

# How to Create an Assignment

**The only change from the previous method of assignment creation:**

*[This is Step 7 of the manual given on Page 3]*

Enable the **Cut-off date**:

**Very Important:**

**Due Date:** This is when the assignment is due. Submissions will still be allowed after this date but any assignments submitted after this date are marked as late. To prevent submissions after a certain date - set the assignment cut-off date.

**Cut-off Date:** If set, the assignment will not accept submissions after this date without an extension.

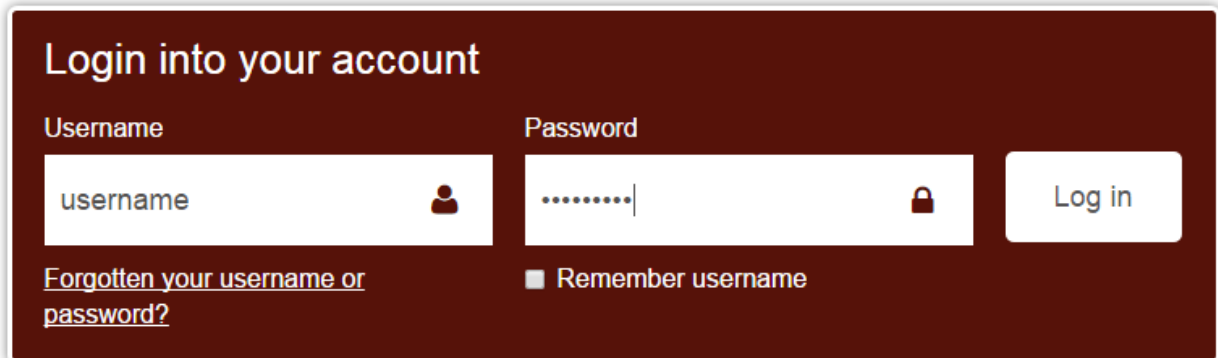
<ul style="list-style-type: none"> <li>▶ 21 November - 27 November</li> <li>▶ 28 November - 4 December</li> <li>▶ 5 December - 11 December</li> <li>▶ 12 December - 18 December</li> <li>▶ 19 December - 25 December</li> <li>▶ 26 December - 1 January</li> <li>▶ 2 January - 8 January</li> <li>▶ 9 January - 15 January</li> <li>▶ 16 January - 22 January</li> <li>▶ 23 January - 29 January</li> <li>▶ 30 January - 5 February</li> </ul>	<p>▼ Availability</p> <hr/> <p>Allow submissions from ⓘ</p> <table border="1"> <tr> <td>27</td> <td>▼</td> <td>February</td> <td>▼</td> </tr> <tr> <td>2017</td> <td>▼</td> <td>00</td> <td>▼</td> </tr> <tr> <td>00</td> <td>▼</td> <td><input checked="" type="checkbox"/> Enable</td> <td></td> </tr> </table> <p>Due date ⓘ</p> <table border="1"> <tr> <td>6</td> <td>▼</td> <td>March</td> <td>▼</td> </tr> <tr> <td>2017</td> <td>▼</td> <td>00</td> <td>▼</td> </tr> <tr> <td>00</td> <td>▼</td> <td><input checked="" type="checkbox"/> Enable</td> <td></td> </tr> </table> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Cut-off date ⓘ</p> <table border="1"> <tr> <td>27</td> <td>▼</td> <td>February</td> <td>▼</td> </tr> <tr> <td>2017</td> <td>▼</td> <td>22</td> <td>▼</td> </tr> <tr> <td>35</td> <td>▼</td> <td><input type="checkbox"/> Enable</td> <td></td> </tr> </table> </div>	27	▼	February	▼	2017	▼	00	▼	00	▼	<input checked="" type="checkbox"/> Enable		6	▼	March	▼	2017	▼	00	▼	00	▼	<input checked="" type="checkbox"/> Enable		27	▼	February	▼	2017	▼	22	▼	35	▼	<input type="checkbox"/> Enable	
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# How to Create an Assignment


## FOIT-LMS

### Step 1:

Open <http://foitlms.ucp.edu.pk> and enter your username and password:



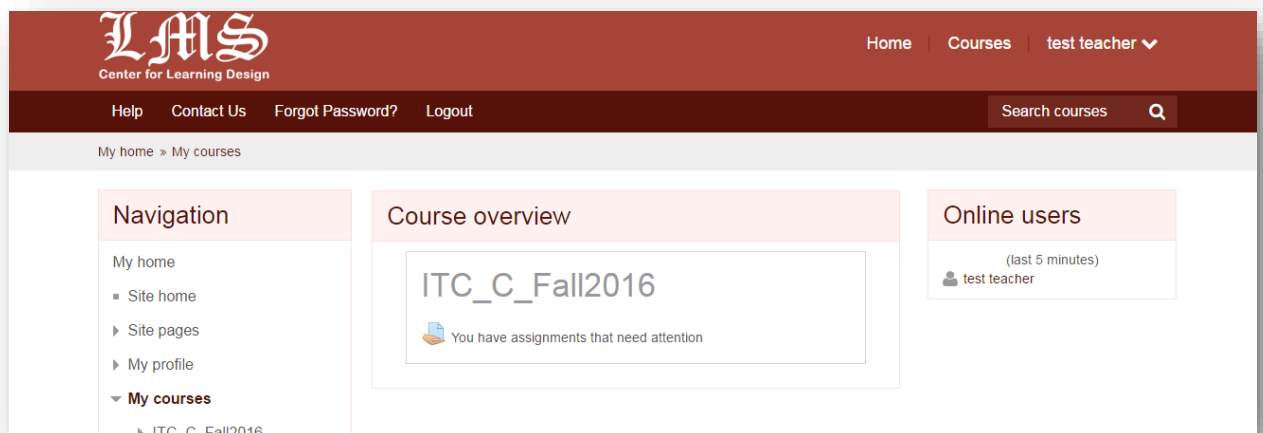
Username:  

