Creating an Assignment

This Quick Guide will take you through the steps involved in creating an Assignment in your MyAberdeen course.

The MyAberdeen Assignment tool enables you to set up an assignment which can be submitted by students electronically, directly to the MyAberdeen course.

Note: If you want your students to submit their assignments through TurnitinUK you will need to create a TurnitinUK Assessment; please refer to the TurnitinUK Quick Guide for instructions on how to set this up.

Step 1 – Creating an Assignment

- Login to MyAberdeen and click on your selected Course
- In the course menu at the left hand side of the Homepage, select the Course Area e.g. Assessment, where the Assignment will be located
- In the Course Area page which opens, move the cursor over the Assessments button to display the create options
- Click Assignment
- In the Create Assignment page that opens there are 7 sections; work through these as follows:
  - Section 1 – Assignment Information
    - Give your assignment a Name
    - Using the Text Editor box, type any Information that you want to give about the assignment
    - Note: you can attach images, files (e.g. essay questions), video files, and mash-ups to the text using the icons above the text pane in the Text Editor. If you attach files to the assignment in this way, the links to the attachments will be displayed embedded within the text. Alternatively, you can attach content using the Section 2 options; links to content added in this way will be displayed directly under the assignment name.
  - Section 2 – Assignment Files
    - Click on Browse My Computer or Browse Content Collection to locate any files you want to attach to the assignment
    - To attach files from the content collection, tick the check-boxes to the left of the files you want to attach and click Submit
    - To attach files from your computer, locate the files in the Browse pop-up window and select them by double-clicking
  - Section 3 – Grading
    - Enter the points available for the assignment
    - Add rubrics if you want. This is not necessary
  - Section 4 – Availability
    - Ensure the Make Assignment Available box is ticked (this is the default setting)
    - Section 4 offers the opportunity to limit the number of attempts a student will have to submit the assignment; set the dates that the assignment will be available; track the number of views this assignment receives.
    - Confirm or alter the section 4 settings as you wish
  - Section 5 – Due Date
    - Insert the Date and Time that the assignment is due by
  - Section 6 – Recipients
    - Elect whether to make the assignment available to All Students Individually or Groups of Students (Note: Only one submission is permitted per group)
  - Section 7 – Submit
    - Click Submit to create the assignment.

The assignment will be displayed on the Course Area page and will be available to students (unless you have restricted Availability dates)