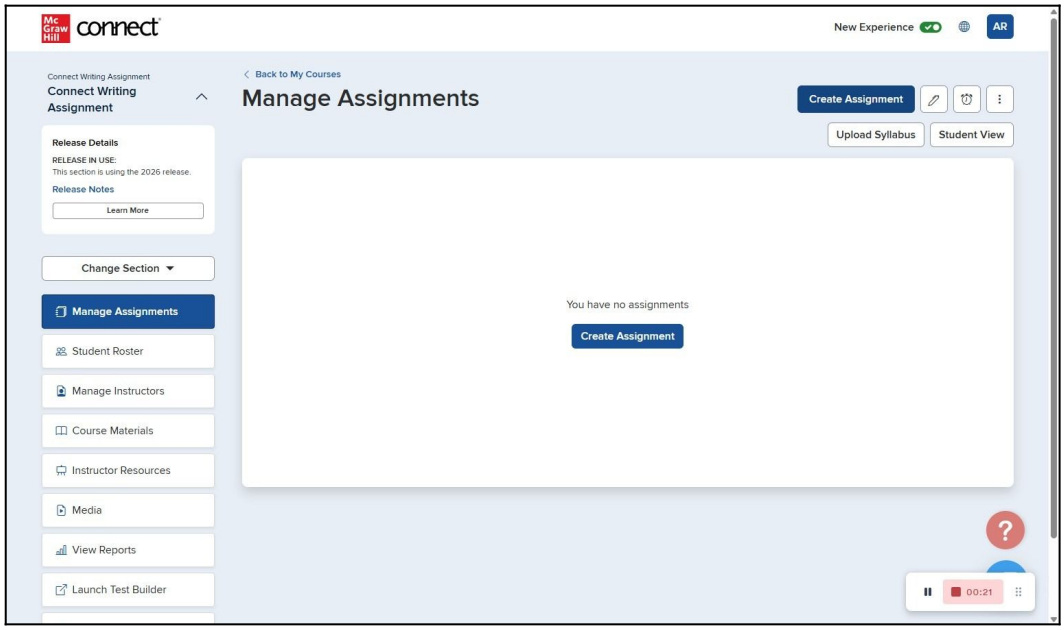
Create a Writing Assignment

Writing Assignment is a tool in Connect that makes it easy to add writing assignments to your course. This guide shows you how to create a writing assignment, choose or build a rubric, and set the dates and score.

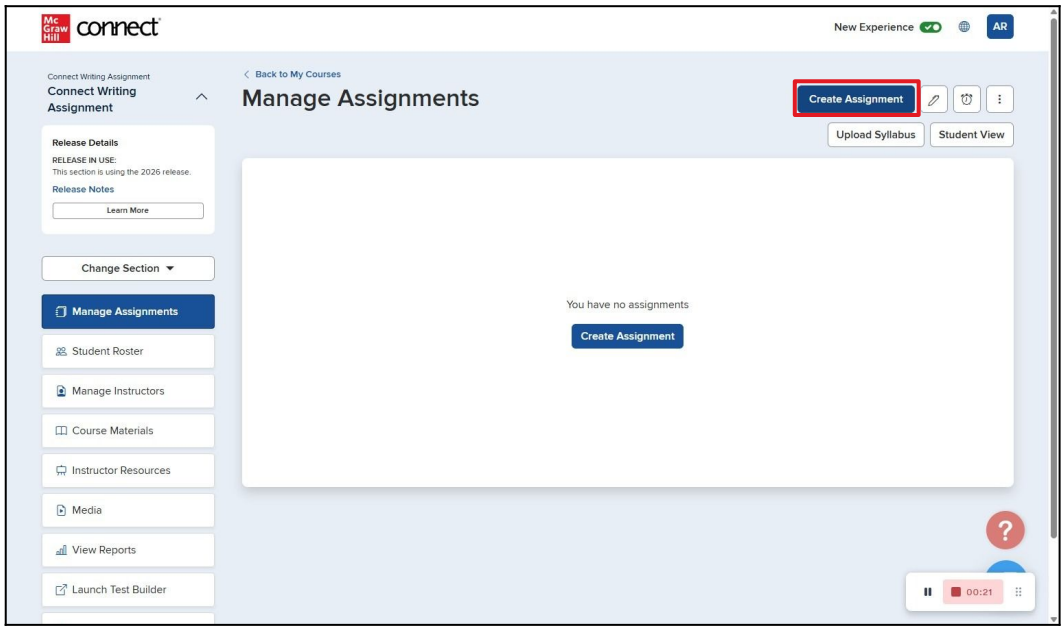
Step 1: Go to Your Section Dashboard

Go to your section dashboard. **Manage Assignments** appears at the top of the screen.



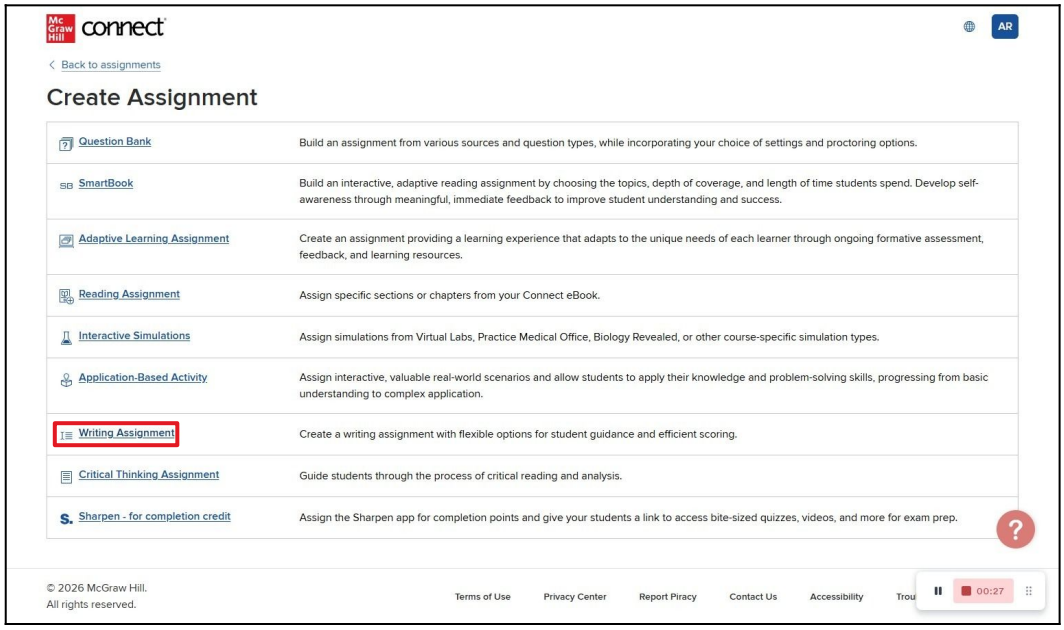
Step 2: Create an Assignment

Click **Create Assignment** to begin.



