Using the Assignment tool

In this tutorial, you will learn how to add an assignment with the Assignments tool.

1. Login at http://sakai.unc.edu, select your course and go to the Assignments tool.

2. Next you will want to select “Add” to create a new assignment.

3. This will open up a wizard where you will then fill out information about the assignment.
   - Enter a title, preferably along with the date of the assignment so it will be easy to identify later.
   - Enter when the assignment appears for students, when it is due and how late (if at all) you will accept assignments. After the due date, the link to submit the assignment will not appear to students.
   - For an assignment that students must submit a file, select inline and attachments; for assignments that are not submitted through Sakai (such as a paper test or quiz), select non-electronic
4. Next add the instructions for the assignment.

5. Customize the notification and alert options for this assignment:
   - Adding the due date to the schedule will add this to the student calendar that they see when they first login to Sakai.
   - Adding the assignment as an announcement will automatically send the students an email when they can complete the assignment and this message will include any instructions that you included for the assignment.
   - Select if you want the assignment added to the gradebook.
   - Under Access, you will want to choose to display to selected groups and select your specific section(s) of the course then select “Post” at the bottom.
Sakai Tutorial: Using the Assignments Tool

6. The assignment is now added to assignment list.

7. If students will be submitting the assignment online, you can click on the “View Submissions” link to view all of the submissions.

8. You can then select “Download All” from the top right hand corner and indicate which files you would like to download.