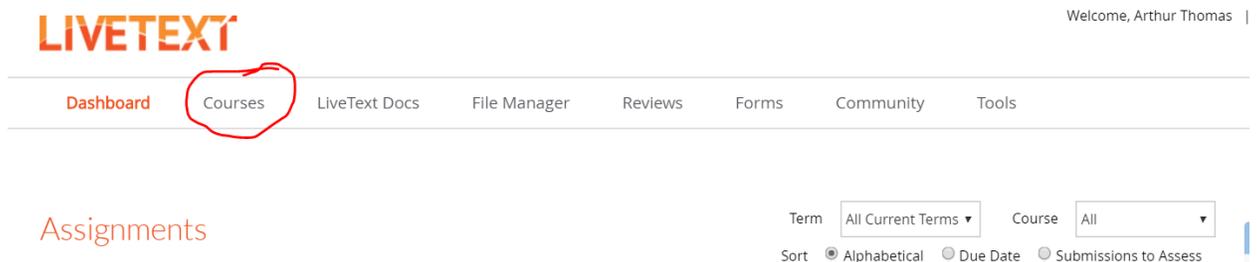
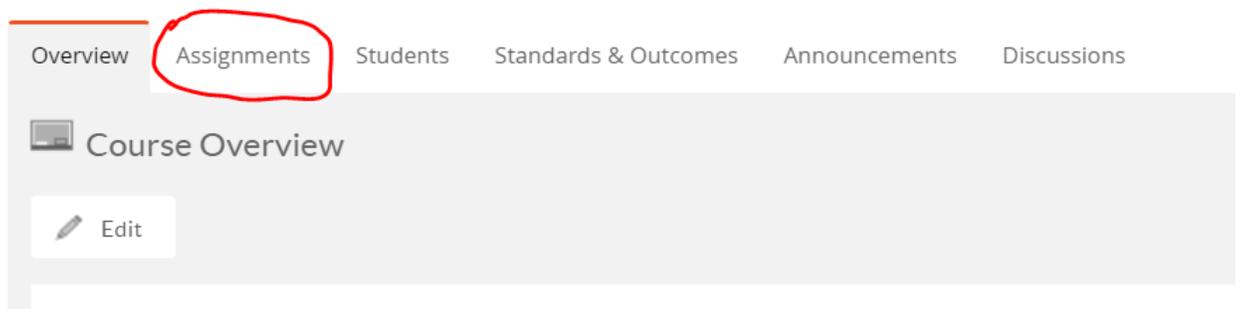


Instructor Creation of an Assignment

1. Log in to your Instructor account at LT.
2. At the dashboard Select the Courses Tab



3. At the course overview screen, select the **Assignments** tab.



4. At the Assignments tab, select **New** (green +)

Overview Assignments Students Standards & Outcomes Announcements Discussions

Course Assignments Overview

+ New Copy Delete

Assignment	Date Assigned	Due Date	Status	Progress	Rubric Report
<input type="checkbox"/> University-Wide SLO: AAC&U 2013 VALUE Rubric: Reading	Jan 11, 2016	May 6, 2016	In Progress	<div style="border: 1px solid gray; width: 100%; height: 10px; background-color: #ccc; position: relative;"> <div style="background-color: #a00; width: 100%; height: 100%; position: absolute; top: -10px; left: 0;"></div> 18 </div>	View
<input type="checkbox"/> University-Wide SLO: AAC&U 2013 VALUE Rubric: Written Communication	Jan 11, 2016	May 6, 2016	In Progress	<div style="border: 1px solid gray; width: 100%; height: 10px; background-color: #ccc; position: relative;"> <div style="background-color: #a00; width: 100%; height: 100%; position: absolute; top: -10px; left: 0;"></div> 18 </div>	View

5. At the Create New Assignment page, type the assignment name in the title box.
6. In the Description box, type the directions for your

Title (Required)

Description

B I U [List Icon] [Link Icon]

