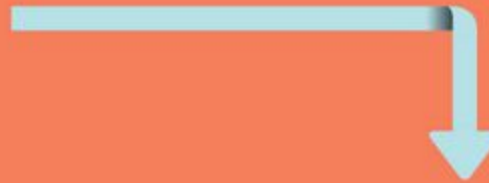


ASSIGNING A TASK

Before you can assign a task, you must have already created a course with at least one class as well as the task itself.




1. CLICK ASSIGN →
2. TASK SELECT POPUP
3. SELECT THE TASK



TOTAL 1

Tasks

0 ASSIGNED



NEW +	EDIT ✎	ASSIGN 👤
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SELECT A TASK

Homework: Chapter 1 Questions

Homework: Chapter 2 Questions



ASSIGNING A TASK CONTINUED...

4. SELECT ASSIGNEES



5. CLICK 'NEXT' BUTTON



Assign Task ✕ ^ ✕

Homework: Chapter 1 Questions

i Select a course, class, or student to assign this test to and click next.

- All Courses
 - Algebra I
 - Fall Semester 2018
 - Algebra II
 - Caluclus II

[Next](#)

THE PROGRESS STEP TABLE INDICATES WHAT STEP YOUR ON



Step 1	Select Task	✓
Step 2	Select Assignees	○
Step 3	Choose Settings	✕
Step 4	Grading Category (Optional)	✕





6. SELECT DUE DATE IF NECESSARY



7. SELECT YES TO REQUIRE A STUDENT RESPONSE



Student Response: allows the student to add text and/or upload files to the task assignment. Instructors can review the response and edit their grades accordingly.

8. CLICK 'SAVE' BUTTON

ASSIGNING A TASK CONTINUED...

Assign Task

Homework: Chapter 1 Questions
Assignees: 1 class

Due Date
Do you want to set a due date for the task? Yes No

Student Response
Does this assignment require a response from the student? Yes No

About Student Responses
Requiring a student response gives the student the ability to perform the assigned task on the SimpleVLE website. By choosing this option, you are providing a text editor where the student can give a written response to the task and/or upload a file in response to the task. For example, if the task is a homework assignment that involves writing an essay, each student will be able to provide his or her essay in the text editor or they could upload a word document containing their essay. You would then be able to view their responses when viewing and/or editing their task grades.

[Back](#) [Save](#)

Step 1	Select Task	✓
Step 2	Select Assignees	✓
Step 3	Choose Settings	○
Step 4	Grading Category (Optional)	✗





**YOUR TASK ASSIGNMENT
HAS BEEN SAVED**




**THE PROGRESS STEP
TABLE INDICATES WHAT
STEP YOUR ON**




ASSIGNING A TASK CONTINUED...

Assign Task ⌵ ⌵ ✕

Homework: Chapter 1 Questions
Assignees: 1 class

 **Grading Category**
Do you want to link this assignment to a grade scale category? Yes No

 **Task Assignment Created!**
You now have the option to give the assignment a grading category.

⏪ Back Done

Step 1	Select Task	✓
Step 2	Select Assignees	✓
Step 3	Choose Settings	✓
Step 4	Grading Category (Optional)	○





9. SELECT A GRADING CATEGORY IF APPLICABLE



NO EXISTING GRADE SCALE

It is highly recommended that you create a grading scale prior to assigning anything. However, in this example, there is no existing grading scale. Therefore you will be allowed to select from a default list of categories and a grading scale will be created for you. The category will have a weight of 100%.

ASSIGNING A TASK CONTINUED...

Assign Task

Homework: Chapter 1 Questions
Assignees: 1 class - 1 student.

Grading Category
Do you want to link this assignment to a grade scale category? Yes No

No grading scale exists for this class. Choose a category and a grading scale will be created for you.

Admin2 Test Class - Class 1
Class 1 of 1

Select a category...

