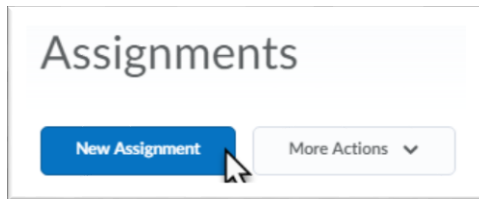


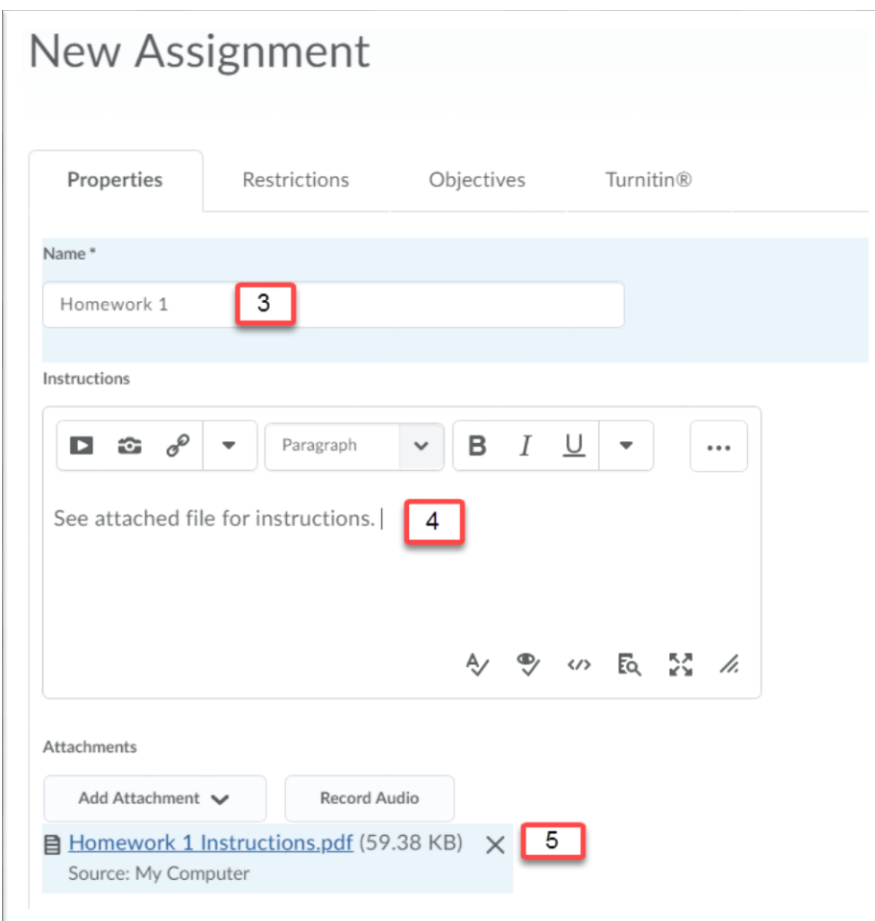
## Creating a new Assignment

The Assignments tool allows students to submit assignments to you via Kodiak.

1. Click **Assignments** in your course navigation bar.
2. Click the **New Assignment** button.



3. Enter the title of the folder in the Name field.
4. Add instructions for the assignment in the Instructions textbox (*optional*).
5. Click the **Add Attachment** button to attach a file to your submission folder (*optional*).

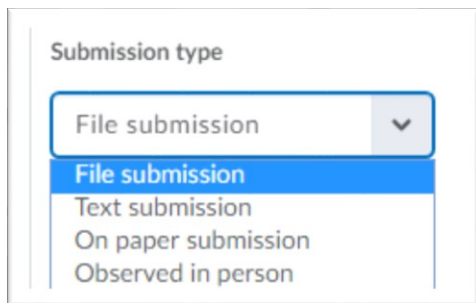
A screenshot of the 'New Assignment' form. The form has four tabs: 'Properties', 'Restrictions', 'Objectives', and 'Turnitin®'. The 'Properties' tab is active. It contains a 'Name \*' field with the text 'Homework 1' and a red box with the number '3' next to it. Below this is an 'Instructions' text area with a rich text editor toolbar. The text 'See attached file for instructions.' is entered, with a red box and the number '4' next to it. At the bottom, there is an 'Attachments' section with an 'Add Attachment' dropdown and a 'Record Audio' button. A file named 'Homework 1 Instructions.pdf (59.38 KB)' is attached, with a red box and the number '5' next to it. The source is listed as 'My Computer'.

