



Assignment planning sheet

Must be unique!

Good design principle:
add "assignment:" in front
of the title

Assignment title: _____

Description: _____

Guidelines/"tips"

Indicate: Purpose of activity
What students should do
How students should participate
How long (Time on task)
How students should work
together (or not)

Instructions: _____

You can attach more
than 1 file
Keep file sizes in mind

Attachments: _____

Student submission:

Text or Website/HTML

Students will only see
the Due date

Assignment recipients

Individual or Group or Individually but inside groups

Submissions are allowed
until the cut-off date -
but is shown as late

Dates:

Due date: Time:

Create a corresponding event in the Calendar tool

After the cut-off date
students are not able to
submit

Cut-off date: Time:

Keep it short!

Grading:

Grade book column title: _____

Make available to students in My grades?

Numeric grade or Alphanumeric grade

Numeric grade: Out of _____

Grading form?

You have to create the
grading form before you
start creating the
assignment

Assignments can be send
back and forth between
lecturers and students

Take back assignments:

Students can take back and correct work after submission

The iteration process
must be done before
the due date.

Publish submissions:

Only Section Instructor or Section Instructor and Students
can publish submissions

Publish would
make the submitted
assignment visible to
the class

Section Instructor notification:

Send an e-mail notification?