



- Set the **Points Possible** for this assignment. A column will automatically be added to the **Grade Center**.

**3. Grading**

★ Points Possible

- Determine the **Availability**. Will you allow the student more than one attempt? Allowing them at least a couple of attempts can save you a lot of headaches. Every time an assignment is due, at least one student will either upload the file before it's completed or upload the wrong file. Allowing more than one attempt means you won't have to go in and clear the student's accidental attempt so the correct file can be uploaded. Determine settings to **Limit Availability** if desired.

**4. Availability**

☒ Make the Assignment Available  
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts ☐ Allow single attempt  
☐ Allow unlimited attempts  
☒ Number of attempts:

Limit Availability ☐ Display After   
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☒ Display Until    
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Track Number of Views

- Set a **Due Date**. Note that assignments can still be submitted after the due date but are marked as being **Late**. If you really want to stop the students from uploading assignments after the due date, use the Limit Availability feature above to close the assignment link completely.

**5. Due Dates**

Submissions are accepted after this date, but are marked Late.

Due Date ☒    
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

7. In the **Recipients** section, leave it set to the default which is **All Students Individually**. The only time you'll ever need to worry about this is if you are assigning students to groups and any are assigned to multiple groups then they may need to make multiple submissions. Otherwise, just leave it as is.

**6. Recipients**

If any students are enrolled in more than one group receiving the same assignment grade for the assignment.

Recipients

☒ All Students Individually  
☐ Groups of Students

8. Click the **Submit** button and you're done. Your assignment has been created and a column for it has been added to the **Grade Center**.

Cancel Submit