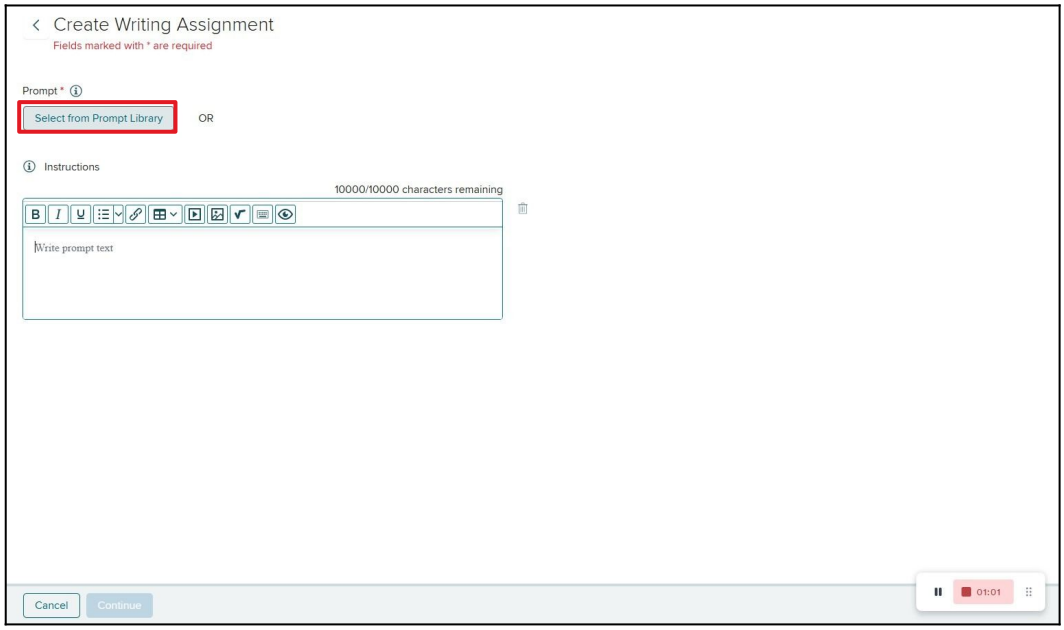
Step 3: Choose Writing Assignment

Under **Create Assignment**, click **Writing Assignment**.



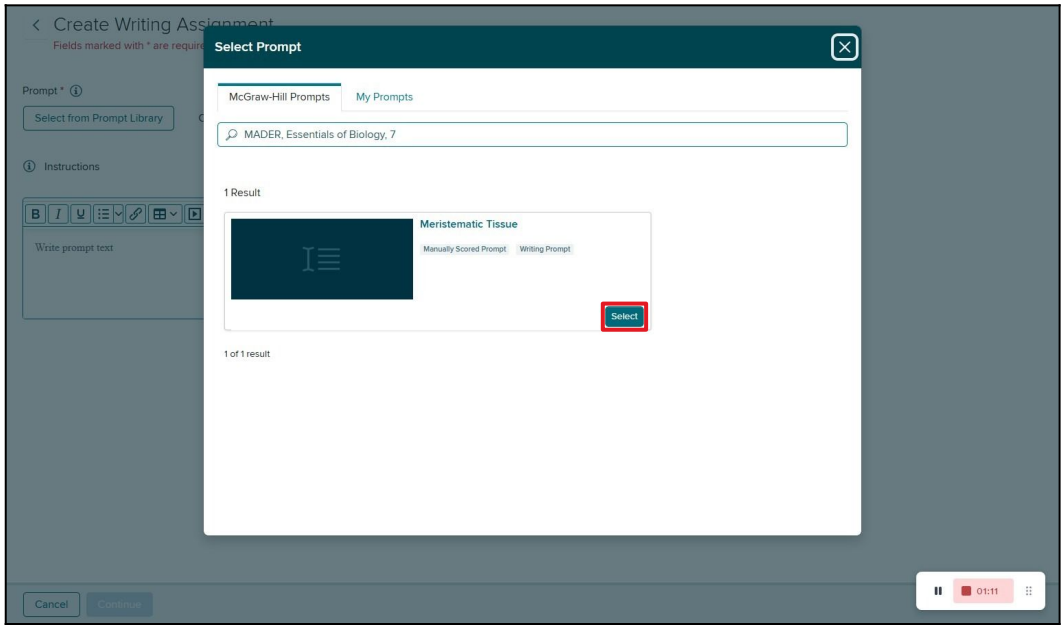
Step 4: Choose a Prompt

Click **Select from Prompt Library**. To write your own prompt instead, type it in the **Write prompt text** field under the **Instructions** heading.



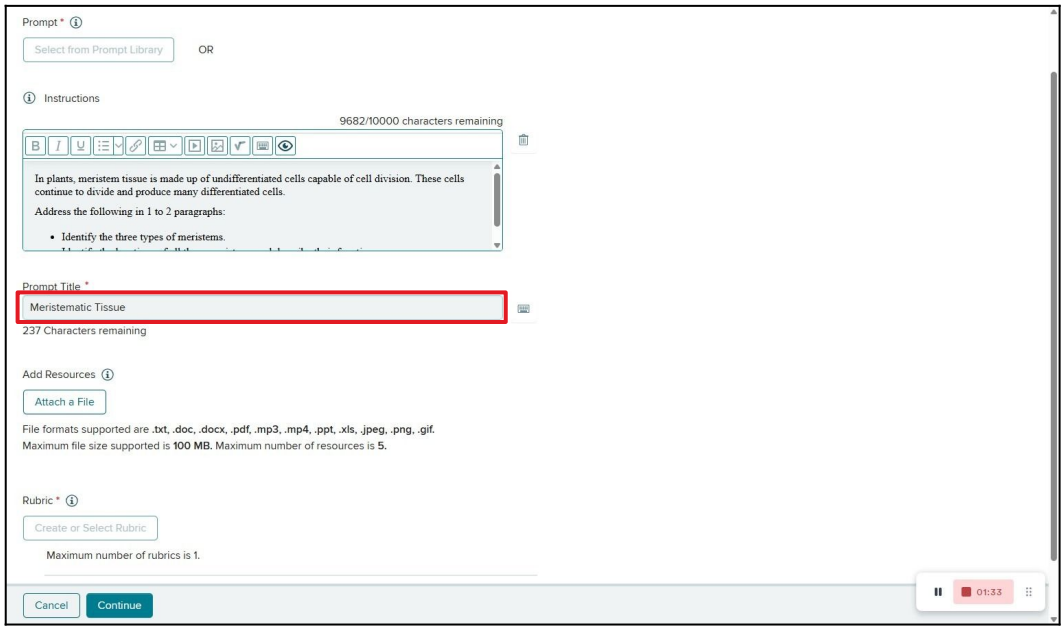
Step 5: Select a Writing Prompt

Click **Select** to choose a writing prompt from the library.



