

Sakai Assignments

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: Home, Announcements, Syllabus, Email, Email Archive, Resources, Schedule, Gradebook, Statistics, Site Info, and Help. 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.
 - **Tip:** Set the Due Date and Accept Until date the same if you do not want to allow late submissions. Students will only see the due date on the Assignment.
3. **Student Submissions** (required). Select the method you would like students to use to submit Assignments.
 - **Inline Only** if you only want students to enter their Assignments as text in the Assignment text box.
 - **Attachments Only** if you only want students to attach files to their Assignments for you to download.
 - **Inline and Attachments** if you want your students to be able to type into a text box as well as add attachments.
 - **Non-electronic** if you want students to submit their Assignments in class such as in-class presentations.
 - **Attachments** if you want students to attach files as their submission to the Assignment.
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.