1. From the Control Panel, Click Assignments.

| My Institution Courses | TROL PANEL | Home Help | | |
|---------------------------|--------------------------|--------------------|------------------------------|------------------------------|
| | N | IA-ISTC4055: Senio | or Seminar - Jason Laratonda | a (Instructor) |
| Content Areas | | | User Management | |
| Course Information | Assignments | | List / Modify Users | Enroll User |
| PowerPoints | External Links | | Create User | Remove Users from Course |
| | | | Batch Create Users | Manage Groups |
| Course Tools | | | | |
| Announcements | Digital Dropbox | | Assessment | |
| Course Calendar | Glossary Manager | | Test Manager | Grade Center |
| Staff Information | Manage Chalk Title | | Survey Manager | Performance Dashboard |
| Tasks | Course Objectives | | Pool Manager | Early Warning System |
| Send Email | Lecture Capture | | Course Statistics | |
| Discussion Board | Self and Peer Assessment | | | |
| <u>Collaboration</u> | SafeAssign | | Help | |
| | | | Support | Contact System Administrator |
| Course Options | | | Manual | Quick Tutorials |
| <u>Manage Course Menu</u> | Course Copy | | | |
| <u>Course Design</u> | Import Course Cartridge | | | |
| <u>Manage Tools</u> | Import Package | | | |
| Settings | Export Course | | | |
| Recycle Course | Archive Course | | | |

2. On the Assignments page, click the +Item button

| | Hi Peter Logout | |
|--|-----------------|-----------------------|
| My Institution Courses | | |
| SENIOR SEMINAR (MA-ISTC4055) > CONTROL PANEL > ASSIGNMENTS | | |
| Assignments | | |
| 🚺 🛱 Item 🕞 Foldz 🌍 External Link 📑 Course Li | nk 🖓 Test | Select: Learning Unit |
| Folder empty | | ОК |

3. On the Add Item page, enter the information and make the selections for the assignment

| Content information | Select a name for the assignment |
|---|-------------------------------------|
| Choose Color of Name Text | Enter text regarding the assignment |
| <u>M</u> : | Select/Enter content options |
| * 100. 202 | Select the additional options |
| Content Fire: can be attached to the above information. Click Browse to select by the to attach and specify a name for the link to this file. Attack local file Name of Link to File Name of Link to File | Click Submit |
| Boolel Addon Deste a link to this file Options Kata the context available @ves _No | Chek Subhint |
| Treak number of views Choose date and time restrictions arr view of views arr views | - |
| Submit Click & Manito finian. Click Caneel to cuit. Requires Parlo | |