Step 6: Customize the Prompt Title

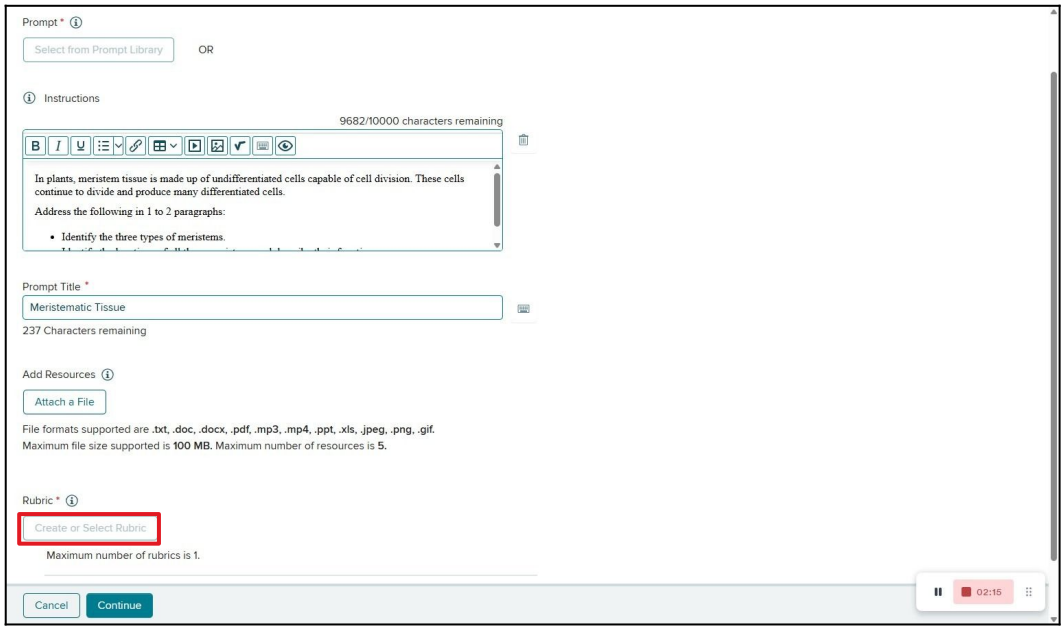
Click the **Prompt Title** field to customize the title.



Step 7: Add a Rubric

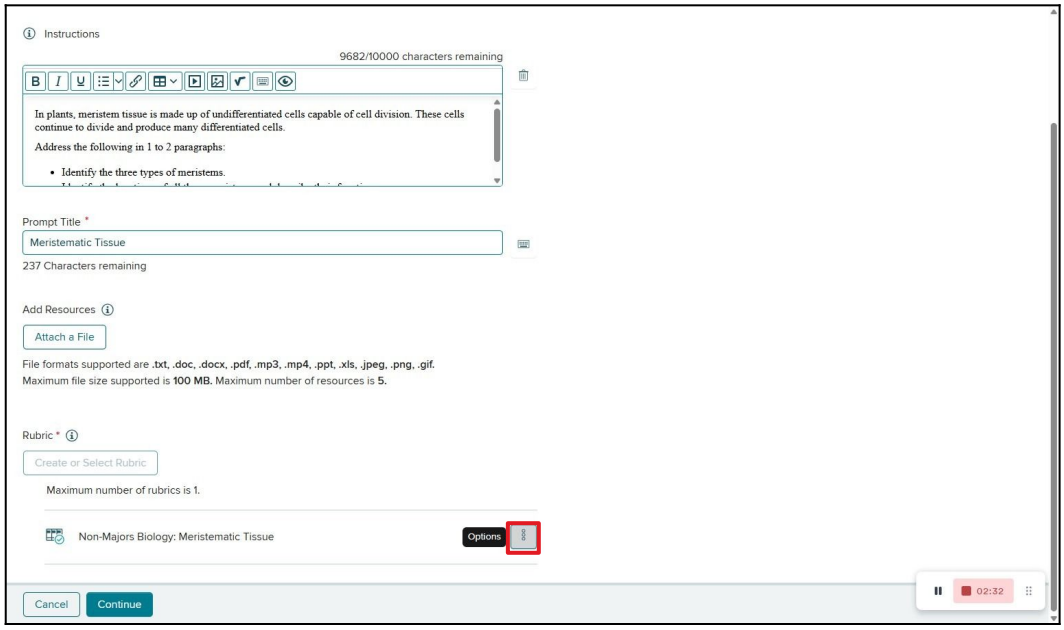
Click **Create or Select Rubric**.

Note: If you selected a writing prompt from the library, Connect automatically adds a pre-created rubric.



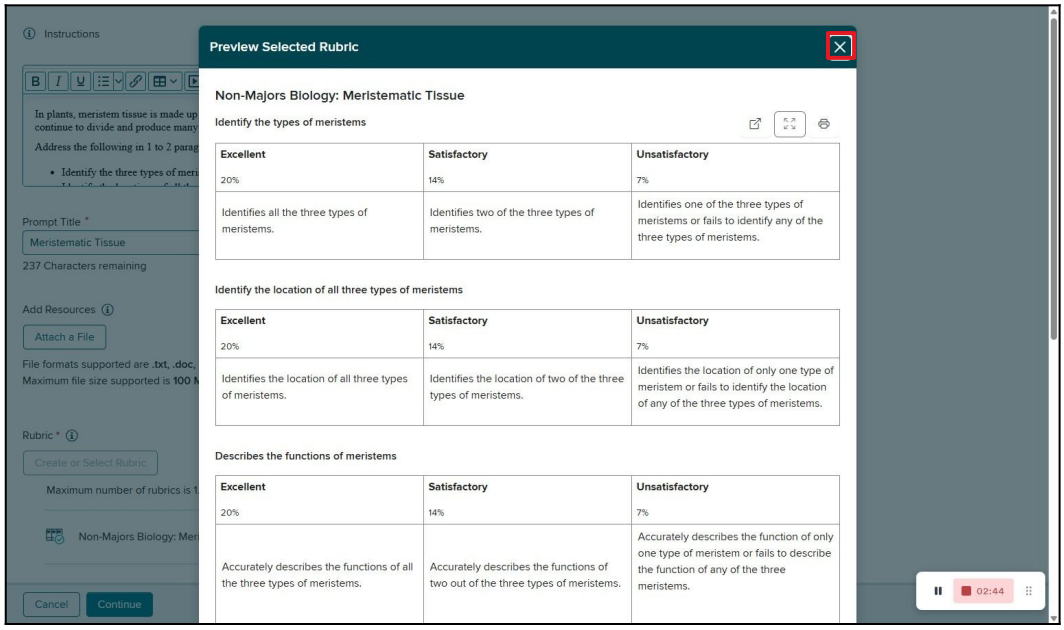
Step 8: View or Delete the Rubric

Once a rubric is selected, click the **Options** button to view or delete it.



