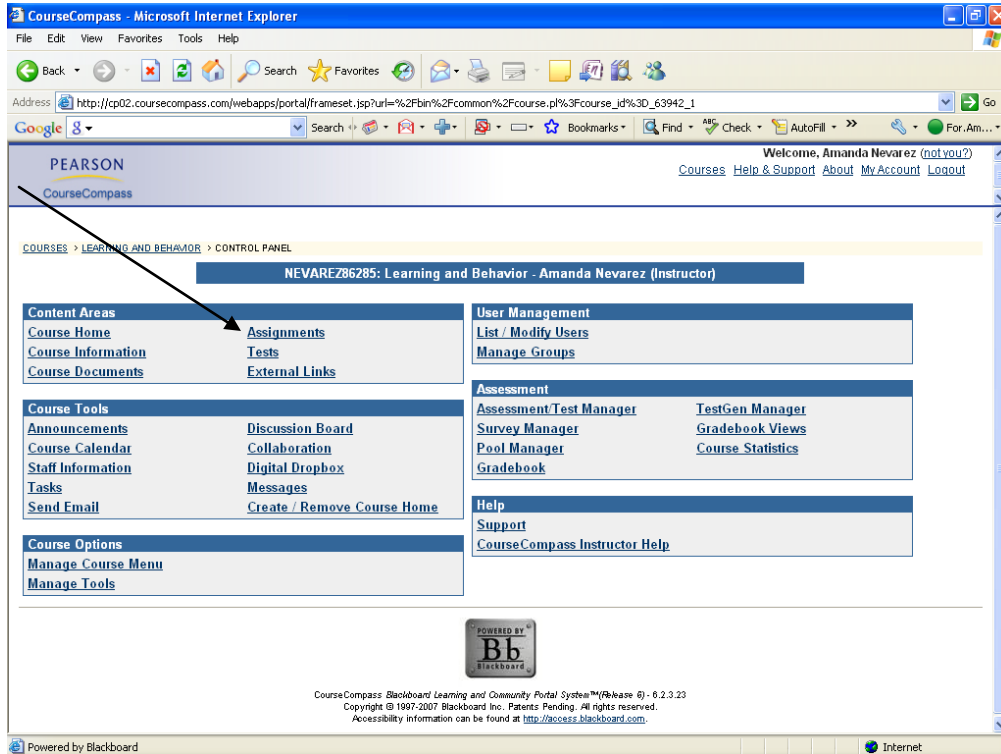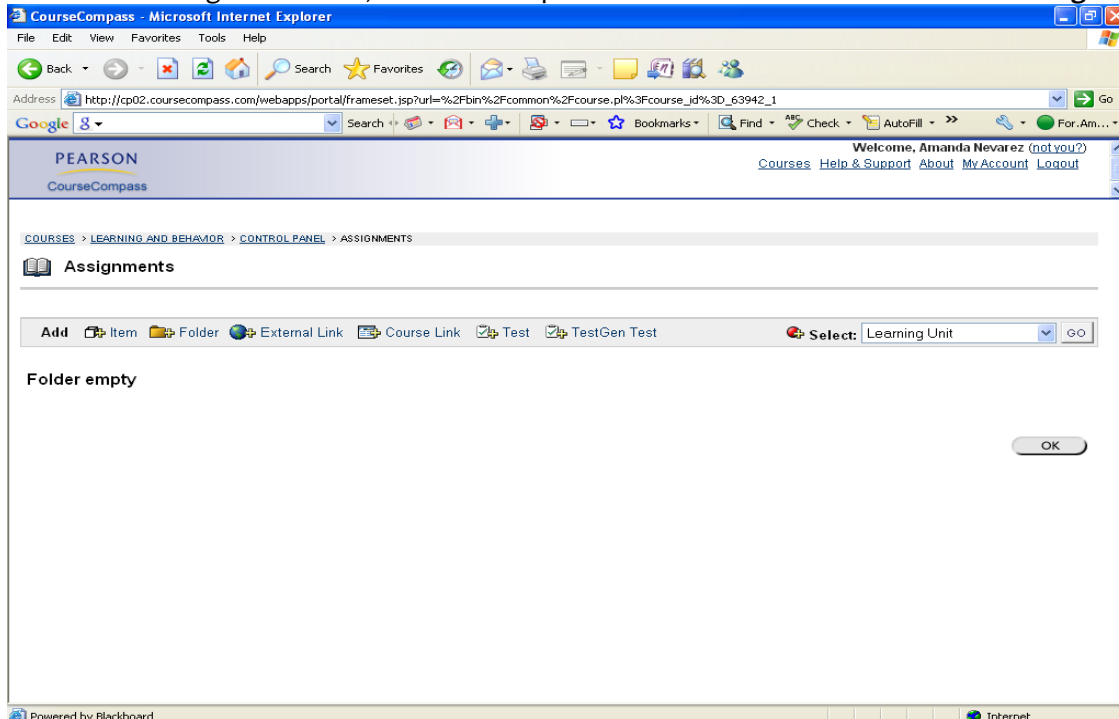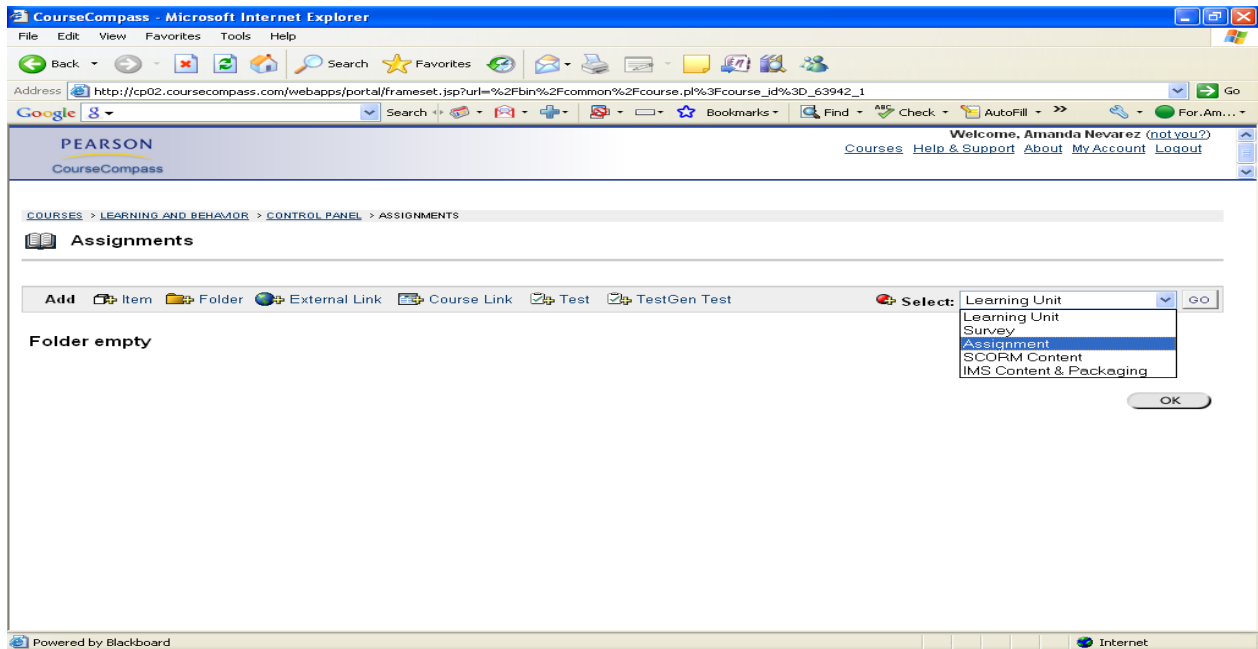In order to have students submit assignments that can be graded, you will need to add the assignment using the following instructions, once logged into CourseCompass:

