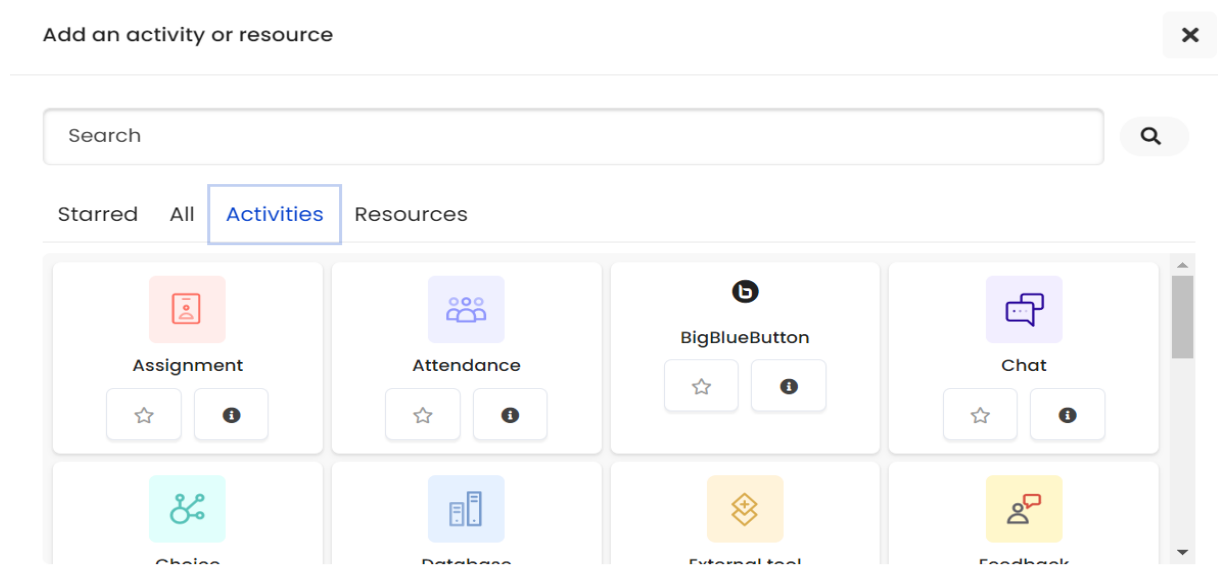


How do I add an assignment in YULearn?

In the menu bar at the top of your course page, select **“Turn Editing On”**. Editing icons and links will appear.

Locate the Section where you want to add the assignment. (If the section is collapsed, click the Arrow icon above the section name to expand the section.) At the bottom of the section, click **“Add an Activity or Resource”**. The **“Add an Activity or Resource”** pop-up will open showing a tile for each available item.



Note: By default, the pop-up opens to All and shows all activities and resources. If you have starred favorite activities or resources, the panel will open to Starred. To view only activities, at the top of the pop-up, click Activities.

(Optional) On the Assignment tile, you can click the Information icon (**“i”** for more information) for more information. If you frequently add files, you can click the Star icon (**“star”** for adding to favorites tab) to add this resource type to the Starred tab.

Select the Assignment icon (assignment) or link. The **“Adding A New Assignment”** page will open.

Configure the assignment options. The page opens with **General**, **Availability** and **Submission** types of settings in view. Expand topic headings to show additional settings for submission types, grading, groups, etc., or click **“Expand All”** (top right) to view all possible settings.

Assignment Options (Please keep the ones which are not mentioned here as default)

General

Assignment name ▲ HW #12

Description

Display description on course page ?

Additional files ?

Files

You can drag and drop files here to add them.

Maximum size for new files: 500MB

General

Assignment Name (Required): This name displays as a link on your course page. Use something unique that clearly identifies this assignment from other course activities.

Description (Optional): Enter a summary of the assignment and instructions. Select Display description on course page to also display the description underneath the assignment link on your course page. (This works best if the description is very concise).

Additional Files (Optional): Drag and drop files into the upload field to append the file to the assignment Description.

Availability

Allow submissions from ? 24 ▼ November ▼ 2021 ▼ 00 ▼ 00 ▼ Enable

Due date ? 23 ▼ December ▼ 2021 ▼ 00 ▼ 00 ▼ Enable

Cut-off date ? 24 ▼ November ▼ 2021 ▼ 12 ▼ 26 ▼ Enable

Remind me to grade by ? 7 ▼ January ▼ 2022 ▼ 00 ▼ 00 ▼ Enable

Always show description ?

