
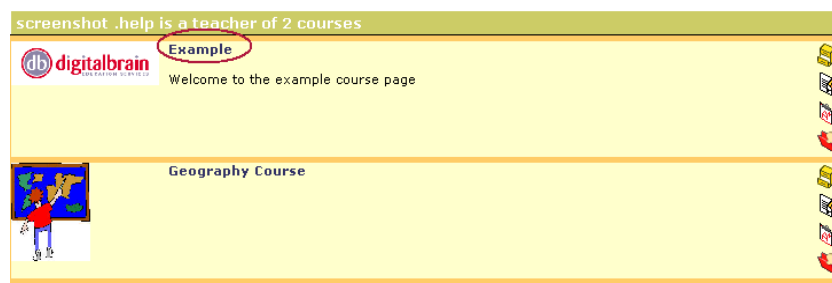


# Creating an Assignment in a Course

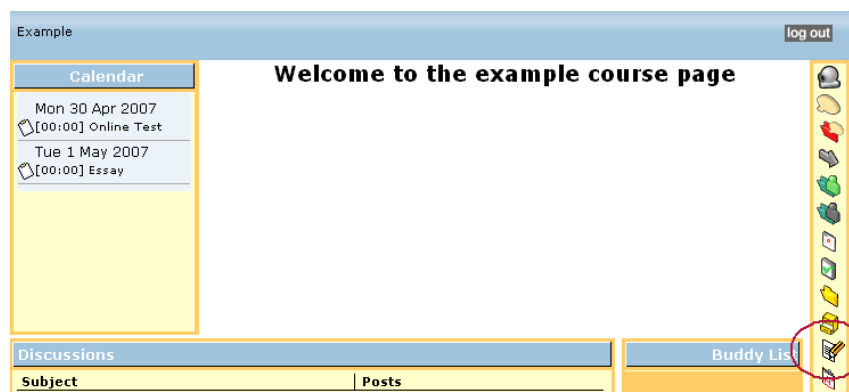
1. **log in** using your Digitalbrain username and password.
2. From your homepage, click on the courses  icon to access your course menu.



3. From the course menu, click on the title of the course in which you wish to create an assignment.



4. Click on the assignment icon  from the right-hand menu on the course homepage.



# Creating an Assignment in a Course

5. Click **new** to create a new assignment.

Example / Assignments log out

new edit save view copy copy more paste delete

Course Home Assignments Markbook

select	name	Start Date	Deadline	Complete
<input type="checkbox"/>	Coursework	01 Mar 2007 00:00	01 Mar 2007 00:00	<input type="checkbox"/>
<input type="checkbox"/>	Online Test	01 April 2007 00:00	30 April 2007 00:00	<input type="checkbox"/>
<input type="checkbox"/>	Essay	01 May 2007 00:00	01 May 2007 00:00	<input type="checkbox"/>

6. The 'Edit Assignment' screen will appear, allowing you to enter the details of the assignment on a template. Use the four header tabs to set up features for:

- Basics
- Introduction
- Marking
- Test Details

Basics Introduction Marking Test Details

NB: Click **Save** only after you have filled in each tab.

7. Use the **Basics** tab to set up the basic features of the assignment:

- Naming the assignment;
- Selecting start and end dates for the assignment. **NB students will not be able to access the assignment outside of these dates;**
- Selecting the type of assignment you wish to create: online test, online or offline submission.

Edit assignment:

Basics Introduction Marking Test Details

Set up the basic features of the assignment:

Assignment Name

Start Date    @  :

End Date    @  :

**Note: The end time is in the past, therefore this assignment is no longer active. To enable this assignment, set its start and end dates appropriately.**

Type of assignment

Online test The students take an online test which is automatically marked

Online submission The students upload their work, so it can be marked by hand

Offline The students' work is submitted and marked by hand

Save cancel

# Creating an Assignment in a Course

8. Use the **introduction tab** to describe and introduce the assignment:
- Click on **browse** in the related material section to select files to be viewed as part of the assignment;
  - Use the Java editor to enter a full description for the assignment;
  - Click on the **Insert** button at the bottom of the screen to include pictures and other media in your description.

The screenshot shows the 'Introduction' tab selected. The main heading is 'Describe and introduce the assignment:'. Below this, there is a section for 'Related material' with a text input field and a 'browse' button. A tip states: 'Tip: You can include pictures and other media in your description, using the Insert button'. Below the tip is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, link, unlink, list, indent, outdent) and a font dropdown menu set to 'Helvetica'. The text area below the toolbar is currently empty.

