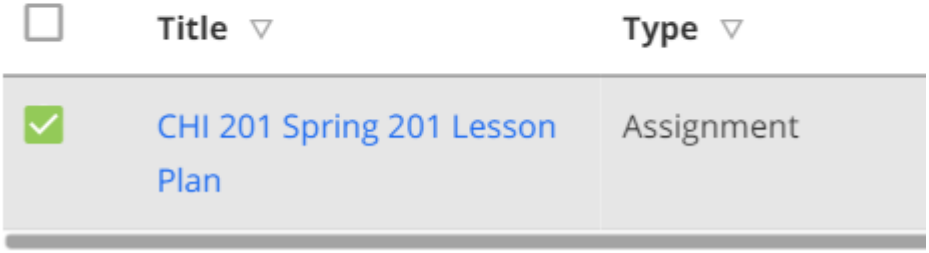
Entire Course

1. Check off the Assignment you want to modify on the Assignment list.
2. Click to **delete** the Assignment for the **entire course**.
3. Click to **edit** the Assignment due date for the **entire course**.



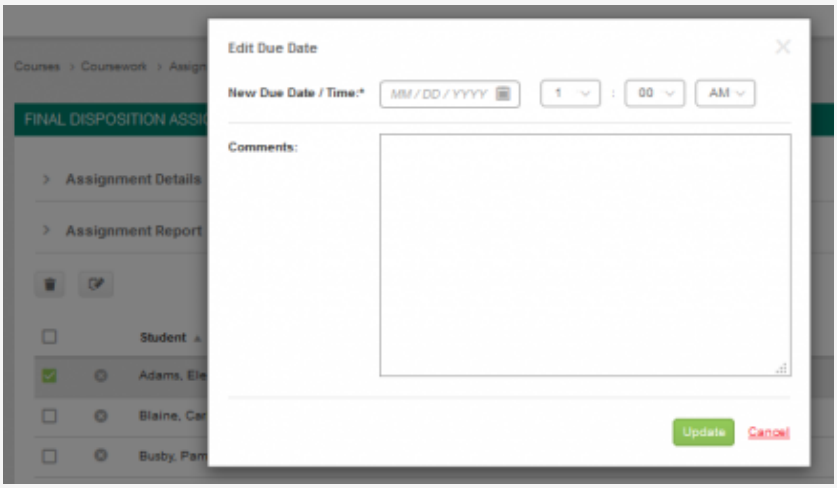
Sent Assignments List

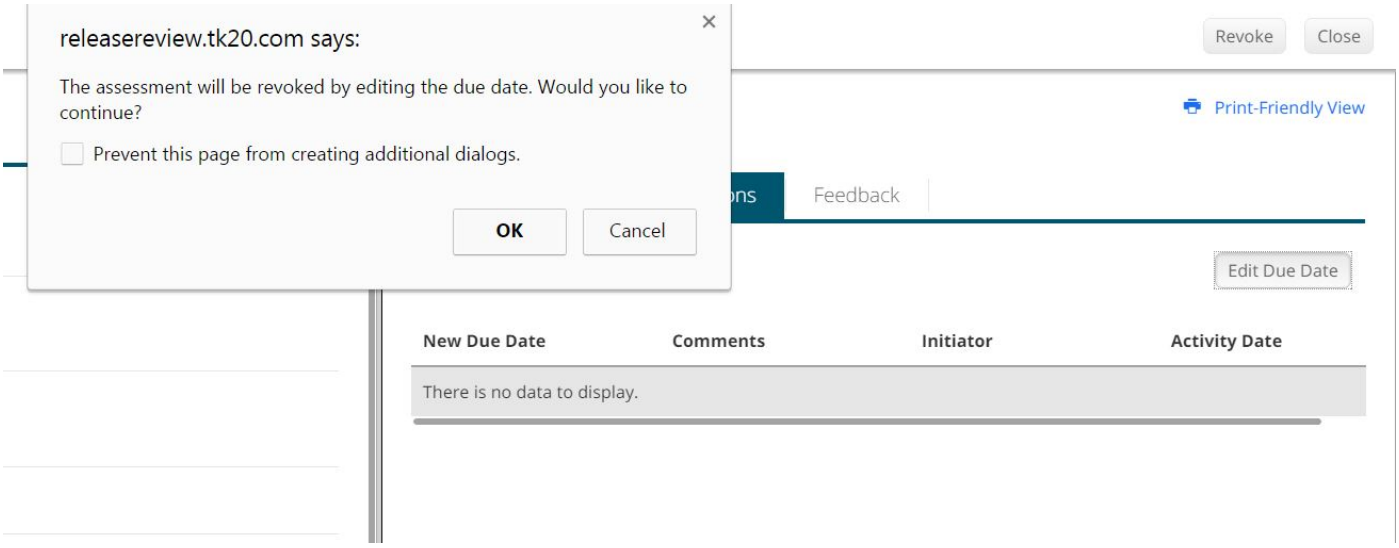
4. Click the to change the name of a sent assignment.



Individual Student

1. Click on the name of the Assignment that was sent to the student. .
   a. Click to **delete** a Assignment for the **corresponding student**.
   b. Select the student and click to **edit** the Assignment due date for the corresponding student.
      i. Enter a **New Due Date/Time**.
      ii. Click **Update.**



Edit Due Date for Corresponding Student

Note: Editing the due date for an assignment that has already been assessed will automatically revoke the assignment.