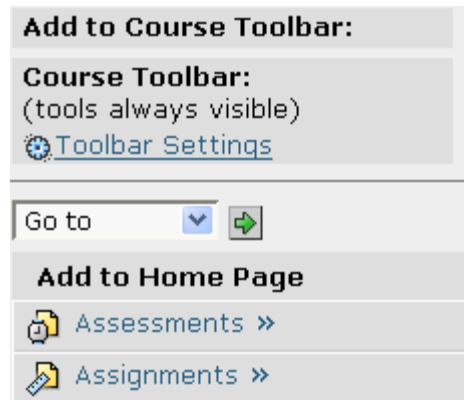


## Create an Assignment

Creating an assignment is very simple. It's similar to building any of the other WebCT Vista content items. First, go to the part of your course in which you wish to create the assignment. Then, click the corresponding button to the left, in the "Add to" panel. You have the option to select a preexisting assignment or create a new one.



Title!

HTML Creator  
 On  Off

Instructions!

Add Attachments

## Creating a new Assignment

When creating a new assignment, you need to provide a Title, and the assignment instructions. There are also more options for further customization.

**Send assignment to**

Decide later (Save assignment as a draft and send it later)

All Students individually

Create additional sets of instructions for groups of Students [Select Groups](#)

Groups of Students [Select Groups](#)

**Dates**

\* Due Date (Submissions are accepted after this date but are marked 'late')

,   :

Create a corresponding event in the Calendar tool

\* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')

,   :

After saving, the newly created assignment will be placed in the organizer, home page, etc, depending on where you were in your course when you clicked to create a new assignment.