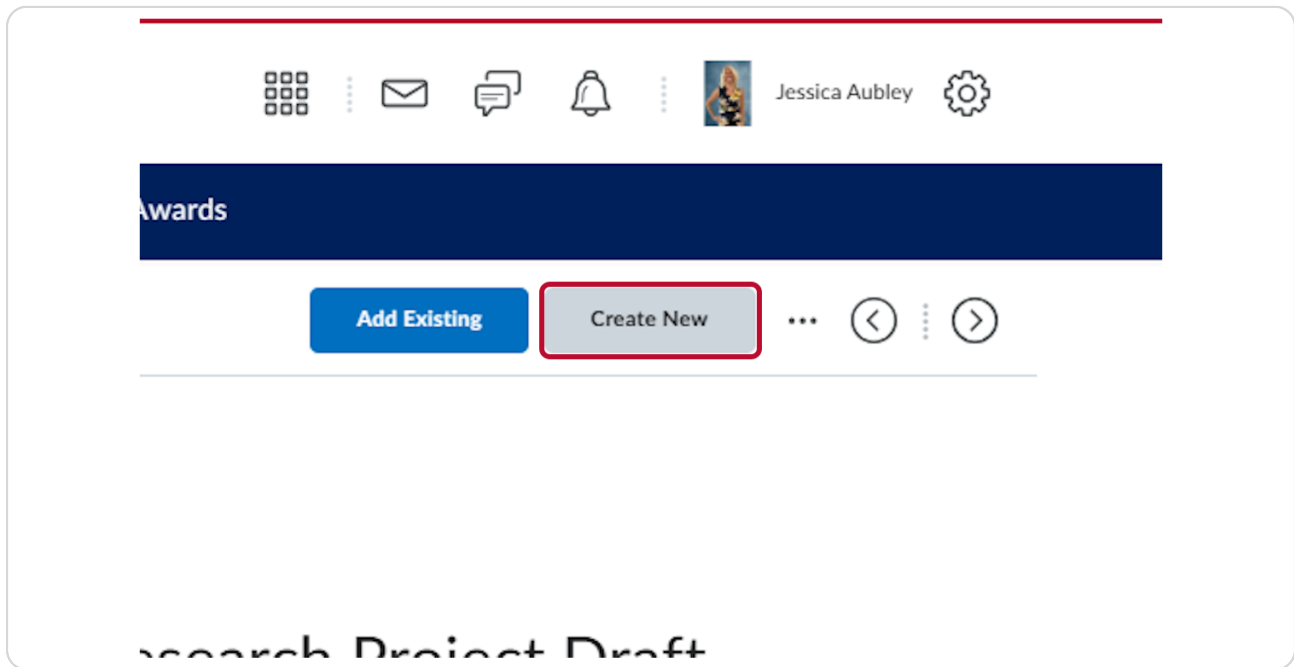


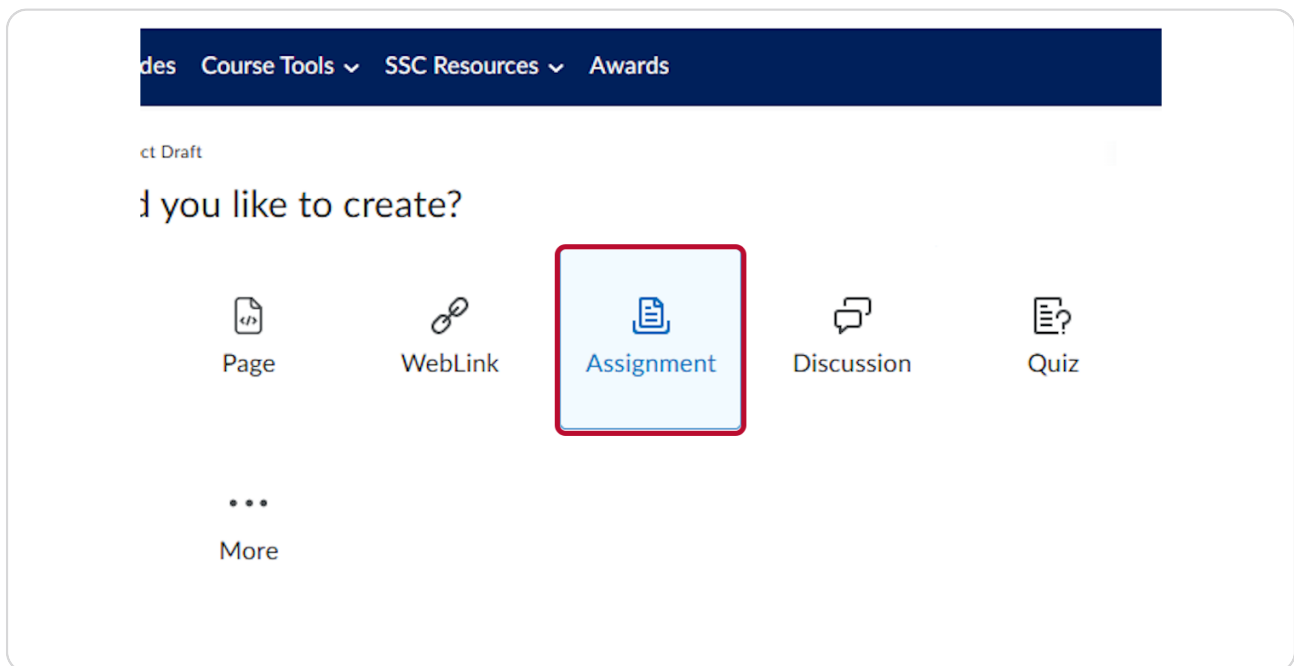
STEP 1

Locate where you want to put the assessment in the course



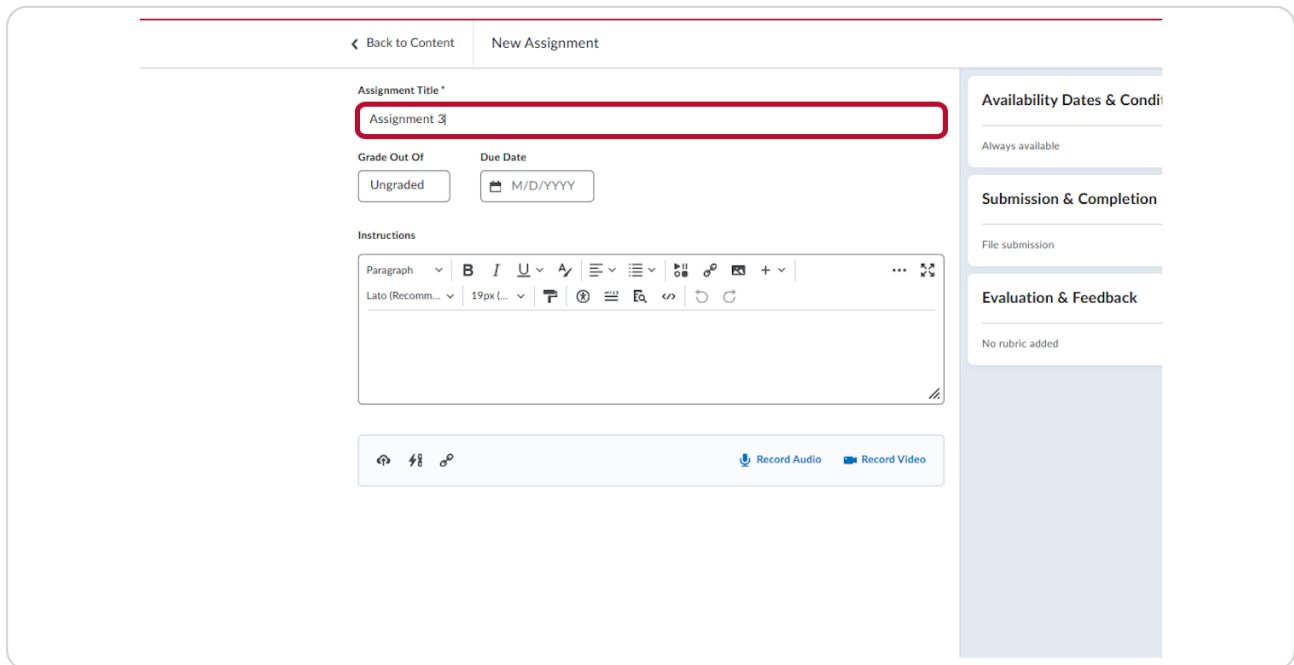
STEP 2

Click on Assignment



STEP 3

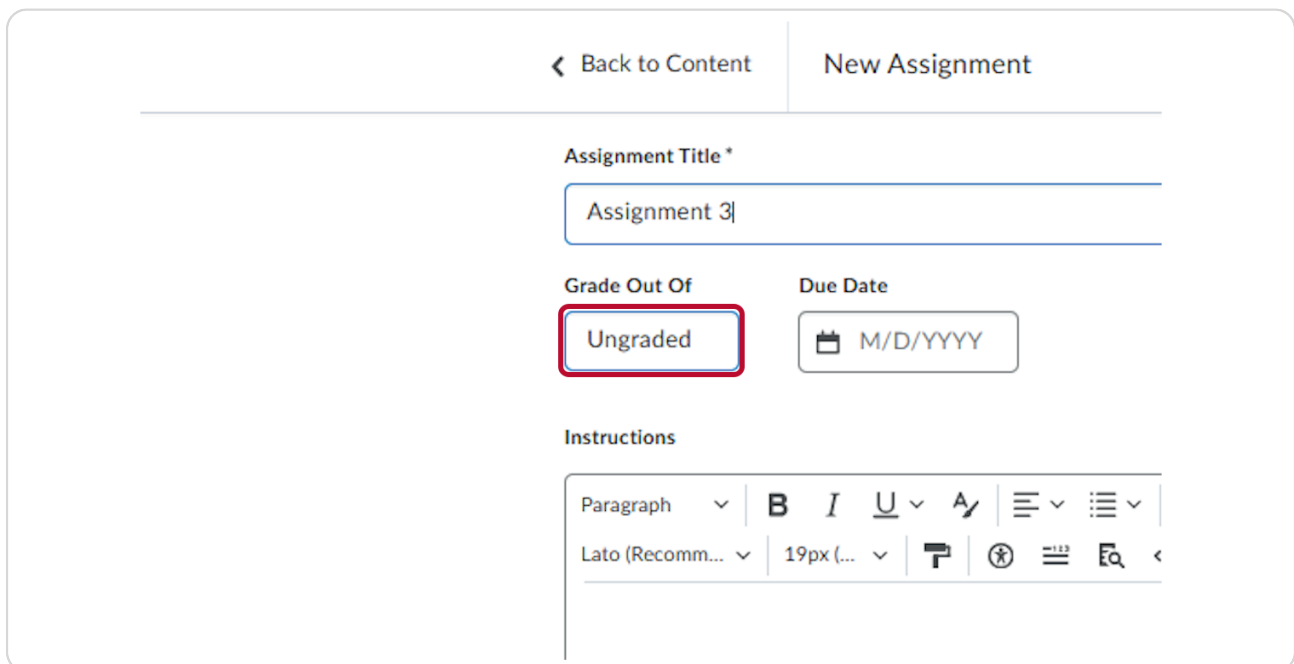
Add the Assessment title



The screenshot shows the 'New Assignment' form. At the top, there are two tabs: 'Back to Content' and 'New Assignment'. Below the tabs, the 'Assignment Title *' field is highlighted with a red box and contains the text 'Assignment 3'. Below this field, there are two sections: 'Grade Out Of' with a button labeled 'Ungraded', and 'Due Date' with a calendar icon and the text 'M/D/YYYY'. Below these is the 'Instructions' section, which includes a rich text editor with various formatting options (Paragraph, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo) and a text area. At the bottom of the form, there are icons for 'Record Audio' and 'Record Video'. On the right side of the form, there are three sections: 'Availability Dates & Conditions' with the text 'Always available', 'Submission & Completion' with the text 'File submission', and 'Evaluation & Feedback' with the text 'No rubric added'.