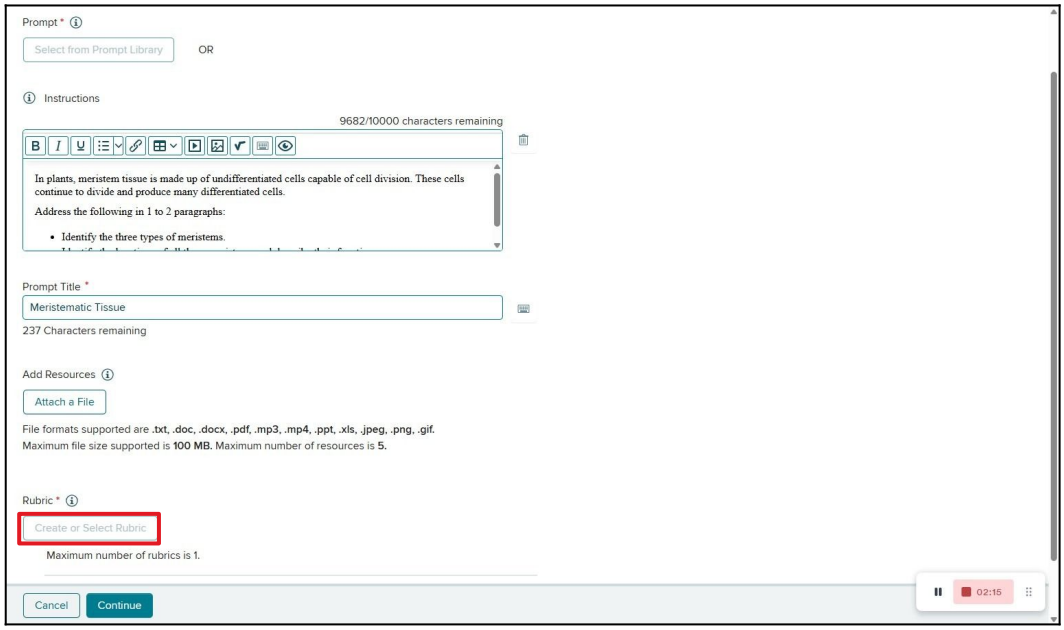
Step 9: Preview the Rubric

If you select **View**, Connect displays a preview of the selected rubric. Click **X** to close the preview.



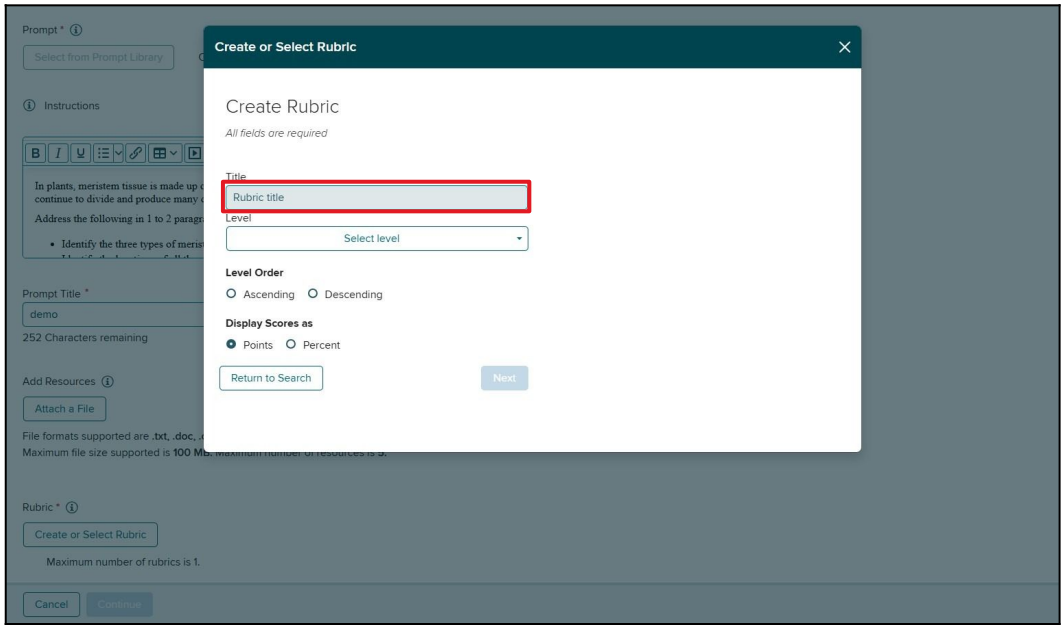
Step 10: Choose a Different Rubric

If you don't want to use the pre-created rubric, or you wrote your own prompt and deleted the rubric, click **Create or Select Rubric**.



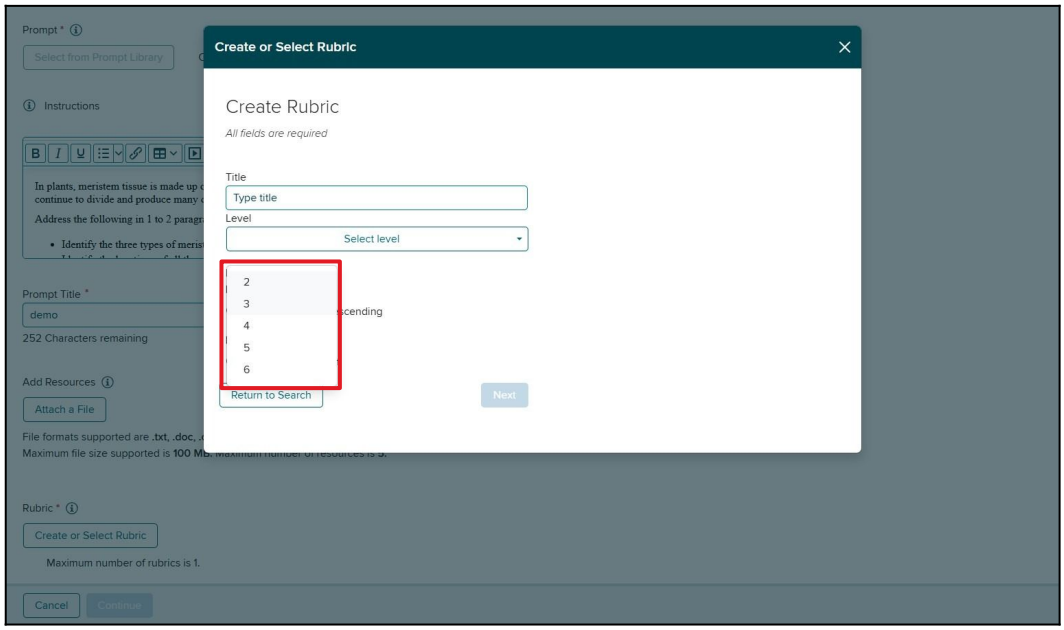
Step 11: Create and Name a New Rubric

Click **New Rubric**. In the **Create Rubric** window, click the **Rubric title** field and type a title for your rubric.