Availability

Select the corresponding Enable check box to set a date and time for:

Allow Submissions From: Determines when students can begin to submit to the assignment.

Due Date: Determines when the assignment is due. The due date will show in the course Calendar and within the Activities block.

Cut-Off Date: Determine when the assignment will no longer accept submissions. (You can manually Grant Extensions Beyond the Cut-off Date to specific students if they need to submit after the cut-off date.)

Remind Me to Grade By: The expected date that the marking of the assignment should be completed. This date is used to prioritize dashboard notifications for Instructors.

Submission types ▲

Submission types Online text ? File submissions ?

Maximum number of uploaded files ?

Maximum submission size ?

Accepted file types ?

No selection

Submission Types

Select one or both of:

- ✓ Online text to allow students to enter text directly into an editor
- ✓ File submissions to allow students to upload one or more files

Maximum Number of Uploaded Files: If file submissions are enabled, each student will be able to upload up to the set number of files for their submission.

Maximum Submission Size: If file submissions are enabled, each upload cannot exceed this size. (If a student can upload multiple files, and uploads files at different times, the total can exceed the set size.)

Accepted File Types: To limit submissions to specific file types, click Choose. A pop-up window containing a list of file type options will open. Select the allowed file types for submissions by clicking the check box next to each option, or type the extension of the file type, then click **“Save Changes”**.

Feedback types

Feedback types Feedback comments Offline grading worksheet Feedback files

Comment inline

Yes

Feedback Types

Feedback Comments: If enabled, graders can provide written feedback for each submission. These comments are from the grader to the student.

Feedback Files: If enabled, graders can upload files containing feedback when marking assignments. For example, you can upload marked up student submissions, documents with comments, or spoken audio feedback.

Offline Grading Worksheet: If enabled, graders can download a spreadsheet to later enter grades without having to be logged in to YULearn. This can be useful if you anticipate grading while disconnected from the Internet.

Comment Inline: If enabled, the submission text will be copied into the feedback comment field during grading, making it easier to comment inline or to edit the original text.

Submission settings

Require students to click the submit button

No

Require that students accept the submission statement

No

Additional attempts

Never

Submission Settings

Require Students to Click Submit Button: If enabled, students will have to click a Submit assignment button to declare their submission as final. Requiring that students affirmatively submit this way allows students to keep a draft version of the submission on the system.

Note: If this setting is changed from No to Yes after students have made submissions, the existing submissions will be regarded as final.

Require That Students Accept the Submission Statement: If enabled, students will be shown a statement that declares they are submitting their own original work. They must accept the statement before their submission is processed.

Attempts Reopened: Use **“Never”** to allow only one attempt. If set to **“Manually”** the student’s submission can be reopened by an instructor. If set to **“Automatically”**

Until Pass” the student's submission is automatically reopened until the student achieves a passing grade (defined under Grade).

Maximum Attempts (When “Manually” or “Automatically Until Pass” is Selected): The maximum number of submissions allowed per student. After this number of attempts has been made, the student's submission cannot be reopened.

Grade ▲

Grade ? Type Point ↕ Maximum grade 100

Grading method ? Simple direct grading ↕

Grade category ? Uncategorized ↕

Grade to pass ?

Anonymous submissions ? No ↕

Hide grader identity from students ? No ↕

Use marking workflow ? No ↕

Grade

Select the Grade Type:

None - The assignment will be ungraded and worth no points.

Point - Grade out of a simple number of maximum points. Enter the maximum possible score for the assignment in the Maximum points field.

Scale - Select a preset or custom scale from the Scale drop-down.

Grading Method: Choose Simple direct grading, for using Rubric to grade the assignment you need to use Advanced Grading Options and create a Rubric for the assignment.

Grade Category: Select a Category in your gradebook under which you would like the assignment grade to be placed. If you do not have a category keep the default selection.

Anonymous Submissions: If enabled, instructors and TAs will not see student names when grading submissions. For details.

Access restrictions

Student must match the following

👁 Date from 24 November 2021 00 : 00 ✕

Add restriction...

Restrict access

Use Restrict Access settings with care and check for conflicts with other settings you may have made for the activity. Some settings may prevent students from accessing restricted content, including grades and due dates.

To add restrictions on accessing the activity, click **“Add Restriction”**. The Add restriction window will open, containing the following options:

Date - prevents access until (or from) a specified date and time

Grade - requires students achieve a specified grade

User Profile - controls access based on fields within the student’s profile

Restriction Set - adds a set of nested restrictions to apply complex logic

Click **“Save And Return”** to course to return to your main course page or **“Save And Display”** to view the assignment page.