

# HOW TO CREATE AN ASSIGNMENT





# iTA'LEEM SERIES: CREATE AN ASSIGNMENT



IF YOU ARE AN INSTRUCTOR OF A COURSE

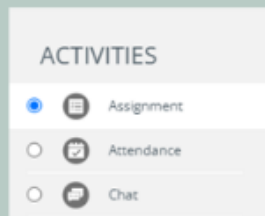
## A. Login to iTa'leem:



Go to your course by clicking 'My Courses'

## B. At the top right corner, click 'Turn editing on'

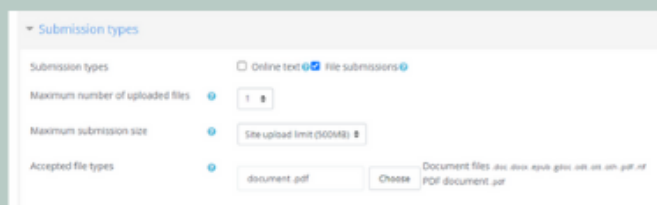
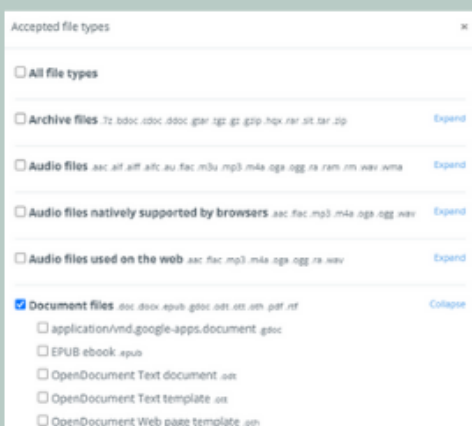
## C. Go to the section where you want to create an assignment by clicking on 'Add an activity or resources'



Under **ACTIVITIES**,  
choose 'Assignment'  
and then click 'Add'

## D. Setting up your 'Assignment'

- **'General' section:** give it a name and, in the description explain what the students must submit. You can also provide the question in the description section.
- **'Availability' section:** set the Start Date and Due date
- **'Submissions type' section:** set whether you would like them to submit 'Online Text' or 'File Submission'. If you choose 'File Submission' you can choose the type of file under the 'Accepted file type'. For example, if you choose Document files, only PDF files are accepted.



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