

## ASSIGNMENTS

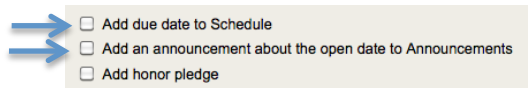
For courses, the Assignments tool allows instructors to create, distribute, collect, and grade online assignments. Assignments are private; student submissions are not visible to other users of the site.

- Allow students to **submit attachments** (better web accessibility)
- Post assignments to Calendar to create an Announcement
- *Choice*: Grade online in Sakai or grade “in bulk” offline
- *Easy*: Give feedback via different options

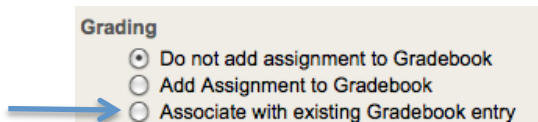
### To create an assignment in Sakai:

*Note*: If you are using the Sakai Gradebook, create an assignment entry in your Gradebook first then link your assignment to that particular entry. Provides options: can grade in assignments or in gradebook. Else, you *must* grade in assignments.

1. Click on “**Assignments**” on the left-side menu.
2. Click “**Add**”
3. Complete the form and choose “**Submit**”  
Decide how students will submit their assignment (include attachments), add to Schedule, add Announcement, and associate with existing Gradebook entry.



Add due date to Schedule  
 Add an announcement about the open date to Announcements  
 Add honor pledge



**Grading**  
 Do not add assignment to Gradebook  
 Add Assignment to Gradebook  
 Associate with existing Gradebook entry

### To grade a paper from Sakai:

1. Click on “**Assignments**” on the left-side menu.
2. Under the assignment title you want to grade, click “**Grade**”
3. Under the student’s name, click “**Grade**” to grade their paper individually, OR click “**Download All**” near the upper right part of your screen.
  - a. Select “**All**” for the download options once prompted.
4. If the student has uploaded a paper, under “**Submitted attachments**,” click the title of the paper to open. Read, add comments.
5. Fill in your grade for the individual assignment, or if grading in bulk, add grade to **grades.csv**. (Follow steps in video to zip and upload to Sakai.)
6. Click “**Save and Release to Student.**”
7. If grading assignments individually in Sakai, click “**Return to list**” on the bottom right. (If you don’t, it won’t save your work.)

[Look up more Assignment help online from Sakai Help](#)