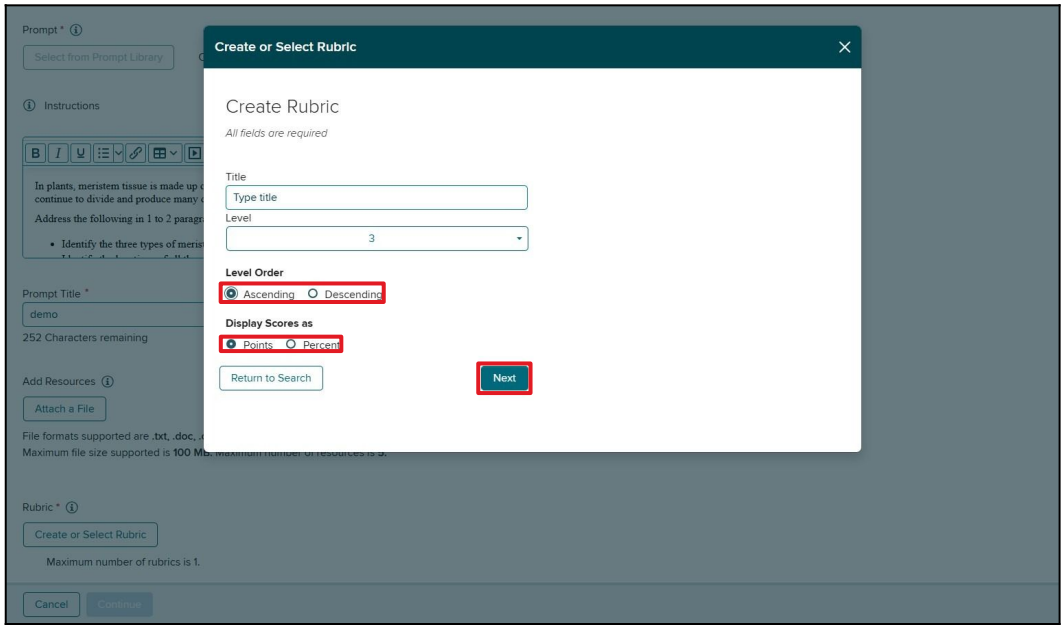
Step 12: Choose the Number of Levels

Click the **Select level** drop-down menu and choose the number of levels.



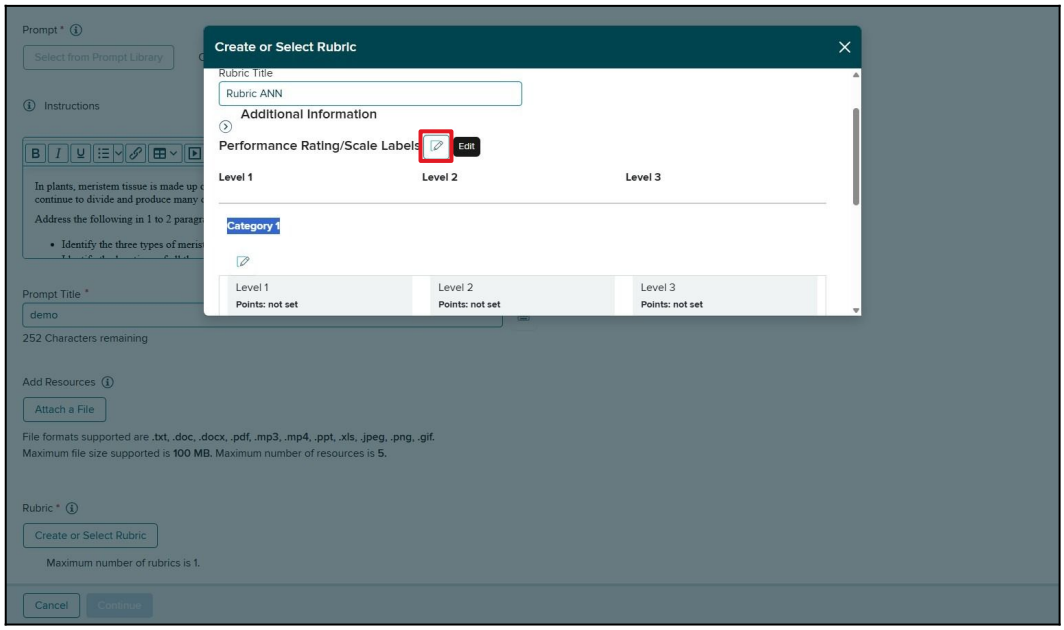
Step 13: Set the Rubric Options and Continue

Select a **Level Order** option and a **Display Scores as** option, then click **Next**.



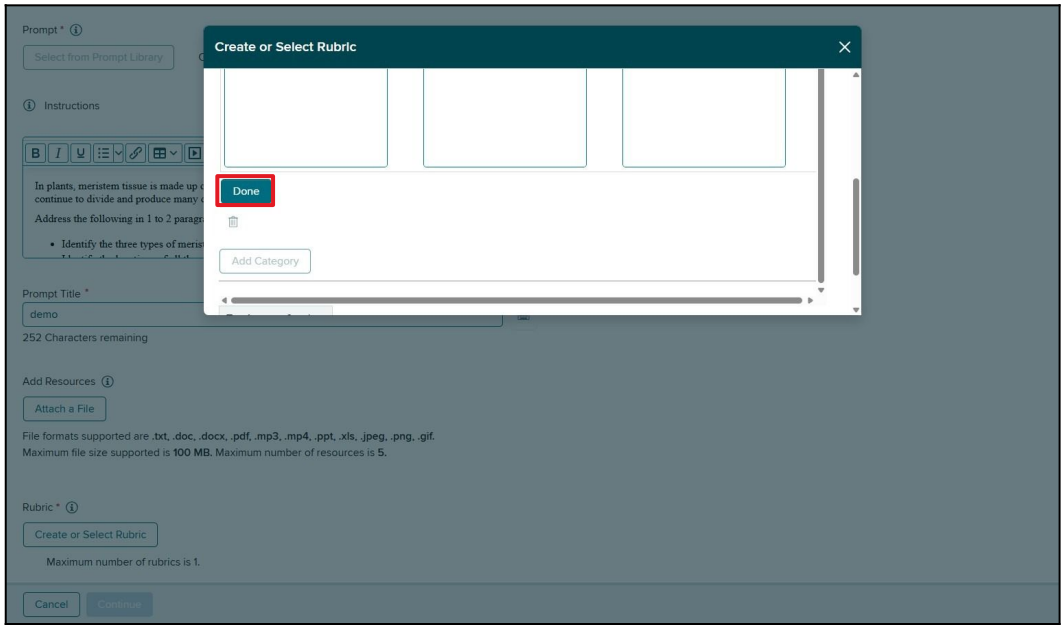
Step 14: Edit Categories and Levels

Click the **Edit** pencil icons to customize the rubric with specific category and level descriptions.



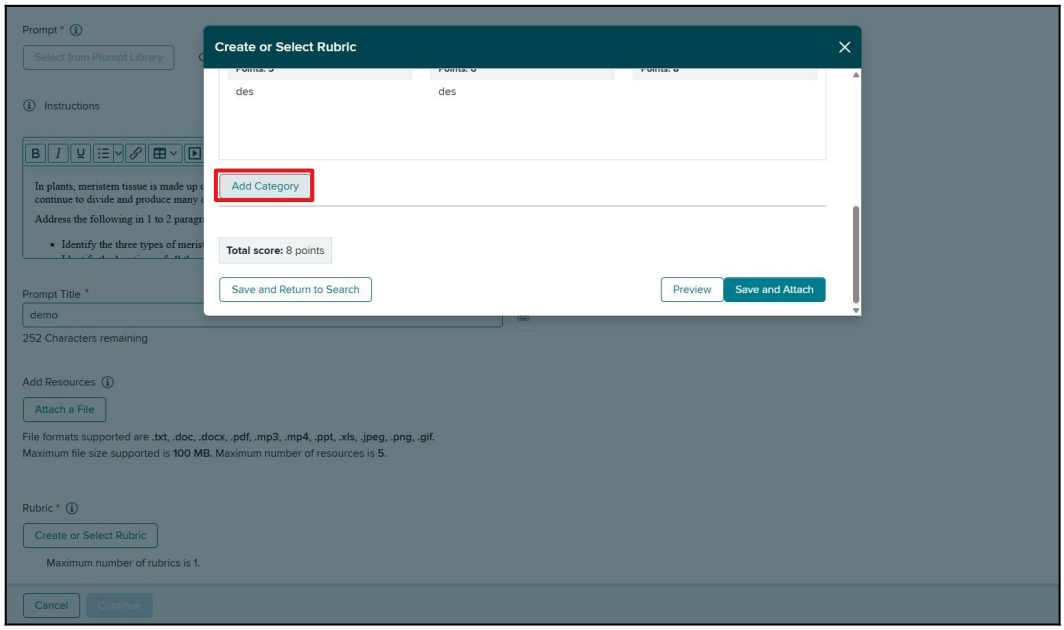
Step 15: Save Your Edits

Click **Done** after you customize a category and its level descriptions.



