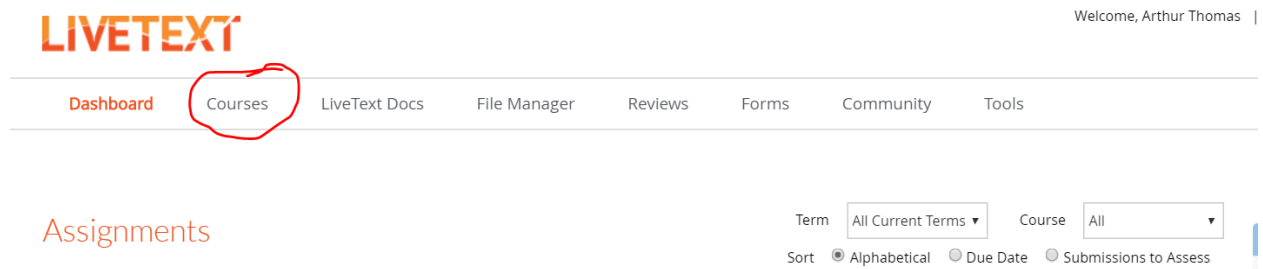


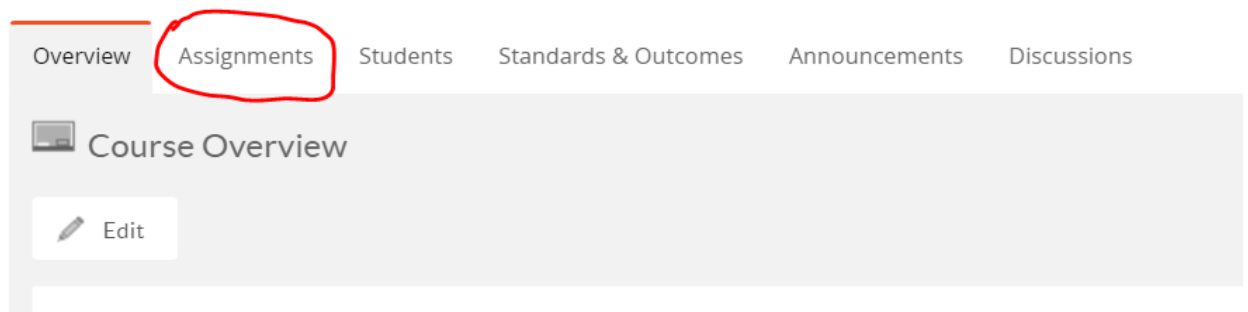


## Instructor Edit of Existing Assignment

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



3. Select the Course and Section in which the assignment will be created (menu on the right of the dashboard).
4. At the course overview screen, select the Assignments tab.



5. At the Assignments tab, select an existing assignment (click title).

Course Assignments Overview						
<a href="#">+ New</a> <a href="#">Copy</a> <a href="#">Delete</a>						
<input type="checkbox"/>	Assignment	Date Assigned	Due Date	Status	Progress	Rubric Report
<input type="checkbox"/>	<a href="#">University-Wide SLO: AAC&amp;U 2013 VALUE Rubric: Reading</a>	Jan 11, 2016	May 6, 2016	In Progress	<div> <div></div> <div>18</div> </div>	<a href="#">View</a>
<input type="checkbox"/>	<a href="#">University-Wide SLO: AAC&amp;U 2013 VALUE Rubric: Written Communication</a>	Jan 11, 2016	May 6, 2016	In Progress	<div> <div></div> <div>18</div> </div>	<a href="#">View</a>

6. In the Assignment Details tab click the Edit button.
7. When doing an edit, **CHANGE THE ASSIGNMENT TITLE** in the title box.
8. In the Description box, type the directions for your assignment **UNDER THE BOLD TEXT**.

Title (Required)

University-Wide SLO: AAC&U 2013 VALUE Rubric: Reading

Description

Input your instructions here

**B**
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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

Post Date

Post on...

January

11

2016

12:00

PM

CST

Due Date

May

06

2016

11:00

PM

CDT

9. In Resources and Settings section, click **Show More** to the right.
10. Insert an assignment template if required by clicking Require Templates check box.
11. Set Minimum or Maximum Number of External Files.
12. Append appropriate resources if necessary.
13. Align the assignment with appropriate standards or outcomes if needed
14. In the Assessment Section, click **Show More** to the right.
15. **DO NOT DELETE OR ALTER THE RUBRIC**
16. Select the type of assessment (summative or formative) from the Assessment Type section.
17. Select appropriate check boxes in the Other Assessors section
18. Select a Post Date from the drop down menu.
19. Select a Due Date using the dropdown menus

20. Click the green Save Assignment button.
21. You have now edited an assignment, which will be immediately visible to students, if you selected the Post Now option.