

# HOW TO CREATE AN ASSIGNMENT

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# Step 1: Choose course communities

HOME > QUICK ACCESS

My Timetable Communities Course Communities Academic Calendar

QUICK ACCESS

What are you looking for...

Timetable Daily Work Log Assessment Activity Points Student Leave Management Student

Faculty

Quick Access

# Step 2: Choose the community for which you want to upload the course material

The screenshot displays a user interface for selecting a course community. On the left is a dark sidebar with navigation options: Search, Home, My Communities, Course Communities, My Tutor Batches, Timetable, Academic Calendar, Curriculum / Academic Pathway, Daily Work Log, Attendance, Assessment, Notification Center, My Ratings, and Student Leave Management. The main content area is titled 'MY COURSE COMMUNITIES' and includes a search bar with the placeholder 'Search by name, course name and code'. Below the search bar, the results are filtered by 'Departments: ADMINISTRATION' and show four course community cards. The card for 'IT-1 - INCOME TAX - 1' is highlighted with a red border and a red arrow pointing to it from the bottom right. The other cards are 'IFS - INDIAN FINANCIAL SERVICES', '3FM - FINANCIAL MANAGEMENT-3', and 'BLP - BANKING LAW AND PRACTICE'. A 'Show Filters' button is located at the top left of the main content area. The text 'Showing results : 4 / 4' is visible in the top right corner of the main content area.

MY COMMUNITIES > COURSE COMMUNITIES

MY COURSE COMMUNITIES

Show Filters

Search by name, course name and code

Departments: ADMINISTRATION

Showing results : 4 / 4

**IFS - INDIAN FINANCIAL SERVICES**  
IFS - INDIAN FINANCIAL SYSTEM  
BBA B 2024

**IT-1 - INCOME TAX - 1**  
IT-1 - INCOME TAX - 1  
BBA B (2023-26)

**BLP - BANKING LAW AND PRACTICE**  
BLP - BANKING LAW AND PRACTICE  
BBA A (2023-26)

**3FM - FINANCIAL MANAGEMENT-3**  
3FM - Financial Management-3  
BBA C 2024

Quick Access

# Step 3: Choose course communities

Search

Student Attendance

Online Meetings

**Assessments**

Management

Question Pool

Slow Learner Analysis

Result Report

Experiment Completion Status

Attitude and Skills

Course Materials

CA/Internal Marks

Course File

OBE

HOME > SUBJECT COMMUNITY > 3MCA-PFL - PSYCHOLOGY FOR LIFE > ASSESSMENTS > MANAGEMENT

## ASSESSMENT TYPES

Course : Psychology for Life-(3MCA-PFL)

<b>ASSIGNMENTS</b> Created: 1 Pending: 4	<b>INTERNAL EXAMS</b> Created: 0 Pending: 3	<b>ONLINE TEST</b> Created: 0 Pending: 5
<b>PRESENTATION</b> Created: 0 Pending: 2	<b>PROJECT</b> Created: 0 Pending: 3	<b>SEMINAR</b> Created: 0 Pending: 3
<b>UNIVERSITY EXAM</b> Created: 0 Pending: 1	<b>VALUE ADDED ACTIVITIES</b> Created: 0 Pending: 5	

Step 1: Click on Assessments

Step 2: Click on Assignments to create assignments to students

Quick Access

# Step 4: Click on Create ASSIGNMENTS

Search 

Student Attendance 

Online Meetings 

**Assessments** 

**Management** 

Question Pool 

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OBE 

HOME > SUBJECT COMMUNITY > 3MCA-PFL - PSYCHOLOGY FOR LIFE > ASSESSMENTS > MANAGEMENT

## ASSIGNMENTS

Assessments Shared Assessments

Filters

ONLINE

### LEARNING THEORIES VIDEO PRESENTA...

Name/Number : Assignment 1

Publish ASSIGNMENTS :  Unpublished

Validated

2 questions

+ Create ASSIGNMENTS

Quick Access 

# Step 5: Filling the assignment details and submit

CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

HOME > SUBJECT COMMUNITY > 3MCA-PFL - PSYCHOLOGY FOR LIFE > ASSESSMENTS > MANAGEMENT

ASSIGNMENTS

Assessments Shared Assessments

Filters

ONLINE

LEARNING THEORIES VIDEO PRESENTA...

Name/Number : Assignment 1

Publish ASSIGNMENTS : Unpublished

Validated 2 questions

If you want the students to submit their answers online, then please select this option

Would you prefer students to submit their answers online?

Would you like to add questions?

Would you like to make questions Mandatory?

Mandatory Question can only be enabled when you have added questions.

Properties

No properties

Select Name/Number to get Assessment properties.

Pass Percentage :

Pass Percentage

Instructions :

$f_x$  ↶ ↷ Paragraph **B** *I* ≡ ≡ ≡ ≡ ...

This feature works just like Google Classroom: you can create assignments, and students will be notified once the assignment is published.

You can choose to give questions or you can create assignments without questions as well

# Step 6: Add questions if any

Search

Student Attendance

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Assessments

Management

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HOME > SUBJECT COMMUNITY > 3MCA-PFL - PSYCHOLOGY FOR LIFE > ASSESSMENTS > MANAGEMENT

### TEST

Questions added : 0.00 / 10

Question Paper Incomplete  
[click here](#) for suggestions

Always make sure this is in green and in validated stage

Import Questions From Excel : Choose File (.xls, .xlsx) Browse Import

Excel Format Instructions

+ Question + Section

Question Paper Format : Select Format Generate

No questions found!

If you had ticked the check box for adding question while creating the assignment then you will be adding questions by clicking here.

Quick Access

# Step 7: Publishing the assignment

Search

Student Attendance

Online Meetings

Assessments

Management

Question Pool

Slow Learner Analysis

Result Report

Experiment Completion Status

Attitude and Skills

Course Materials

CA/Internal Marks

Course File

OBE

HOME > SUBJECT COMMUNITY > 3MCA-PFL - PSYCHOLOGY FOR LIFE > ASSESSMENTS > MANAGEMENT

## ASSIGNMENTS

Assessments Shared Assessments

+ Create ASSIGNMENTS

ONLINE

TEST

Name/Number : Assignment 2

Publish ASSIGNMENTS :  Unpublished

Validated 1 question

Add Questions

Map Course Outcome

Question Paper Preview

Result View & Mark Entry

Re-Submission

Update Assessment Date

Publish Result

Edit Assessment

Delete

Share

ONLINE

LEARNING THEORIES VIDEO PRESENTA...

Name/Number : Assignment 1

Publish ASSIGNMENTS :  Unpublished

Validated 2 questions

Once all the questions are added, toggle the unpublish button. It turns green. Now the assignment will be visible for the students in their login

Quick App