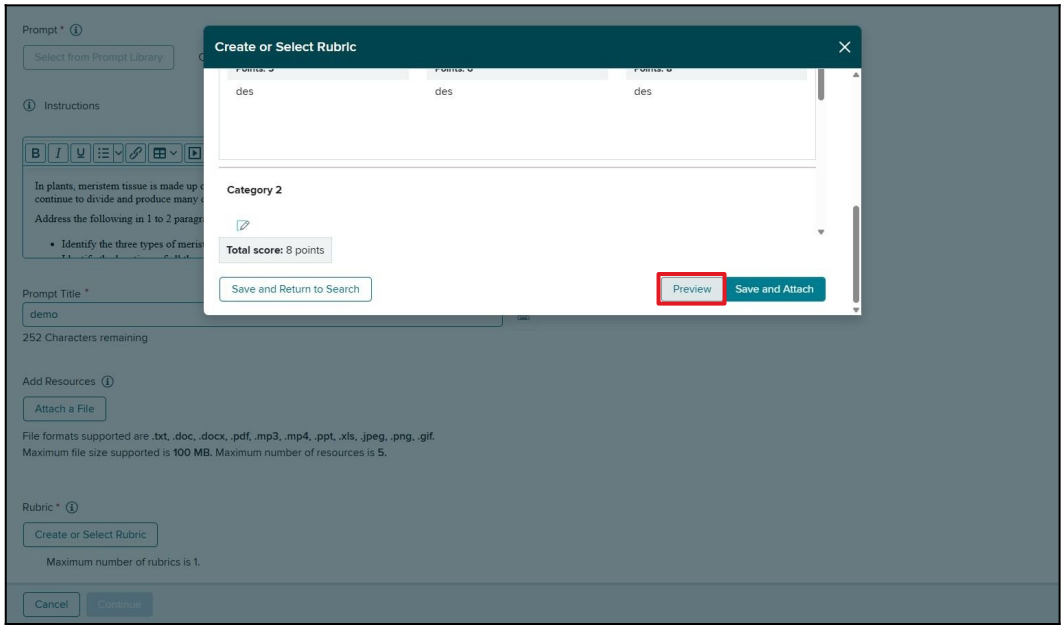
Step 16: Add More Categories

Click **Add Category** to add and customize more categories.



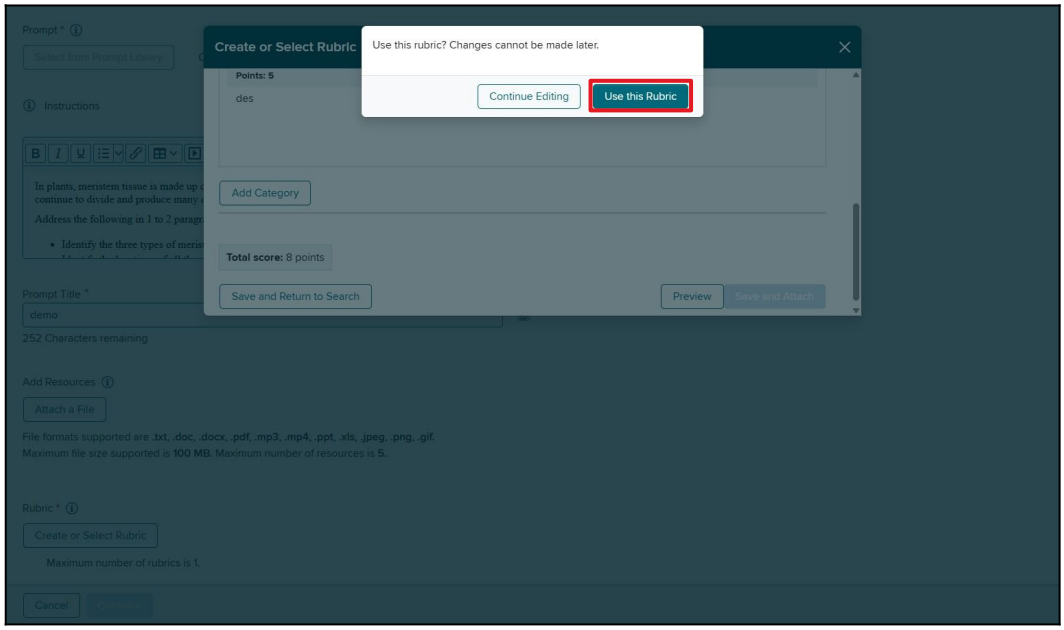
Step 17: Preview Your Rubric

Click **Preview** to do a final review of your customized rubric. When you finish, click **X** to close the preview.



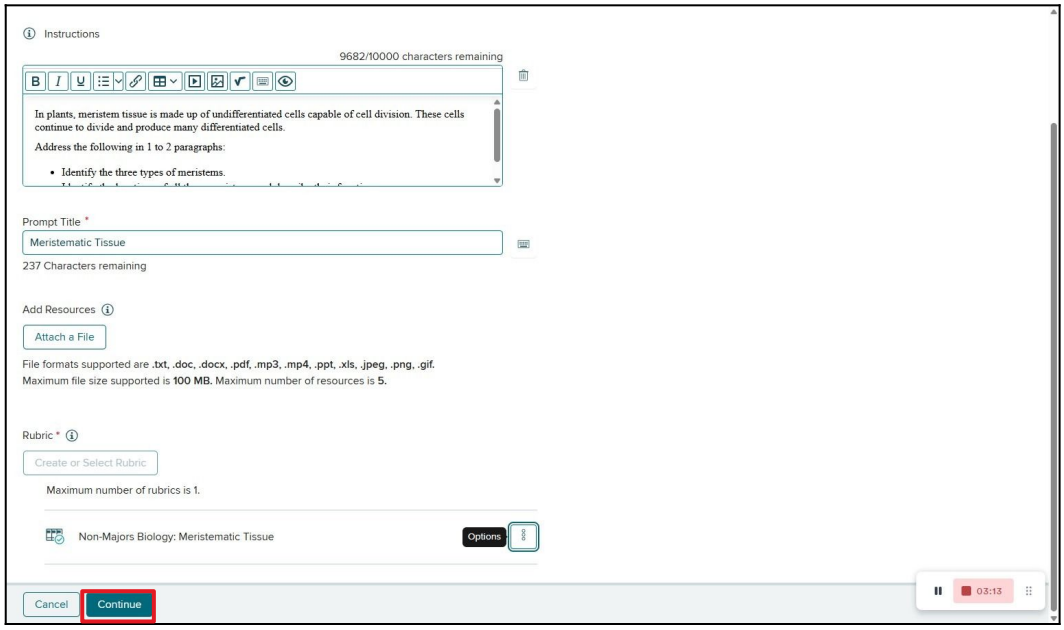
Step 18: Save and Attach the Rubric

Click **Save and Attach** when your rubric is complete. Connect asks, "Use this rubric? Changes cannot be made later." Click **Use this Rubric** to continue.