STEP 4

Click on Ungraded



The screenshot shows the 'New Assignment' form. At the top, there are two tabs: 'Back to Content' and 'New Assignment'. Below the tabs, the 'Assignment Title *' field contains the text 'Assignment 3'. Below this field, there are two sections: 'Grade Out Of' with a button labeled 'Ungraded' highlighted with a red box, and 'Due Date' with a calendar icon and the text 'M/D/YYYY'. Below these is the 'Instructions' section, which includes a rich text editor with various formatting options (Paragraph, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo) and a text area.

STEP 5

Add the point value

[< Back to Content](#) | New Assignment

Assignment Title *

Assignment 3

Grade Out Of

10 points

In Grade Book

Grade Out Of is required

Paragraph

B I U

Lato (Recomm...

19px (...)

STEP 6

Click on In Grade Book

[< Back to Content](#) | New Assignment

Assignment Title *

Assignment 3

Grade Out Of

10 points

In Grade Book

Due Date

M/D/YYYY

Grade Out Of is required

Paragraph

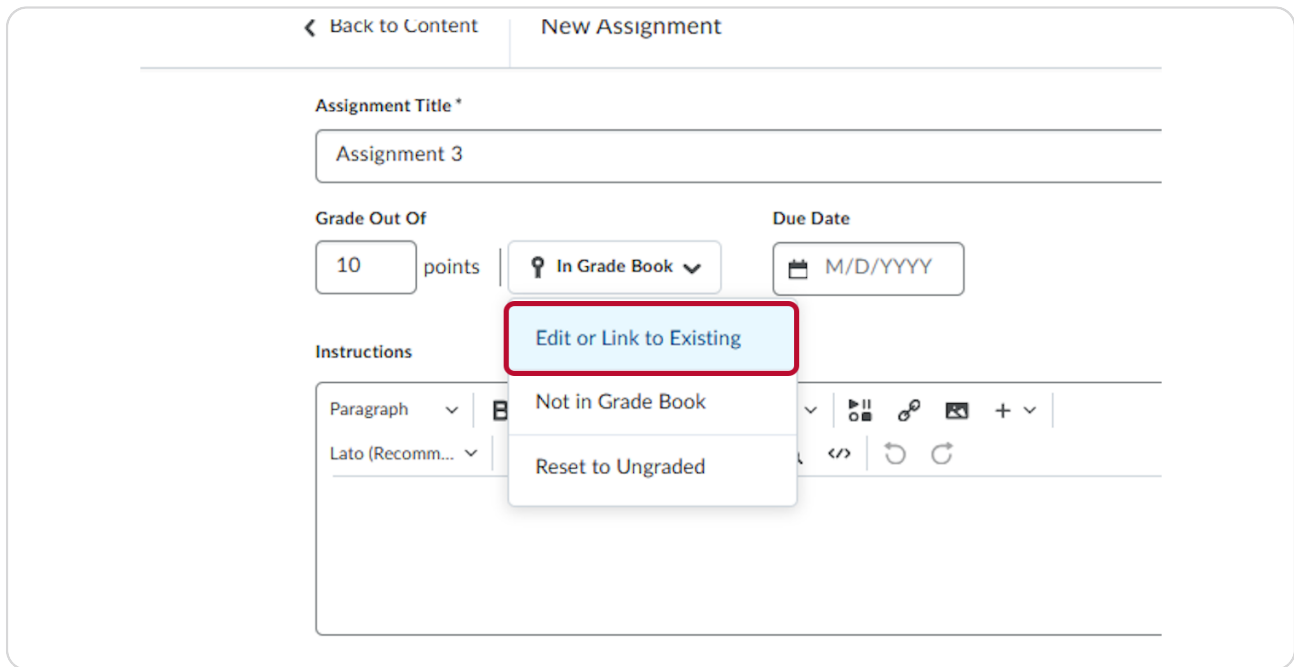
B I U

Lato (Recomm...

