

Creating a Course Assignment in LiveText

Once courses have been uploaded, an assignment may be created for a course section. Creation of assignments within the Administrative Account will automatically be distributed and populated in faculty and student accounts. 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.

1. Click the **Courses** tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.
3. Click the **Assignments** tab located under the course title.
4. Click the **New Assignment** button located in the top right of the Course Assignments Overview area.
5. Enter a **Title** for the assignment.
6. Enter an optional Description.
7. Select a **Post Date** for the assignment. This is the date that the assignment will be displayed in the student's account.
8. Select a **Due Date** for the assignment.
9. Select the **Viewable to Students** checkbox if a student is required to submit an artifact for the assignment. If the checkbox is not selected, the assignment will not be displayed on the student's course assignment list. However, it will still be displayed on the faculty's view. For example, this may be an assessment conducted on class participation or an oral presentation.
10. Choose an optional **Assessment Method** that will be used when student submissions are evaluated. Multiple assessments may be selected.
11. Select **Formative or Summative** as the Assessment Type. This is a tag designed to identify formative or summative assessments.
12. The **Publish Grades** checkbox is selected by default under the **Assessment Method** setting on the **Assignment Details** page, allowing a student to receive the assessment results instantly after an assessor completes and submits the assessment. Uncheck the box to release all assessment results at once to students from the **Submissions & Grades** tab.

Insert Assessment Document

1. Click the assignment link that corresponds with the assignment. (Go to the [Assignment Details](#) to see how to view the course assignment details.)
2. Within the **Assignment Details** tab, click on the **Edit** button on the top right corner of the page.
3. Scroll down to the **Assessment Method** Area.
4. Click on the **Browse...** button.
5. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is listed.

6. Select the checkbox located to the left of each assessment document to be added.
7. Click the **Insert Document(s)** button.
8. Click the **Save Assignment** button to confirm.

Copy Assignments to Multiple Courses

Note:

When copying an assignment for multiple courses from a previous term it is recommended to copy it to one course first. When copying assignments, the due date needs to be adjusted after copying.

Course assignments may be copied to other course sections within the same term or in different terms. The only requirement is that the courses must be uploaded before assignments are duplicated and associated with the course. Faculty may also copy assignments and apply them to other courses within the same term or in different terms. The steps for copying an assignment are identical for both faculty and administrators.

1. From within the **Courses** tab, click the title of the course that contains the assignment to be copied.
2. Click the **Assignments** tab.
3. Click the title of the assignment to be copied.
4. Click the **Copy** button located in the top right of the Assignment Details tab.
5. Select a **Term** from the dropdown menu.
6. Select the checkbox(es) to the left of each course(s) to which the assignment should be copied.
7. Click the **Copy to Courses** button.