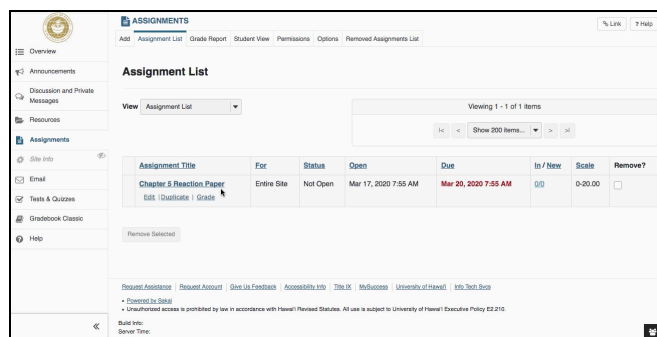


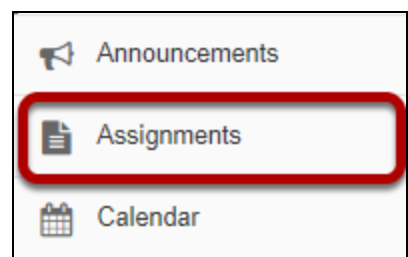
Laulima Tutorial - Creating Assignments



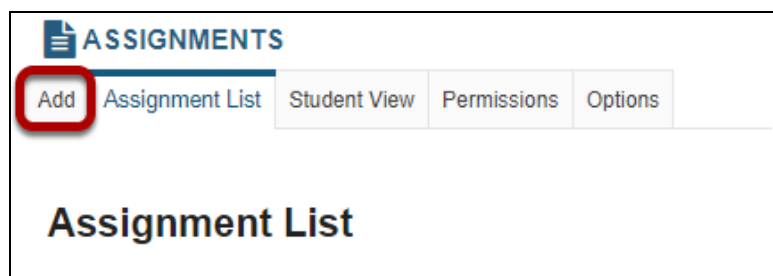
[Video Screencast](#) (03:01)

Add an Assignment

1. Go to the **Assignments** tool in your Laulima course.



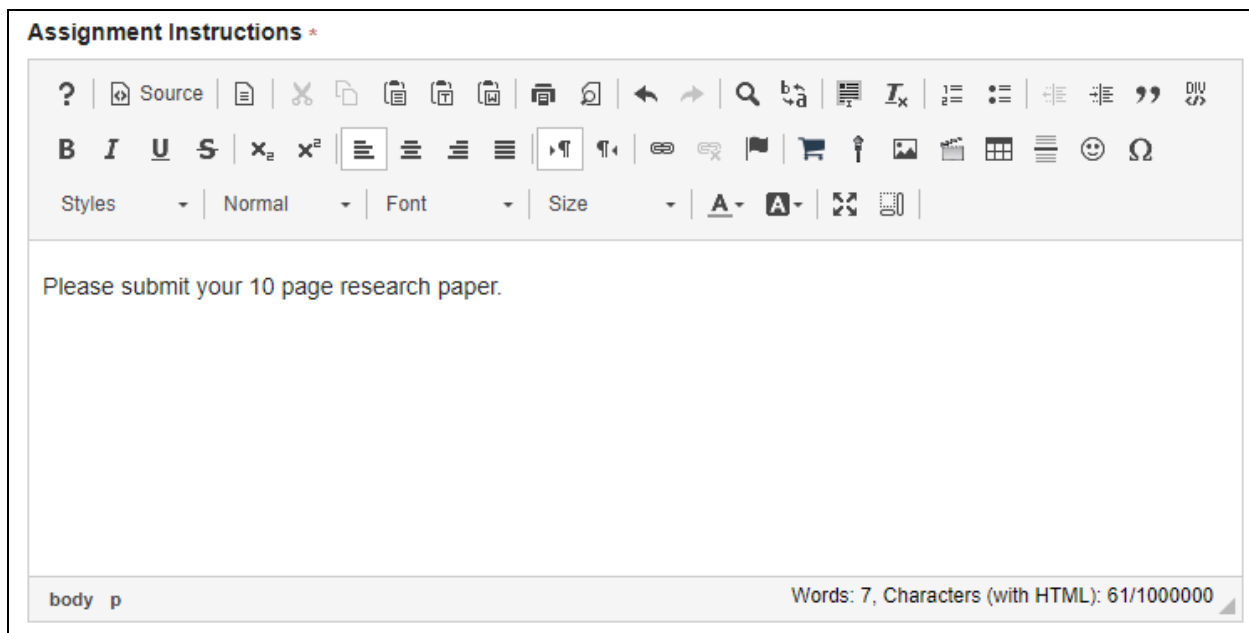
2. Select **Add**.



3. Enter the assignment **Title**.

A screenshot of the Laulima Assignments tool interface showing the 'Title' input field. The field is labeled 'Title *' and contains the text 'Assignment 1'.