Step 19: Continue to Policies

Click **Continue**.



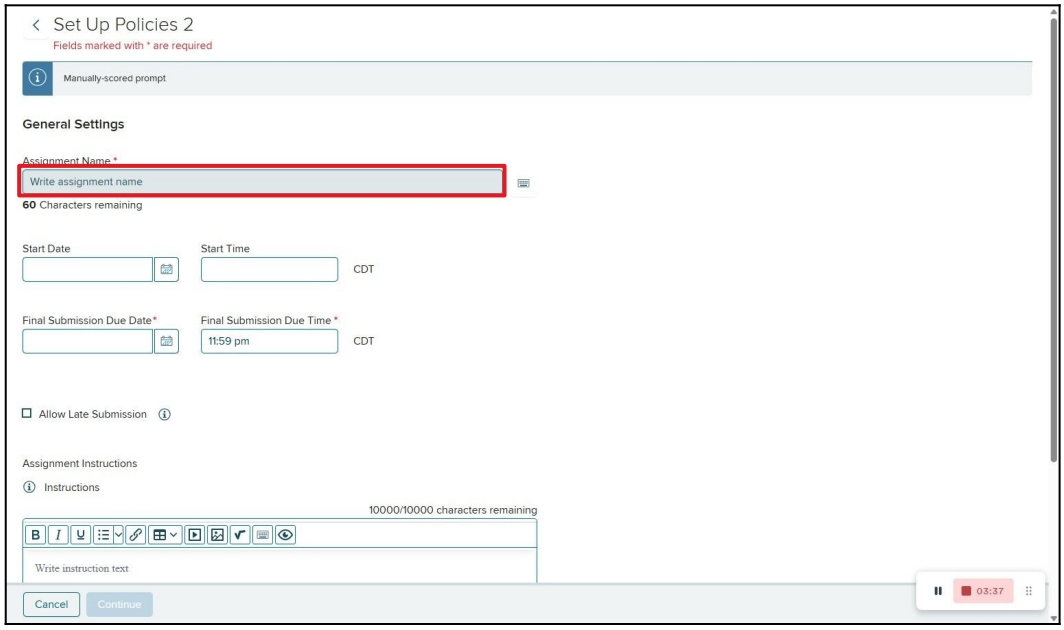
Step 20: Set the Number of Drafts

Click the **Number of Drafts** drop-down menu and select the number of drafts students can submit. Then click **Continue**.



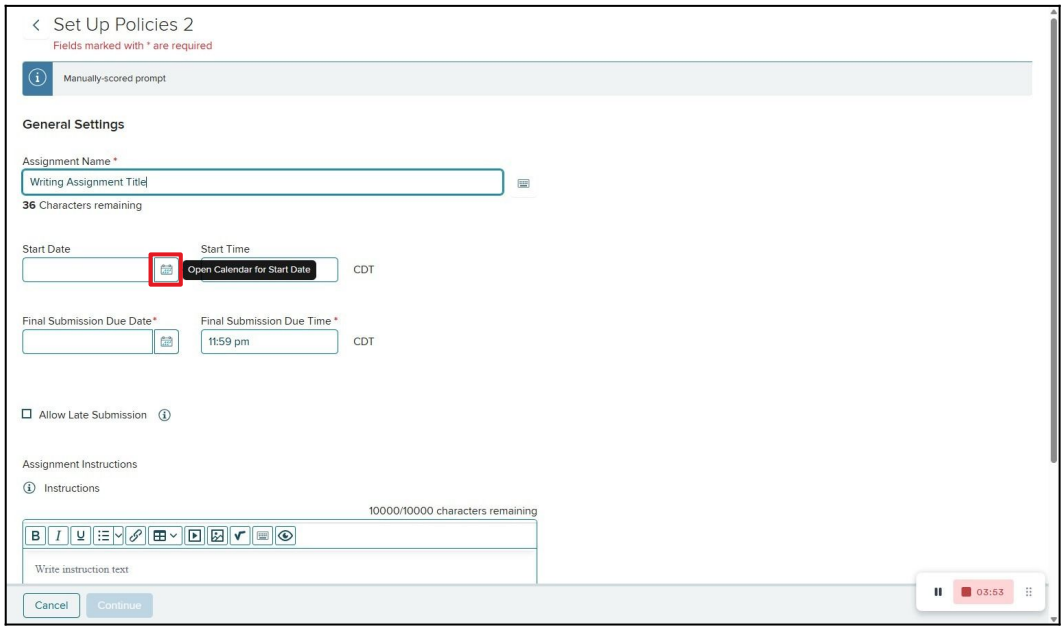
Step 21: Name the Assignment

Click the **Assignment Name** field and type a name for the assignment.



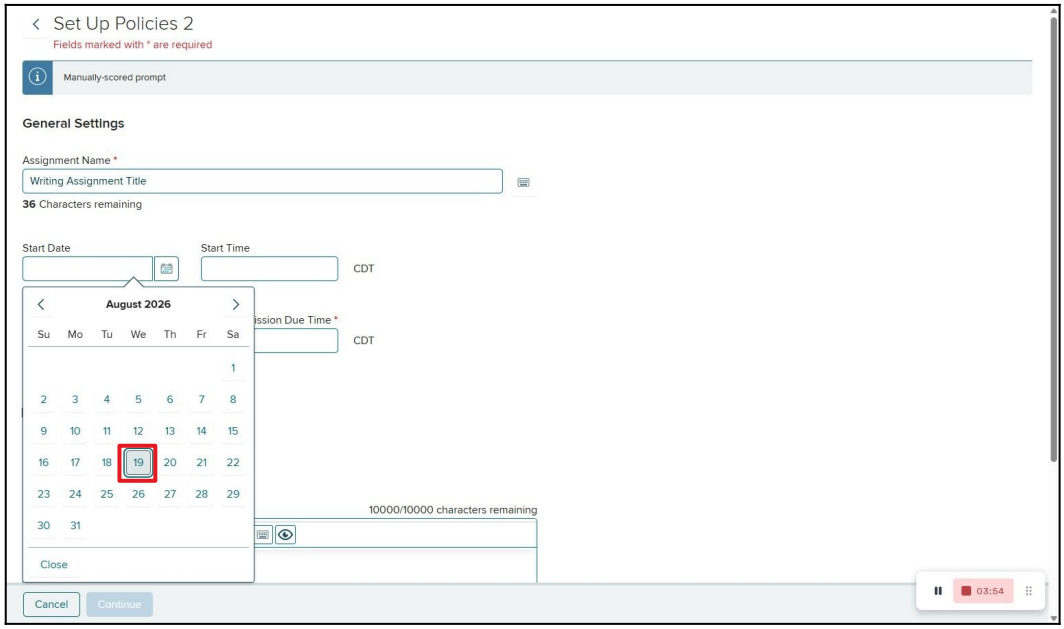
Step 22: Open the Start Date Calendar

Click the calendar icon to select the **Start Date**.



