You can create Assignments where students can upload their work and you can use in-line grading to provide them with feedback and grades. You can also make assignments for Individual submission or Group submission.

Go to the content area where the assignment should be found, hover over the Assessments button and select Assignment.

1. Give it a name. 2. Instructions are optional. 3. You can attach files using Browse My Computer.
Scroll down to 1. add a due date and time (optional), 2. add a point value (required), 3. add a rubric (optional) and 4. set the Assignment to Display After and Display Until a specific date and time. The three links in the middle, Submission Details, Grading Options and Display of Grades are all expandable menus.

Extra Credit Assignments should have a point value of zero. Add the points to the column to provide extra credit. The column can be added to another column in a Weighted column or Total column.

For more information about grades, email bbhelp@uml.edu or schedule a consultation.
Click on the title Submission Details to open the area. Here is where you can set the submission to be from all individual students or a group. For Group Assignments, create the Groups first. You can add members later. Note: If Assignments have been graded, this setting cannot be changed.

In Submission Details you can also change the Number of Attempts* allowed and use the Plagiarism Tools. If you allow students to submit multiple drafts, check the box to exclude submissions from the institutional and global repository.

*Known Issue: Mac users in the Firefox browser may have trouble when changing the Number of Attempts. The solution is to make your selection twice. The first time you try to change from Single Attempt to Multiple or Unlimited Attempts, it may not stick. Selecting the option a second time usually fixes the problem.

Selecting multiple attempts will open a new box to allow the user to specify the number of attempts. Both unlimited and Multiple attempts will open a box asking how the attempts should be scored:

- Highest grade
- Lowest grade
- Average of graded attempts
- First attempt
- Last attempt
The Grading Options settings are usually best left unchecked for face to face classes. Enable Anonymous Grading would hide student names from the Assignment in the in-line grading view.

The Display of Grades allows you to change the Display of the Primary grade from Score to Complete/Incomplete (ungraded), percentage or letter grades. The secondary display is only for instructors. Students will not see it.

The Display of Grades settings also allows you to hide the grade column from student view. If you do not include in Grade Center grading calculations, you will not be able to add it to a weighted or total column.

For more information contact bbhelp@uml.edu or request a technology consultation.