

# Sakai Assignments

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## Add Tools to your Courses (Site Info / Edit Tools)

Sakai has a lot of tools that you can add to and use in your courses! Your practice course contains a set of default tools. If you'd like to try out some of the other Sakai tools, you must turn them on.

## Add the Assignments tool to your courses

1. Go to **More Sites** and click on the course name.
2. Go to the course menu on the left and click on **Site Info** tool then click on **Edit Tools**.
3. Add the **Assignments** tool by clicking on the check box beside the tool name. Click **Continue** to see a summary of changes (**in red**).
4. Click **Finish** to add the tools to your course menu.

## Create an Assignment

Click on **Assignments** in the course menu. Click **Add** to add a new Assignment.

1. **Title** (required). Enter a Title for the Assignment.
2. Select **Open, Due, and Accept Until Dates** (required).
  - **Open Date.** The date and time when an Assignment becomes visible to your students. Set up an Assignment ahead of time and have it become available at a certain date and time.
  - **Due Date.** The date and time when an Assignment is due.
  - **Accept Until.** The date and time when an Assignment will no longer be accepted. Assignments submitted after the Due Date will be marked LATE.
3. **Student Submissions** (required). Select the method you would like students to use to submit assignments.
  - **Inline Only.** Choose Inline Only if you would like students to enter the assignment as text in the text editor box.
  - **Attachments Only.** Choose Attachments Only if you would like students to attach a file or multiple files as the assignment submission.
  - **Inline and Attachments.** Choose Inline and Attachments if you would like students to be able to type into the text editor box as well as add file attachments.
  - **Non-electronic.** Choose Non-electronic if you would like students to submit assignments in class such as in-class presentations.
  - **Single Uploaded File only.** Choose Single Uploaded File only if you would like students to attach only one file as the assignment submission.
4. **Allow Resubmission** (optional).
  - **Important Note:** You are not required to select resubmission options now. You will be able to select resubmission options and allow students to resubmit Assignments once their Assignments have been submitted.

5. **Grade Scale** (required). Select a Grade Scale from the drop down menu (Ungraded, Letter grade, Points, Pass, Checkmark).
  - **Note:** If you would like to record Assignment grades in the Gradebook, select Points.
6. **Assignment Instructions** (required). Enter Assignment instructions using the text editor.
7. Click **Post** to post the Assignment, **Preview the Assignment** (then post) or **Save Draft**.

## Optional Settings

- Add due date to Schedule to post the due date to the calendar
- Add an announcement about the open date to Announcements
- Add honor pledge
- Turnitin. Select these options if you are using Turnitin.
- Grading.
  - If you would like to record the Assignment grade in the Gradebook. Select Add Assignment to Gradebook. Choose a Gradebook category from the drop down menu.
  - If you don't want to record the Assignment grade in the Gradebook, select Do not add Assignment to Gradebook.
- Submission Notification Email Options. Select how often you would like to receive notification emails for student submissions.
  - Do not send me notification emails for any student submissions
  - Send me a notification email for each student submission
  - Send me one email per day summarizing notifications for student submissions
- Released Grade Notification Email Options. Choose whether or not to send notification emails to students when the grade is released.
- Add attachments to the Assignment.