9. Use the **Marking tab** to set up the marking scheme for the assignment:
- Set the minimum, maximum and pass marks for the assignment;
  - Set the assignment contribution to the overall course mark;
  - Set the course mark weighting of the assignment.

The screenshot shows the 'Marking' tab selected. The main heading is 'Set up the marking scheme for the assignment:'. Below this, there is a section for 'Assignment mark' with input fields for 'Minimum: 0', 'Maximum: 100', and 'Pass: 50'. A tip states: 'Tip: For online test assignments, the test score is scaled to this scheme and stored automatically; For other types, the mark is entered by hand, but the pass /fail will be calculated for you.' Below the tip, there is a section for 'The assignment can also contribute to the overall course mark, in various ways:'. This section includes a 'Course marking system' with three radio button options: 'Pass / Fail' (selected), 'Scored', and 'None'. Each option has a corresponding description. Below this is a 'Course mark weighting' section with an input field containing the value '1'. A final tip states: 'The actual course mark will depend on which marking system is set above: Pass / Fail: if the assignment is passed, the mark will be the weighting; Scored: the mark will be the assignment mark multiplied by the weighting'. At the bottom of the form are 'Save' and 'cancel' buttons.

# Creating an Assignment in a Course

Follow step 10 only if you are creating an online test. Move on to step 11 if you are creating an online or offline submission.

10. Use the **Test details** tab to define an online test for the assignment.
    - If you chose to create an online test under the basics tab you will have the option at this stage to **create test**
    - If an online or offline submission was selected in the basics tab you will be advised that the assignment is not currently set up to have an online test.
- a) Click on the 'create test' button.

Basics Introduction Marking **Test Details**

Define an online test for this assignment:

An online test is automatically marked and stored in the student's markbook

Online test  **create test** browse

Save cancel

- b) Name the test and click on **next**

log out

New > On-line Test Question

Step 1:

What would you like to call it?

Test

In which folder should this be created?

/help/accounts/screens browse

cancel next

- c) Select the type of question you want for your first question, and click **edit**

log out

New > On-line Test Question

Step 1: Which type of question would you like?

- multiple\_choice\_3
- multiple\_choice\_3(long\_text)
- multiple\_choice\_3(with\_images)
- multiple\_choice\_4
- multiple\_choice\_4(with\_images)
- multiple\_choice\_5
- multiple\_choice\_5(with\_images)
- multiple\_choice\_6
- multiple\_choice\_6(with\_images)
- true\_or\_false
- true\_or\_false(with\_images)

cancel edit

Contact us:

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# Creating an Assignment in a Course

- d) Edit your test by filling in the required fields. Click **new** to save and create a new question and click **done** to save and exit.

[log out](#)

### Edit your test:

?
 Question:

1
 Answer:   
 Score:   
 Feedback: (no icon)

2
 Answer:   
 Score:   
 Feedback: (no icon)

3
 Answer:   
 Score:   
 Feedback: (no icon)

Enter the text for the question and answers, and the score for each answer.  
 (The total score for all questions is used by the test to determine pass or fail.)  
 Any feedback entered will be shown when the student picks the answer.

Then, click one of the buttons below:

- "New" saves this question and creates a new one;
- "Done" saves the question and exits;
- "Cancel" exits WITHOUT saving any changes.

**done**
**cancel**
**new**

11. Click **save** after you have filled in each tab. The assignment, with start and end dates, will appear in the assignments section of your course.

[log out](#)

**Example / Assignments**

[new](#) [edit](#) [save](#) [view](#) [copy](#) [copy more](#) [paste](#) [delete](#)

[Course Home](#) | [Assignments](#) | [Markbook](#)

select	name	Start Date	Deadline	Complete
<input type="checkbox"/>	Coursework	01 Mar 2007 00:00	01 Mar 2007 00:00	<input type="checkbox"/>
<input type="checkbox"/>	Online Test	01 April 2007 00:00	30 April 2007 00:00	<input type="checkbox"/>
<input type="checkbox"/>	Essay	01 May 2007 00:00	01 May 2007 00:00	<input type="checkbox"/>
<input type="checkbox"/>	<b>New assignment</b>	01 May 2007 00:00	31 May 2007 00:00	<input type="checkbox"/>

12. The dates for the start and deadline of the assignment will also appear in the Course calendar.