Student Learning Outcome

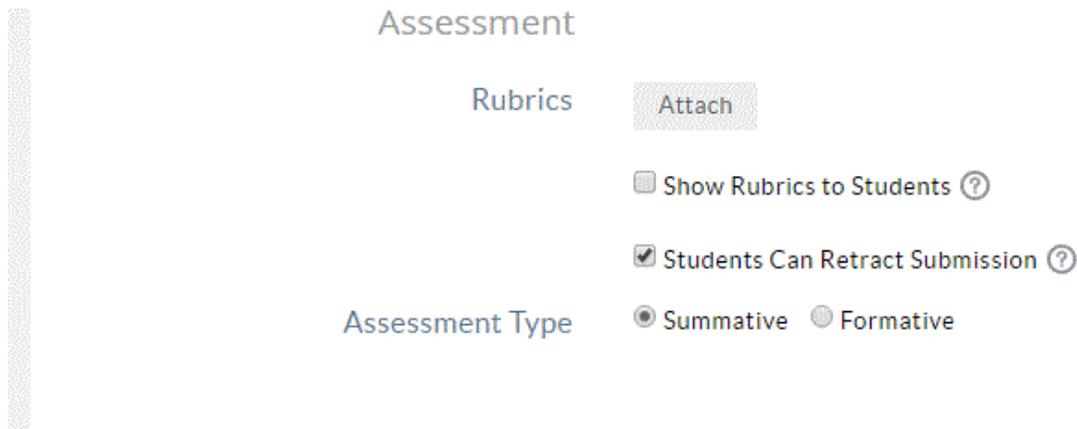
Student comprehends written material from their discipline, judges the material for quality and utility, and critiques the material orally during a discussion and in writing.

Your instructor may identify a specific assignment (key assessment), which allows a student to demonstrate their level of mastery of the skill or competency identified in this learning

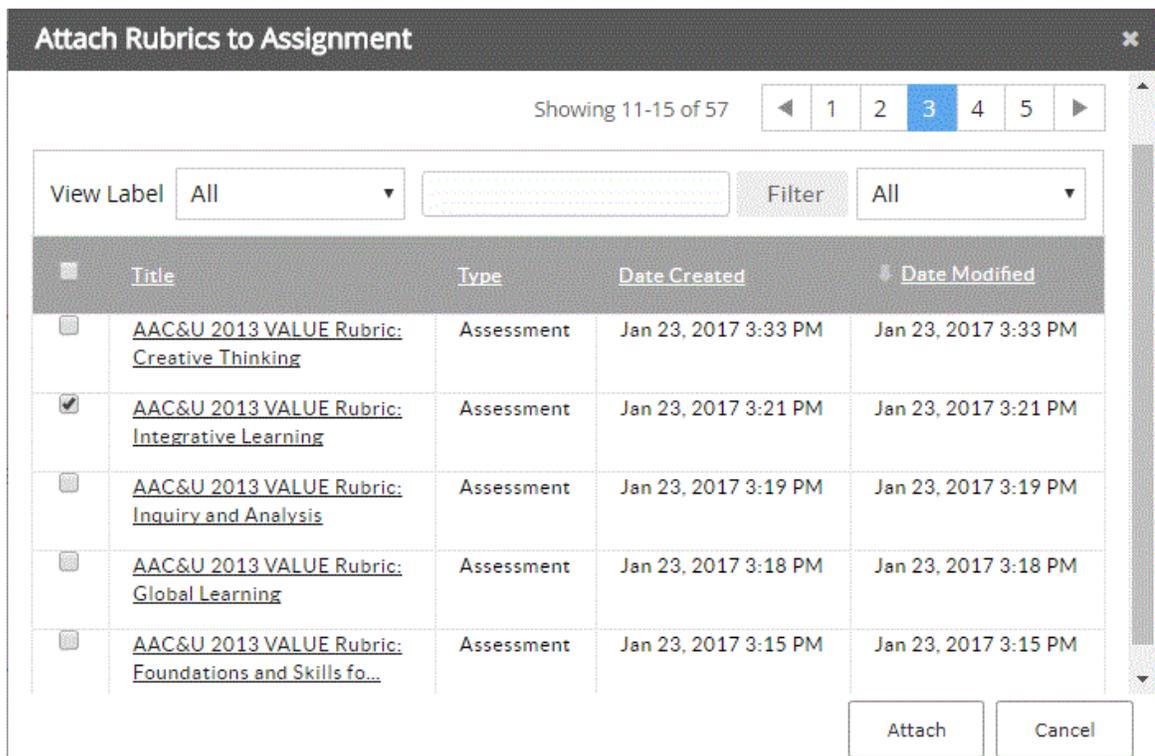
[body](#)

Input your instructions here

7. In Resources and Settings section, click **Show More** to the right.
8. Insert an assignment template if required by clicking Require Templates check box.
9. Set Minimum or Maximum Number of External Files.
10. Append appropriate resources if necessary.
11. Align the assignment with appropriate standards or outcomes if needed
12. In the Assessment Section, click the **Attach** button to add a rubric to the assignment.



13. Select the appropriate rubric for the assignment by click the radio button to the left of the rubric title, and then click the Attach button.



14. Select the type of assessment (summative or formative) from the Assessment Type section.
15. Select appropriate check boxes in the Other Assessors section
16. Select a Post Date from the drop down menu.
17. Select a Due Date using the dropdown menus
18. Click the green Save Assignment button.
19. You have now created an assignment, which will be immediately visible to students, if you selected the Post Now option.