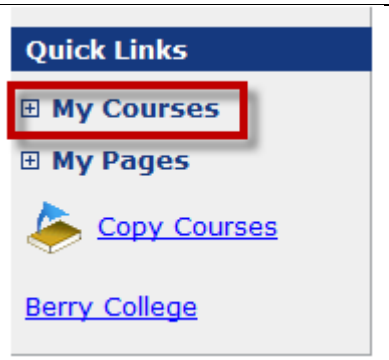
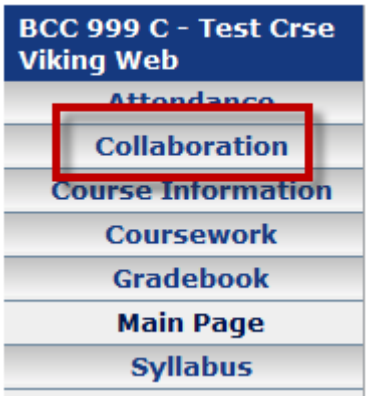
How to Add an Offline Assignment to Coursework

Adding an Offline Assignment to Coursework covers how to add an exam, paper, presentation, homework and other “paper” assignments that are graded by hand. You can then setup gradebook and your students can see the grades they earned on the assignments and their overall course grade.

1. Log in to VikingWeb	
2. Click on My Courses	
3. Click the pertinent course.	
4. Click on Coursework on the left hand navigation.	
5. Depending on how you plan to use Coursework throughout the term, you may want to spend a few minutes setting up Units in Coursework. You can organize Units however you choose (for example, Reading Quizzes, Papers, Speeches, etc. or Chapter 1 Assignments, Chapter 2 Assignments, etc.) To do this, just click Add a Unit and name the Unit.	
6. Click **Add an Assignment**.	

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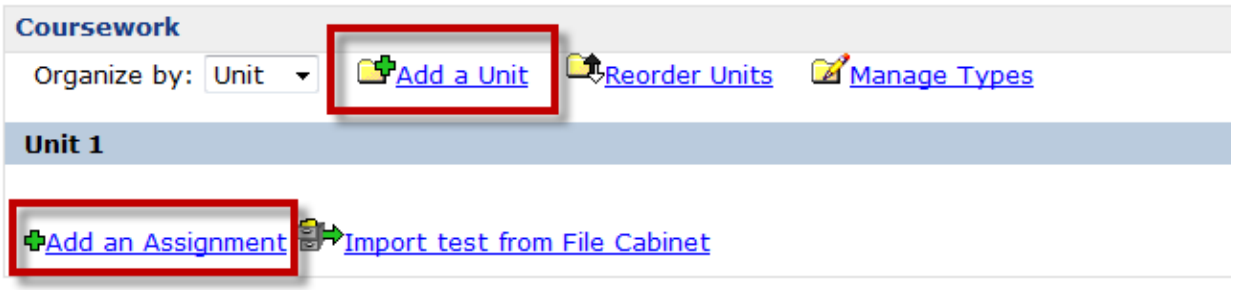
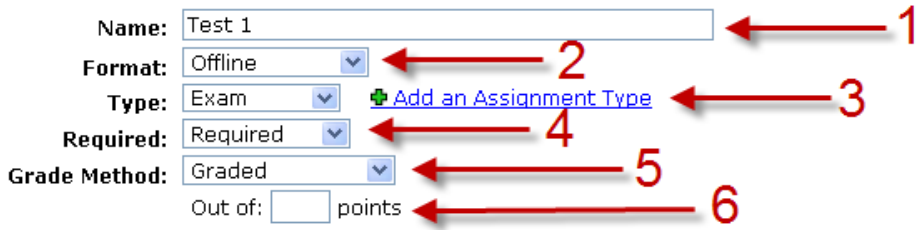


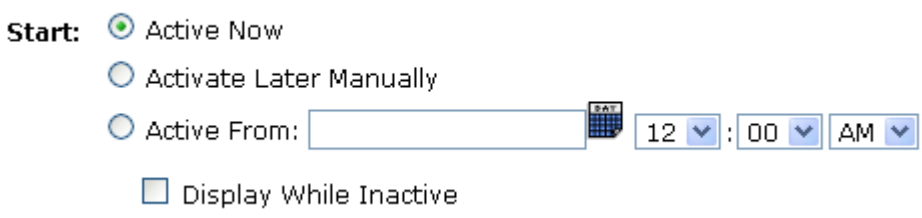
There are several pieces of information that you can complete but only two are required – **name and due date.**

Type must also be set because it cannot be changed later.

The set-up page is long, so it will be broken up into several sections on this document.



1. Enter the name of the Assignment (required field)
2. Format: Offline – enter the grade of the assignment manually
3. Type – choose a type from the list, or add one of your own.
4. Required - Required, Extra Credit, or Optional
5. Grade Method – Graded, Credit/No Credit, or Not Graded.
6. Enter the number of points the assignment the assignment is worth. If you selected Credit/No Credit or Not Graded as the grading method, you will not need to enter the number of points.
7. You can also add a description and instructions if needed.



8. Start date – The default is Active Now, so the students can see the assignment listed in Coursework. You can also select a future date to display the assignment.

9. Due Date – required, this field must be set in the future. You can also allow and penalize late assignments if you want.

Note: if you set the due date time for 12:00AM, be sure you have the correct date. For example for an assignment due Friday, April 10, change the date to Saturday, April 11 to allow students to complete the assignment on Friday April 10. Otherwise, the assignment will be closed at midnight April 10 (one minute after 11:59PM April 9).

10. Show grade – you have two options here:
    As soon as grade is available, and due date has passed
    As soon as grade is available

11. Relevant Files – you can upload files that students need to reference while completing the assignment.

12. Click Save when you are finished with this section.

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with questions or comments.