6. Choose an Assignment type:
  - **Individual Assignment (default option):** Leave this option selected if you want students to submit assignments individually.
  - **Group Assignment:** Select this option if you want students to submit an assignment as a group. Any member of a group can submit and view files in a group submission folder. Also, when you grade the file(s) submitted to a group submission folder, Kodiak automatically transfers the same score and feedback to all of the students in the group to the Grades area.

7. Select a Submission Type.

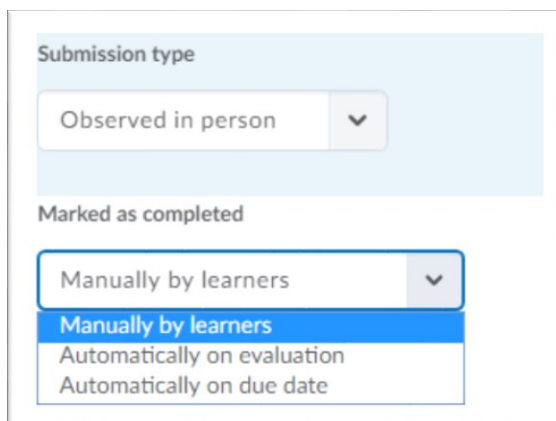
Options include "File submission" where an attachment is required, "Text submission" where an attachment is not required, but a text response is required. Or if no electronic submission is required, choose "On paper submission" or "Observed in Person" .

**Note:** *By selecting "On paper submission" or "Observed in person", you can use a rubric to assess the assignment in Kodiak without requiring an electronic submission.*



A screenshot of a web form showing a dropdown menu for "Submission type". The menu is open, displaying four options: "File submission", "Text submission", "On paper submission", and "Observed in person". The "File submission" option is currently selected and highlighted in blue.

Submission types of "On paper submission" and "Observed in person" can be marked as complete by the student or automatically on the due date or upon evaluation.



A screenshot of a web form showing a dropdown menu for "Marked as completed". The menu is open, displaying three options: "Manually by learners", "Automatically on evaluation", and "Automatically on due date". The "Manually by learners" option is currently selected and highlighted in blue.

8. Enter Number of files allowed per submission and number of submissions retained.

- This is only visible if "File submission" or "Text submission" is the Submission Type.

9. Enter a Notification email (*optional*).



- The email address or comma-separated list of email addresses specified in this field will receive an email message whenever a new submission is uploaded to this folder.
- This is only visible if "File submission" or "Text submission" is the Submission Type.


10. Enter category (*optional*).

- **If you have already created a category for this assignment**, select it from the Category dropdown menu.
- **If you have not created a category for this assignment yet**, click the **New Category** link. In the pop-up window that opens, enter a name for the category and then click **Save**.


### Submission, Completion and Categorization

Assignment Type **6**

Individual assignment 
  
 Group assignment 

Group Category  

Submission type

 **7**


Files Allowed Per Submission

Unlimited
   
 One file **8**


Submissions

All submissions are kept
   
 Only the most recent submission is kept
   
 Only one submission allowed

Notification Email

 **9**

Category

 [\[New Category\]](#) **10**

11. Enter Score Out of.

Enter the maximum number of points the assignment can earn in the “Out of” field (*optional but recommended; required if associated with a grade item*).

Even if you are not using the Grades tool in Kodiak and/or you are not counting the assignment as part of the overall course grade, it is recommended that you enter a value in the Score Out of field. This makes the submission folder's grading interface available to you, and you'll need access to it if you want to give students qualitative feedback on their work.

12. Associate the folder with a grade item (*optional*):

- **If you have already created a grade item for this assignment**, select it from the Grade Item dropdown menu.
- **If you have not created a grade item for this assignment yet**, click the **New Grade Item** link. In the pop-up window that opens, enter a name for the grade item and the value for maximum score possible for the assignment in the **Out Of** field, then click **Save**.

13. Add a rubric (*optional*).

Click the **Add Rubric** button to attach a rubric you already created in KODIAK to the submission folder or click the **Create Rubric in New Window** link to create a new one (*optional*). (See the [Rubrics in KODIAK guide](#) for more information on creating rubrics in KODIAK)

14. E-portfolio Artifacts

When this option is selected, users can add this folder's feedback page to their ePortfolio as a certified artifact.

15. Anonymous Marking

Student’s name is not visible when grading. However, the student’s username IS visible.

16. Click the **Save and Close** button at the bottom of the page.

## Evaluation and Feedback

Score Out Of

Grade Item  [\[New Grade Item\]](#)

Student View Preview  
- / - ▾

Rubrics    
No rubrics selected.  
[\[Create Rubric in New Window\]](#)

Default Scoring Rubric  
 ▾

ePortfolio Artifacts  
 Allow users to add this folder to their ePortfolio

Anonymous Marking  
 Hide student names during assessment