Password:  

[Forgotten your username or password?](#)  Remember username

### Step 2:

Select the course in which assignment is to be created:



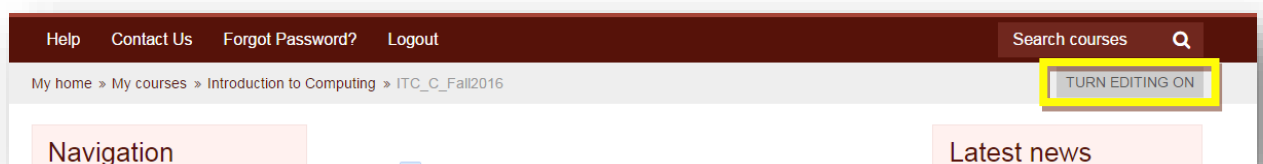
Navigation: My home, Site home, Site pages, My profile, My courses (ITC\_C\_Fall2016)

Course overview: ITC\_C\_Fall2016. You have assignments that need attention.

Online users: (last 5 minutes) test teacher

### Step 3:

Click "Turn Editing On" [under Search course]:



Navigation: Introduction to Computing

TURN EDITING ON

Latest news

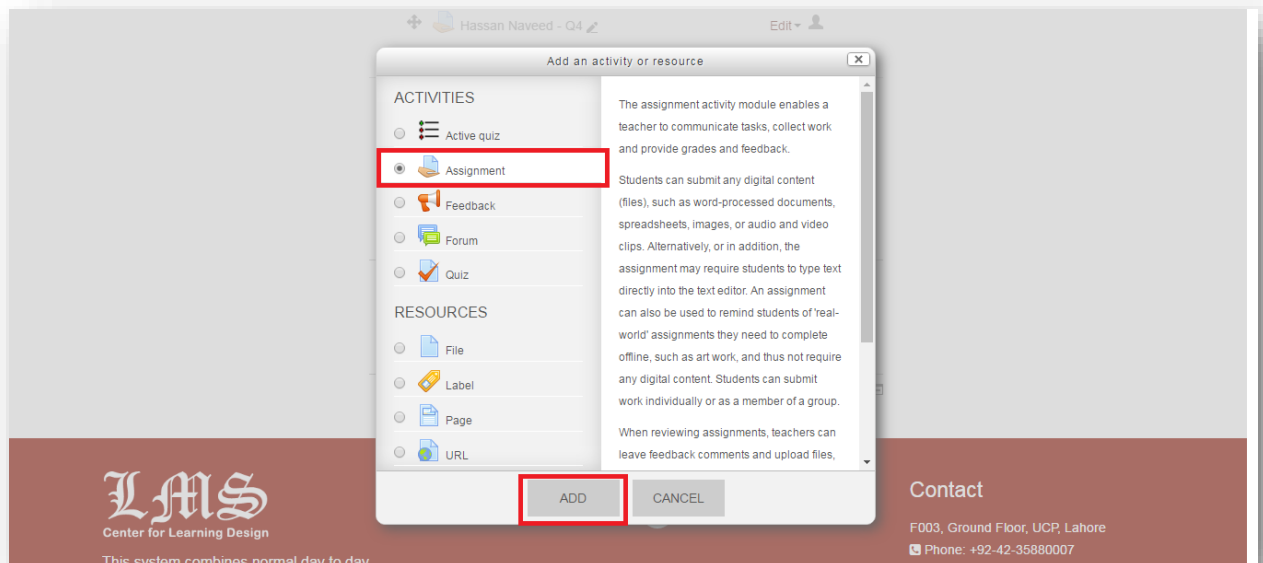
## Step 4:

Click “Add an Activity or Resource” in the appropriate section:



## Step 5:

In the pop-up window, choose **Assignment** and Click **Add**:



## Step 6:

On the new page, add **Assignment name** and **Description**

My home » My courses » Introduction to Computing » ITC\_C\_Fall2016 » Adding a new Assignment to 20 February - 26 February

### Adding a new Assignment to 20 February - 26 February

Navigation

- My home
- Site home
- Site pages
- My profile
- Current course
  - ITC\_C\_Fall2016
    - Participants
    - General
    - 10 October - 16 October
    - 17 October - 23 October
    - 24 October - 30 October
    - 31 October - 6 November
    - 7 November - 13 November

General

Assignment name\*

Description\*

## Step 7:

Enable and change the **Due date** and **Cut-off date**:

### Very Important:

**Due Date:** This is when the assignment is due. Submissions will still be allowed after this date but any assignments submitted after this date are marked as late. To prevent submissions after a certain date - set the assignment cut-off date.

**Cut-off Date:** If set, the assignment will not accept submissions after this date without an extension.

Availability

Allow submissions from       Enable

Due date       Enable

Cut-off date       Enable

## Step 8:

Scroll Down and Click on “Save and Return to Course”.

Common module settings

SAVE AND RETURN TO COURSE SAVE AND DISPLAY CANCEL

There are required fields in this form marked \*

+ Add an activity or resource

20 February - 26 February

Assignment 1 Edit

+ Add an activity or resource