








Add Assignment

The Add Assignment feature allows you to link your files to any of the Content Areas. This tool is accessible via the  **Add Other** pull down list on the upper right side of the page. It can give your students access to a drop box and also creates its own Category in your online Gradebook, which allows students to upload, save and place their assignments into the Gradebook.


[COURSES](#) > [BETSY'S TRAINING COURSE](#) > [CONTROL PANEL](#) > ASSIGNMENTS

Assignments

Add  Item  Folder  URL  Course Link  Test  Learning Unit

- Learning Unit
- Survey
- Assignment**
- LRN Package

From the Control Panel:

1. Click on desired Content Area.
2. Choose **Assignment** from the  **Add Other** pull-down list.
3. Click the **Go** button.
4. Type the **name** of the assignment in the **Name** field.
5. Type the total points that will appear in the Gradebook in the **Points Possible** field.
6. Type text into the **Instructions** field.
7. Click on the **Yes** radio button to make your assignment visible.
8. Click on the **Display After** and the **Display Until** check boxes.
9. Select the date from the pull down **Dates** and **Times**.
10. Click the Browse button to attach files you wish to display.
11. Scroll down to the bottom of the page and click the **Submit** button.