Back

GRADE SCALE CATEGORY SUGGESTIONS



Suggestions

- Essay
- Exams
- Homework
- Participation
- Presentation
- Quizzes
- Tests

Select a category...



9. SELECT A GRADING CATEGORY IF APPLICABLE



EXISTING GRADE SCALE


In this example, a grading scale has already been created. Therefore, the assignment only has to be linked to the correct grading category.

10. CLICK 'DONE' BUTTON

ASSIGNING A TASK CONTINUED...

Assign Task

Homework: Chapter 1 Questions
Assignees: 1 class

 **Grading Category**
Do you want to link this assignment to a grade scale category? Yes No

Algebra I - Fall Semester 2018
Class 1 of 1

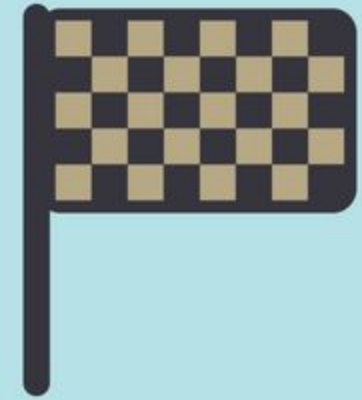
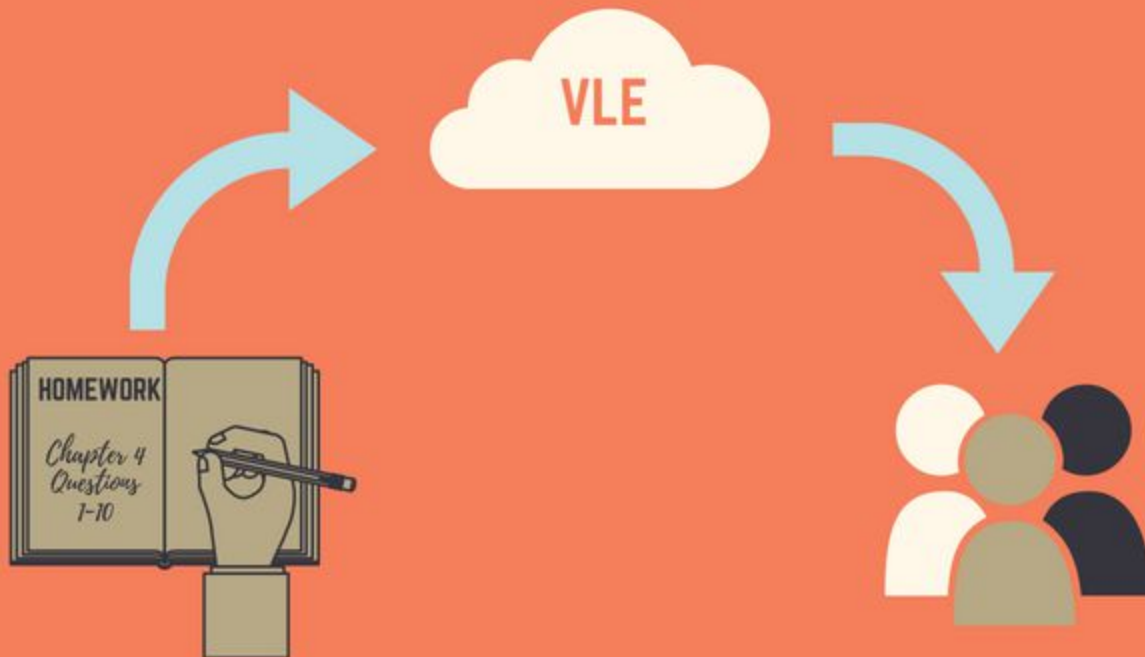
Essay

Click done to save category

[Back](#) [Done](#)

ASSIGNING A **TASK** CONTINUED...

Step 1	Select Task	✓
Step 2	Select Assignees	✓
Step 3	Choose Settings	✓
Step 4	Grading Category (Optional)	✓



**TASK ASSIGNMENT
COMPLETE!**

