

Create an Assignment in the Planner

1. In the desired plan, click **Add**. Then click **Assignment**.

2. Enter a **Title** and **Description** of the assignment and attach any necessary files.

3. Enter and select assignment options.

Note: Options can include:

- Visibility to Students
- Deadline
- Standards
- Assessment Scale
- Self-Assessment
- Peer Assessment
- Groups
- Plagiarism
- Anonymity
- and more...

The screenshot shows the 'New assignment' form. The right-hand side of the form is highlighted with a red box and contains the following options:

- Visible to students:** Includes a toggle switch, 'From' date/time (9/17/2020 08 AM : 00), 'To' date/time (m/d/yyyy 04 PM : 00), and a link for 'Add scheduled visibility'.
- DEADLINE:** Includes a date/time field (m/d/yyyy 11 PM : 59) and a checkbox for 'Close after deadline'.
- HOMEWORK:** Includes a checkbox for 'This activity is homework'.
- STANDARDS:** Includes two selected standards (WG.2.A and WG.2.B) and a link for 'Add standards'.
- ASSESSMENT SCALE:** Includes a dropdown menu for 'Choose assessment scale'.

4. Click **Create assignment** when you are finished entering assignment details and selecting assignment options.

The image shows two buttons: a green 'Create assignment' button and a grey 'Cancel' button. The 'Create assignment' button is highlighted with a red rectangular border.