

Link Assignments to Grade Items

This guide will continue from *Creating Grade Items* and will demonstrate creating Assignments and linking them to the Grade Items created in Grade Book.

Step 1 - Click Assignments > Assignment Submission

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	Assignment 2 (Group Assignment) 🐱	Numeric	4	100	20	
	Final Exam 🐱	Numeric	24	100	60	
	Final Calculated Grade 🐱					
	Final Adjusted Grade 🐱					

Step 2 - Click New Submission Folder

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	You haven't created any folders. Click New Submission Folder to creat	e a folder.	
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Step 3 - Enter Name (Assignment 1) and Select Individual Submission Folder

Step 4 - Scroll down the page and Link the Submission Folder to the corresponding Grade Item (Assignment 1)

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Step 5 - Enter 100 in the Out Of field

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Step 6 - Add Written Instructions or Attach/Record an instruction file





Step 7 - Set Submission Options

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Step 8 - Scroll to the top of the page, Click Restrictions

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Step 9 - Uncheck - Hidden from Users and set Due and/or Availability Dates

Step 10 - Click Save and New

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Repeat the steps for the 2nd Assignment

Enter Name for the 2nd Assignment (Group Assignment) Select Group Submission Folder as the Folder Type Link the Submission Folder to the corresponding Grade Item - Assignment 2 (Group Assignment) Enter 100 in the Out Of field Add Written Instructions or Attach/Record an instruction file Set the Submission Options Scroll to the top of the page, Click *Restrictions* Uncheck - Hidden from Users and set Due and/or Availability Dates Click *Save and Close*

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