

# Creating an Assignment

Learn how admins and org admins can create a new assignment

It's easy to create an Assignment for your users. You must be designated as an **administrator** (top level or org\_admin) by your organization to create Assignments.

1. From the admin view, click on the Assignments button (in the top nav bar)
2. Click the green button that says "Add New Assignment"
3. You will be prompted to give your assignment a name, description, and due date. Now you have the option to add Take Limits and Time Limits. This will allow you to decide how many times students can attempt each question and the time limit for each question.

In addition to these options, you can also choose to make the assignment "Private" (only the assignment creator can grade/view submissions) or allow students to share the assignment externally.

**Add New Assignment** 1 Details & Settings 2 Question List 3 Criteria 4 Review How to use Assignments X

### Let's set up your assignment!

**Assignment Details**

Name  
My New Assignment

Description (Optional)  
This is where you can add directions that are visible to your users.

**Assignment Settings (Optional)**

Set a due date (Optional)  
30 Apr 2020

Set a time limit/question (Optional)  
03 min 00 sec

Set takes limit/question (Optional)  
3 X

Allow users to share externally  
Send a link to external collaborators

Private Assignment  
Only you will be able to see and review it

Notify me when a user submits an assignment  
Be notified by email

**Save & Continue**

4. Next you have the option of selecting from a pre-made template or building your own assignment from scratch.
5. You can edit a pre-made template or build a list of questions from our question library.

6. Click on the question to add it to your Assignment, and click "Save & Continue" to move the next step.

7. Now you will select the grading criteria for your assignment. You can select the default criteria or add custom criteria.

8. Review the details of your assignment to ensure you're satisfied. Then click "Save & Publish".

9. You can now see the live assignment on the main Assignments page.

Copy the "Access Code" to share with the users meant to complete the assignment. Once the access code has been entered, you will no longer be able to edit your assignment.