19px (...)

STEP 7

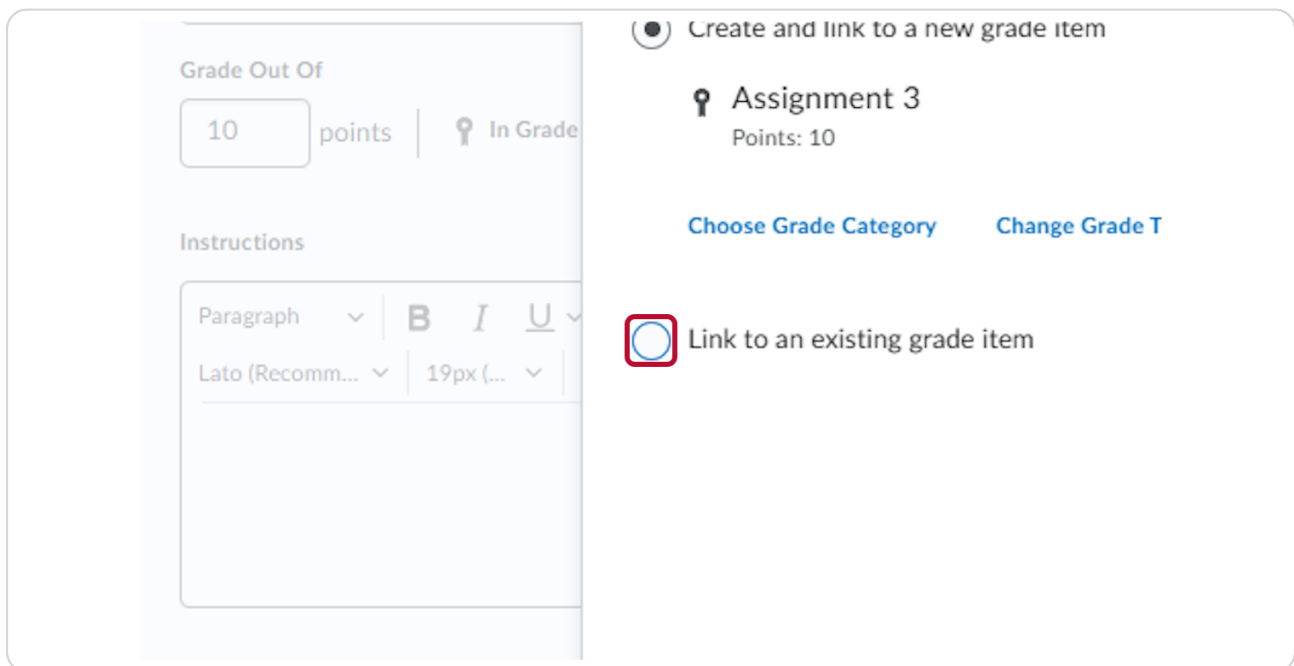
Click on Edit or Link to Existing



The screenshot shows the 'New Assignment' form. At the top, there is a navigation bar with a back arrow and the text 'Back to Content', and a tab labeled 'New Assignment'. Below this, the 'Assignment Title *' field contains 'Assignment 3'. The 'Grade Out Of' section has a text box with '10' and the label 'points'. To its right is a dropdown menu with a key icon and the text 'In Grade Book'. Further right is the 'Due Date' field with a calendar icon and the placeholder 'M/D/YYYY'. Below these fields is the 'Instructions' section, which includes a rich text editor with a toolbar. A dropdown menu is open from the 'In Grade Book' dropdown, showing three options: 'Edit or Link to Existing' (highlighted with a red box), 'Not in Grade Book', and 'Reset to Ungraded'.

STEP 8

Select Link to an existing grade item



The screenshot shows the 'Link to an existing grade item' selection screen. On the left, there is a preview of the assignment form with the 'Grade Out Of' field set to '10 points' and the 'In Grade Book' dropdown set to 'In Grade Book'. The 'Instructions' field is also visible. On the right, there are two radio buttons. The first radio button is selected and is labeled 'Create and link to a new grade item'. Below it, the details for 'Assignment 3' are shown: 'Points: 10'. There are two links: 'Choose Grade Category' and 'Change Grade T'. The second radio button is labeled 'Link to an existing grade item' and is highlighted with a red box.

