

ASSIGNMENT MANAGER

1. Select the **Course Documents** area where you want to deploy the Assignment.
2. From the **Create Assessment** drop down menu select **Assignment**.
3. In the **Assignment Information** area, enter the **Name** and **Instructions**.
4. **Attach a File** if desired. File name is used as a title of the file by default. Type a descriptive assignment name in the **Link Title**.
5. In the **Grading** area, enter the **Points Possible**.
6. Select the **Availability, Due Dates, Recipients** and then click **Submit**.