- In **Control Panel,** click on **Assignments**

- On the right most side, select the drop down menu next to **Select** and choose **Assignment**

- Click **Go.** *(The following page will appear.)*

📖 Add Assignment

-

❶ Assignment Information

* **Name**

[   ]

Choose Color of Name

[■] (🎨 Pick)

Points Possible

[0]

Instructions

[   ]

⦿ Smart Text	○ Plain Text		
○ HTML		$\sqrt{x}$ ⟨≐⟩ ᴬᴮᶜ✓ ☑ Preview	

❷ Options

Make the assignment available   ⦿ Yes ○ No

Track number of views   ○ Yes ⦿ No

Choose date restrictions   ☐ Display After

Apr ▾	06 ▾	2009 ▾	☑
03 ▾	25 ▾	PM ▾	

☐ Display Until

Apr ▾	06 ▾	2009 ▾	☑
03 ▾	25 ▾	PM ▾	

❸ Assignment Files

File To Attach

Name of Link to File   [   ]

Currently Attached Files:

❹ Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

[Cancel] [Submit]

- **Part 1:** Type the Name/Title of your Assignment, Change the color of the title (optional) and enter how many points this item is worth.

- **Part 2:** Make the assignment available for the students to access, and add your start and end dates.

- **Part 3:** Attach any documents required for the assignment to be completed by the student. For example, if you have a separate document that outlines the instructions for the assignment, you would upload it here.

- **Part 4:** Submit your assignment

- You will be returned to the following:
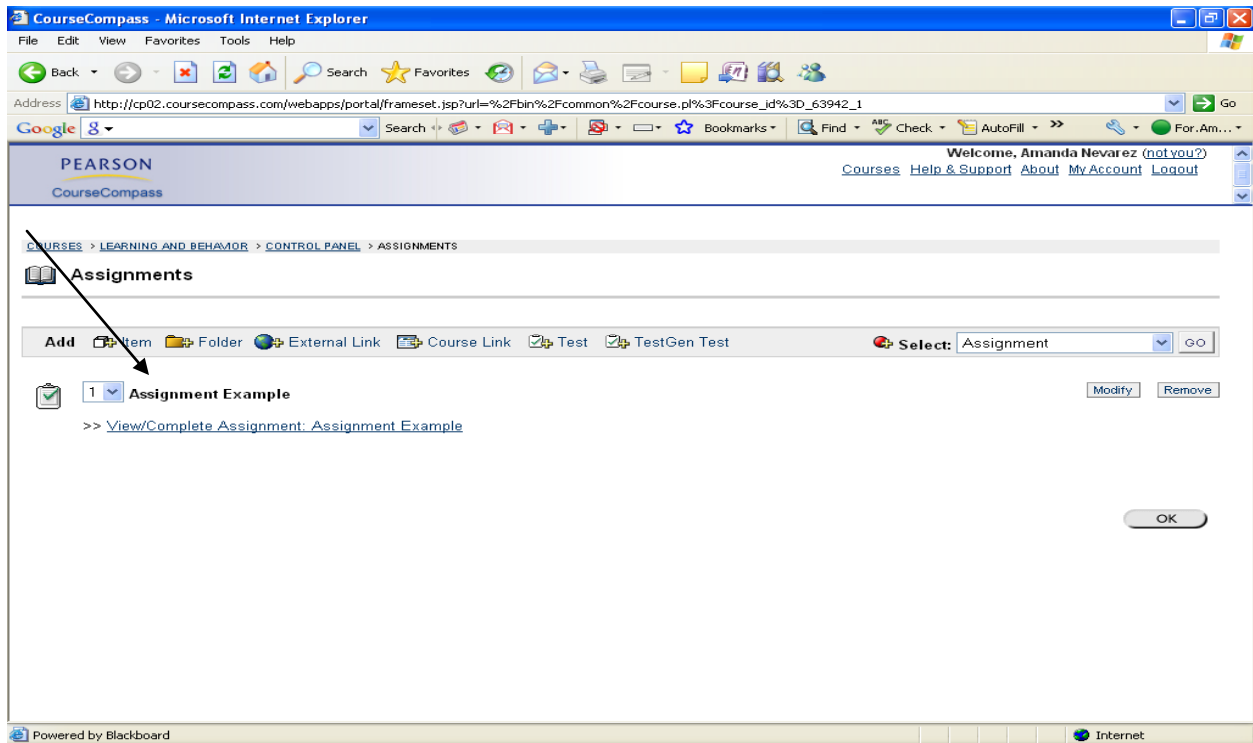
- ❖ Once a student submits an assignment for grading, you will see an exclamation mark (**!**) by their name in the grade book signifying that the student has a submission that is ready for grading.