STEP 9

Select Link to an existing grade item and select the grading column from the dropdown menu

The screenshot shows a 'New Assignment' form with a modal titled 'Edit or Link to Existing'. The modal has two radio button options: 'Create and link to a new grade item' (unselected) and 'Link to an existing grade item' (selected). Below the selected option is a dropdown menu showing 'Assignment 3' with a downward arrow. A red arrow points to this dropdown menu. The background form shows fields for 'Assignment Title *' (containing 'Assignment 3'), 'Grade Out Of' (10 points), and 'Instructions' (with a rich text editor).

Back to Content | New Assignment

Assignment Title *

Assignment 3

Grade Out Of

10 points | In Grade

Instructions

Paragraph | B I U | Lato (Recomm... | 19px (...

Edit or Link to Existing

☐ Create and link to a new grade item

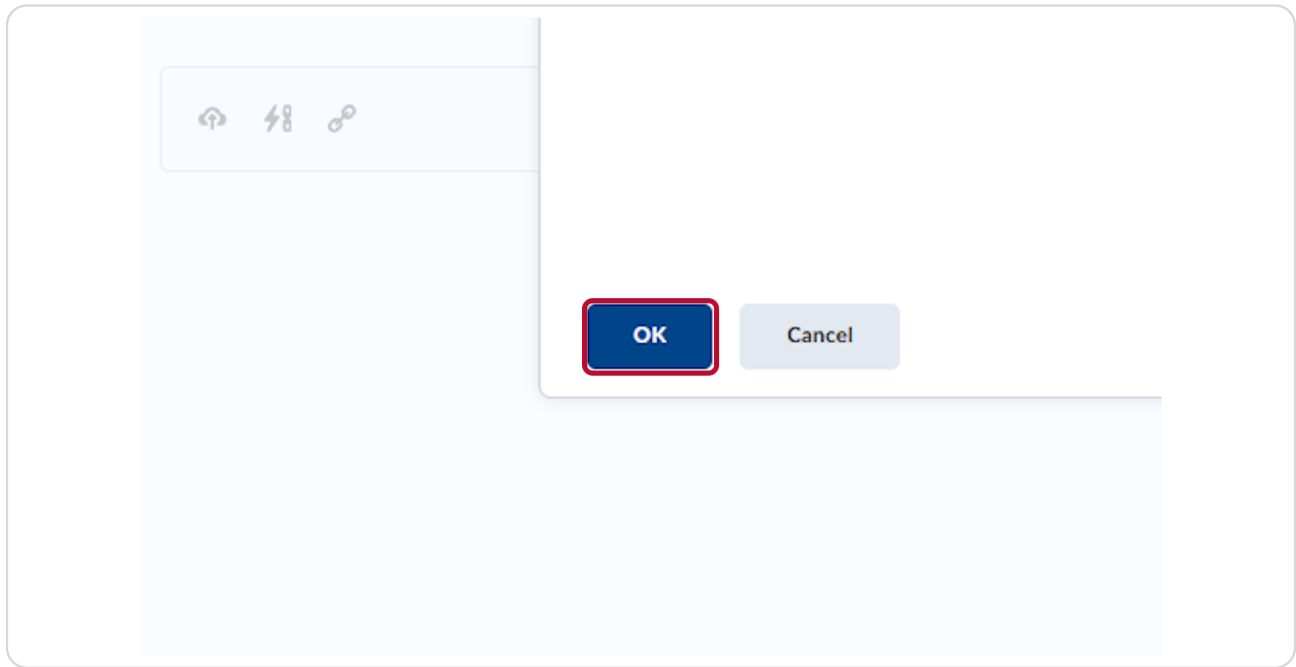
☒ Link to an existing grade item

Assignment 3 ▼

Points: 10

STEP 10

Click on OK



STEP 11

Click on Save and Close

