Create a Course Assignment
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Create a Course Assignment

Once the course catalog and course information have been uploaded, an assignment may be created for a course section. Assignments created within the Administrative Account will automatically populate in the faculty and to student accounts if the assignment is made viewable. Faculty may create additional assignments related to the course as well as copy, edit, or add to administrator-generated assignments (e.g. due dates). The steps for creating, copying, and editing an assignment are identical for faculty and administrators.

Create an Assignment

(Part One)

1. From the Dashboard, click the title of the Course Code under Course Sections in the right side column.
2. Click the Assignments tab.
3. Click the New Assignment button.
4. Add a Title and Description.
5. Select a Post Date to determine when the assignment will display in the students’ accounts.
6. Select a Due Date.
7. By default, the Viewable to Students checkbox is selected, allowing students to view the assignment.

(Part Two)

8. Click the Browse… button to insert an assessment rubric document(s) under the Assessment Method section.
9. Select the checkbox to the left of the assessment rubric and click the Insert Document(s) button.
10. Select Formative or Summative as the Assessment type.
11. The Publish Grades checkbox is selected by default so that students receive assessments instantly. Uncheck to publish all assessments manually.
12. Insert an Assignment Template(s).
13. Click the Browse…button to upload **Resources** in the form of a **LiveText Document(s)**, a **URL(s)**, or an **Attachment(s)**.

14. Optionally, click the Browse…button to choose additional **Outcomes & Standards** to be applied to the assignment.

15. Click the **Save Assignment** button to confirm or click the **Cancel** button to exit without saving changes.

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**Formative vs. Summative Assessments**

**Formative Assessment**
Formative Assessments are on-going assessments, reviews, and observations.

**Summative Assessment**
Summative assessments typically are culminating or final assessments used to evaluate the effectiveness of instruction and learning at the end of an academic term, year, or pre-determined time.
Need Additional Training or Support?

- Click Help in the upper right corner when logged into LiveText to access how-to answers, guides, and videos.

- Register for free Faculty Online Trainings for Faculty/Administrators under the Support area at www.livetext.com.

- Click support@livetext.com located at the bottom of each page in LiveText.

- Beyond the above, phone our Technical Support Team for assistance.