CENTER FOR
TEACHING, LEARNING,
AND TECHNOLOGY
Illinois State University

CTLT provides faculty support for RegieNet by e-mail, phone, and in person. Please email
CTLT@ilstu.edu or call (309) 438-2542 if you have questions.

ReggieNet: Creating Assignment

Video - Adding an Assignment to ReggieNet

The **Assignments** tool allows instructors to create, distribute, collect, and grade online assignments. Assignments are typically private; student submissions are not visible to other users of the site. However, the instructor has the option to enable peer evaluation of assignments and create group assignments if desired.

Creating a New Assignment

1. While in the Assignments tool, if the Assignments home page is not displayed, click on the tool name either in the Tool Menu or near the top left of the page.

2. On the menu bar, click **Add**. The Add new assignment screen will be displayed.

3. Referring to the table below, enter information about the assignment.
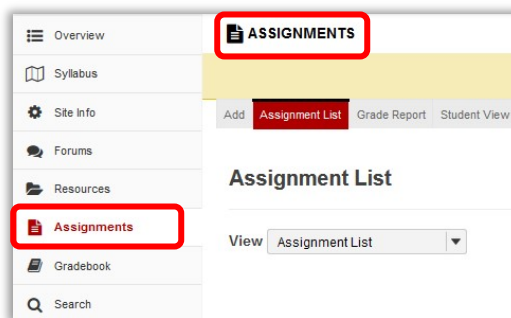
Field Name	Entry
Title	Enter a name for the assignment; required.
Assignment Instructions	Enter detailed instructions for completing the assignment. Use the icons and dropdown lists to format the text as necessary. Required.
Add honor pledge	To force students to sign an honor pledge before submitting work on this assignment, check this box.
Attachments	Add a file as an attachment to the assignment – click the **Add Attachments** button.
Availability Use Visible Date	Check to allow choosing the date the assignment will be visible to students; optional.
Open Date	Select the date and time the assignment is to be made available to students so they can work on it; required.
Due Date	Select the date and time at which the assignment is due; required.

Field Name	Entry
Accept Until	Select the last date and time at which the system is to accept assignments from students; required. To continue accepting assignments after the due date, select a date and time later than the due date.
Send a reminder email 24 hours before the due date	Send a reminder to students.
Hide due date from students	To hide the due date from students.
Add due date to Calendar	To post the due date on the course calendar, check this box.
Add an announcement about the open date to Announcements	To send an announcement to students on the assignment's open date, check this box.
Access	Default is to "Display to site", meaning all participants. You may also choose to "Display only to selected groups"; this allows you to choose specific groups that will be able to see the assignment. Note that this option by itself does not create a group assignment.
Student Submissions	Select an option to determine whether students must submit their assignments inline (that is, by typing text directly into a web page on the site) only, as attachments only, in both ways, non-electronically, or as a single uploaded file only; required. Selecting the non-electronic submissions option allows you to track grades online for all assignments, including those that students submit in class.
Allow resubmission	Check the box, then use the dropdown list to determine the number of times students can resubmit an assignment; you can select 0-10 times or an unlimited number of times. **Note:** you may override this setting to allow more resubmissions when grading a student's submission. If you are allowing resubmissions, select the date and time after which resubmissions will no longer be accepted. By default, the entry here will be the Accept Until date.
Submission Notification Email Options	Choose whether to receive an email notification when students submit this assignment.
Grading Grade Scale	Select the grading system for the assignment; required. If you wish to send the grade to the **Gradebook**, you must select points.
For points, enter maximum possible	If you are grading by points, enter the maximum possible number of points this assignment can earn.
	Select the option you want with regard to interaction with the **Gradebook**. If is set up for categories, ReggieNet displays a dropdown menu, for optionally selecting the category to which you want to send the assignment.
Anonymous grading	Students identities will be hidden during grading
Released Grade Notification Email Options	Choose whether to automatically send an email notification to student when assignment grade is released

Field Name	Entry
Additional Assignment Options	
Use Peer Assessment	Select this option if you'd like to have students assess each other's assignment. If you choose this option, the peer evaluation starts immediately after "Accept Until" date/time. You can enter detailed information on the duration of peer assessment, number of assessment, and additional instruction.
Group Submission – One submission per group	Selecting this option will direct the user back up to the Access section of the assignment settings.
Additional information	You can provide a model answer or private note

4. To preview this assignment, click **Preview**.
5. Click **Save Draft** to save the assignment, but not make it available yet; Click **Post** to save the assignment, and make it available

Changing an Assignment

1. If the Assignments home page is not displayed, click ASSIGNMENTS in the breadcrumb bar.
2. Find the assignment you want to change, and click the **Edit** link under its name. ReggieNet displays the Edit screen, which is essentially the same as the Add screen.
3. Change entries as needed.

Deleting an Assignment

*Warning: If you delete an assignment that has student submissions, students will see the warning "Assignment has been deleted" under the assignment in their view of the home page. Since this is bound to confuse students and raise questions about grading, we recommend that you never delete an assignment that has student submissions. If you do not want to count an assignment in the course grades, click the **Edit** link under the assignment and uncheck **Add to gradebook** rather than deleting the assignment.*

1. If the Assignments home page is not displayed, click ASSIGNMENTS in the breadcrumb bar.
2. Find the assignment you want to delete and check the **Remove** box for it. Scroll to the bottom and click Remove Selected.

Note: You can retrieve a deleted assignment (along with its submissions) by clicking on **Removed Assignments** in the toolbar. Click the checkbox for the item you want to restore, and click "Restore Selected".