4. Add Assignment Instructions.



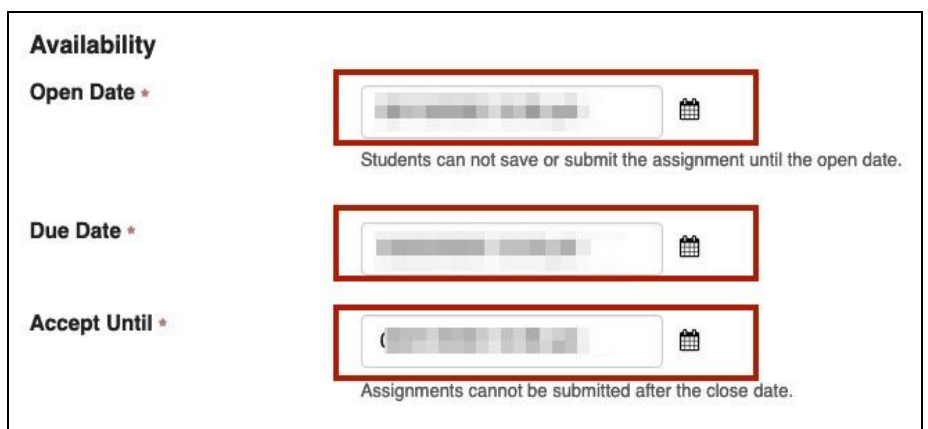
The screenshot shows the 'Assignment Instructions' editor. At the top is a title bar 'Assignment Instructions *'. Below it is a rich text editor toolbar with various icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert table, and others. Below the toolbar is a text area containing the instruction: 'Please submit your 10 page research paper.' At the bottom of the text area, there is a status bar showing 'body p' and 'Words: 7, Characters (with HTML): 61/1000000'.

5. Add **Attachments** (Optional): If you would like to attach any additional files to the assignment, such as a grading rubric or peer review rubric, select the **Add attachments** button to browse for and attach file/s.

Add Attachments

6. Specify the **Availability**: When you create a new assignment, the **Open Date** will default to the current day, and the **Due Date** and **Accept Until** dates will default to one week later. Change the dates using the calendar icon to bring up the date-picker pop-up calendar.

- The Open Date for your assignment is when it becomes available for students.
- The Due Date is the deadline to turn in the assignment.
- The Accept Until date allows you to accept late submissions after the due date. (Late student submissions are marked as late.) If you do not accept late submissions, leave the Due Date and Accept Until dates the same.



The screenshot shows the 'Availability' section of the assignment editor. It contains three date selection fields, each with a calendar icon to its right. The first field is labeled 'Open Date *' and has a red box around it. Below it is the text 'Students can not save or submit the assignment until the open date.' The second field is labeled 'Due Date *' and also has a red box around it. The third field is labeled 'Accept Until *' and has a red box around it. Below it is the text 'Assignments cannot be submitted after the close date.'

Tip: Often, faculty like to set the time on the due date to 11:55 PM, as that is the latest time you can select on a given day. Selecting 12:00 AM will display the date as the next day, and this may confuse students about the actual due date if they assume they have all day to turn in their work.

7. Under **Access**, you can set whether the assignment is displayed to everyone in the site in Laulima (by default), or to select groups. *Note: You must have existing groups in your site in order for the **Display to selected groups** option to appear.*

Access (also limits groups for group submissions)

- ☒ Display to site
☐ Display only to selected groups

8. Choose your preferred format from the **Submission Type** drop-down menu. There are several submission types:

Student Submissions

Submission Type *

- Inline only
Attachments only
Inline and Attachments
✓ Non-electronic
Single Uploaded File only

- Inline only:** Students may only submit a response by entering their content into the rich text editor. The attachment option is not available. This option allows grading all of the responses online without having to download or open any files.
- Attachments only:** This format removes the rich text editor option and leaves only the attachment option available.
- Inline and Attachments:** This is the default format and allows students to either enter content into the rich text editor inline, attach a file, or both.
- Non-electronic:** This option is for assignments that you expect students to submit in person, but want the option for students to view assignment details and/or grade the assignment within Laulima.
- Single Uploaded File only:** If you want students to submit a file, but you only want a single file, choose this option. (Both the **Inline and Attachments** and the **Attachments Only** options allow students to upload and submit more than one file at a time.)

9. Under **Submission Notification Email Options**, you can decide how you would like to receive notification emails for student submissions. The options are:

Submission Notification Email Options:

- ☒ Do not send notification emails for any student submissions
☐ Send a notification email for each student submission
☐ Send one email per day summarizing notifications for student submissions

- Do not send notification emails for any student submissions
- Send a notification email for each student submission
- Send one email per day summarizing notifications for student submissions

10. Under **Grading** settings, choose your Grade Scale options from the following:

Grading

10. **Grade Scale ***

11. **For points, enter maximum possible**

12. ☒ Do not add assignment to Gradebook
☐ Add Assignment to Gradebook

- ✓ No Grade
Letter grade
Points
Pass/Fail
Checkmark



- a. **No grade:** This is the default option. This will allow you to collect and view student submissions electronically, but does not allow for grading.
- b. **Letter grade:** You may select this option if you like to grade your assignments by letter grade only.
- c. **Points:** Allows you to assign points to an assignment for grading. This is the option you should choose if you plan to send the assignment to the gradebook.
- d. **Pass/Fail:** Designates an assignment as pass/fail.
- e. **Checkmark:** Allows you to mark assignments with a checkmark for completion.

11. Enter Maximum Points (If you select **Points** as the grade scale, you must enter a maximum number of points for the assignment.)

12. Add Assignment to Gradebook: You can select **Do not add assignment to Gradebook** or **Add Assignment to Gradebook**.

13. The default notification setting for **Released Grade Notification Email Options** is **Do not send notification email to student when the grade is released**.

Released Grade Notification Email Options:

- ☒ Do not send notification email to student when the grade is released
- ☐ Send notification email to student when the grade is released

- a. If you would like students to be notified, select the radio button for **Send notification email to student when the grade is released**.
- b. *Note: The notification email message will be sent to the external email address for the student's Sakai user account. It does not send the notification to the Sakai Messages tool.*

14. **Additional Assignment Options** include:

- a. No additional assignment options
- b. Use peer assessment
- c. Group Submission - One submission per group

- ☒ No additional assignment options
- ☐ Use peer assessment
- ☐ Group Submission - One submission per group

15. Once you have entered all of your assignment settings, scroll down to the bottom and select **Post** to save your changes and post the assignment.