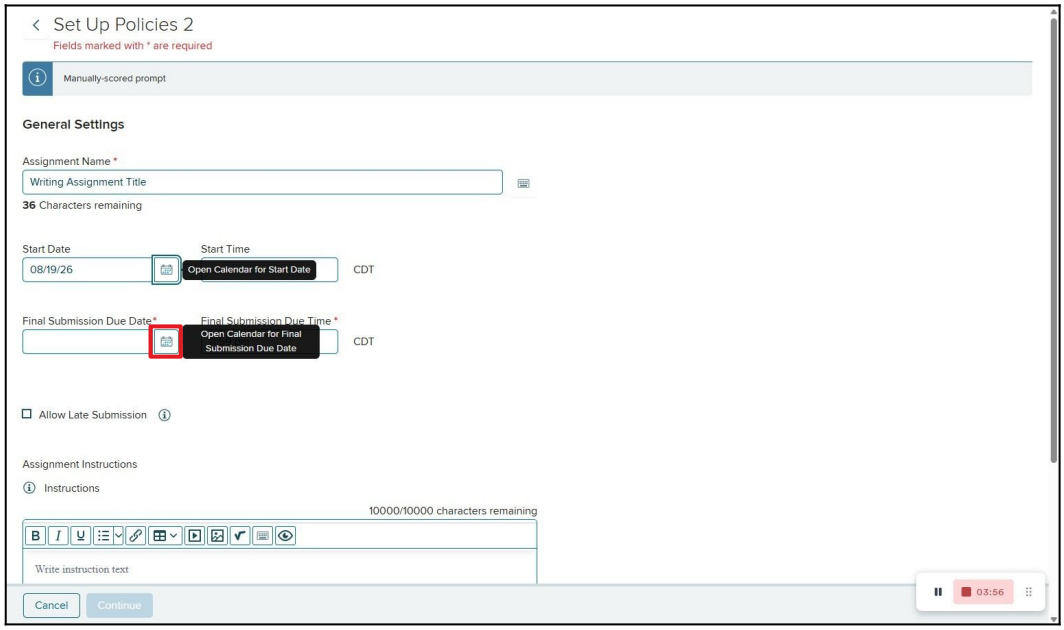
Step 23: Pick a Start Date

Select a date in the calendar. Connect fills in the **Start Time** automatically. To change the start time, click the **Start Time** field.



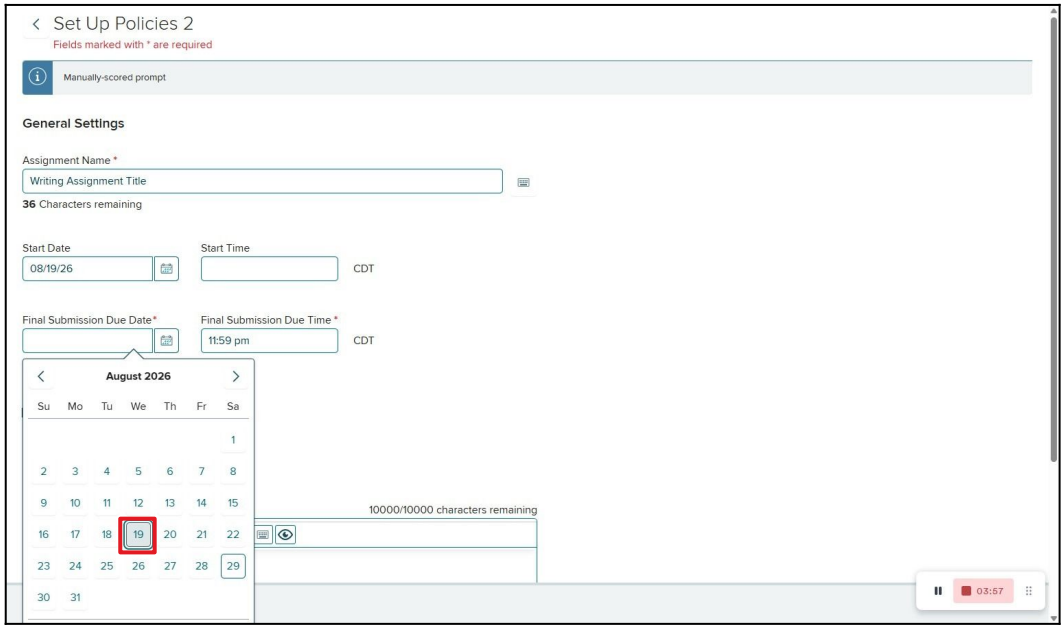
Step 24: Open the Due Date Calendar

Click the calendar icon to select the **Final Submission Due Date**.



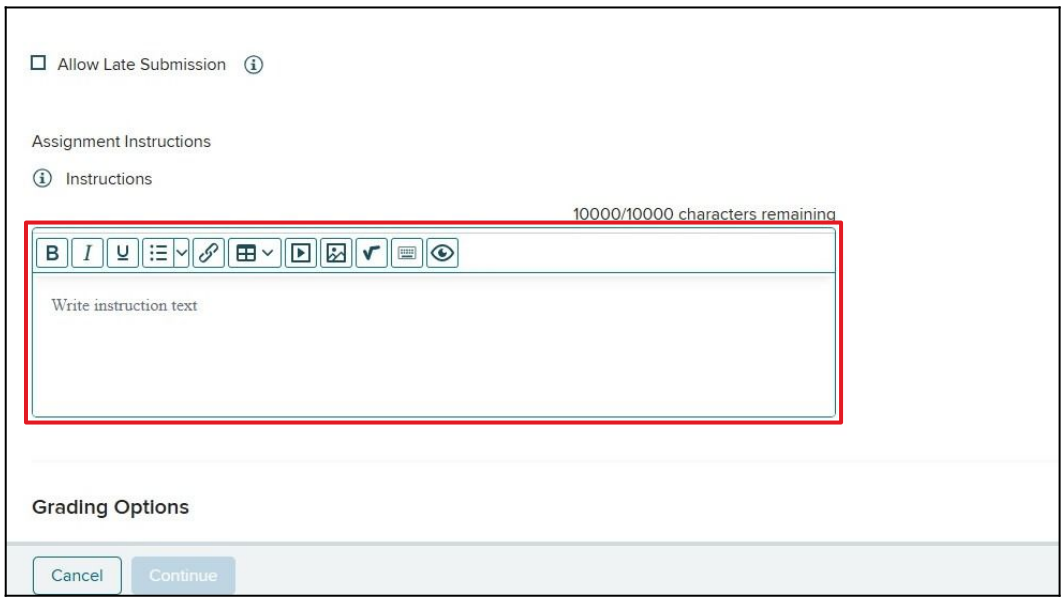
Step 25: Pick a Due Date

Select a date in the calendar. Connect fills in the **Final Submission Due Time** automatically. To change it, click the **Final Submission Due Time** field.



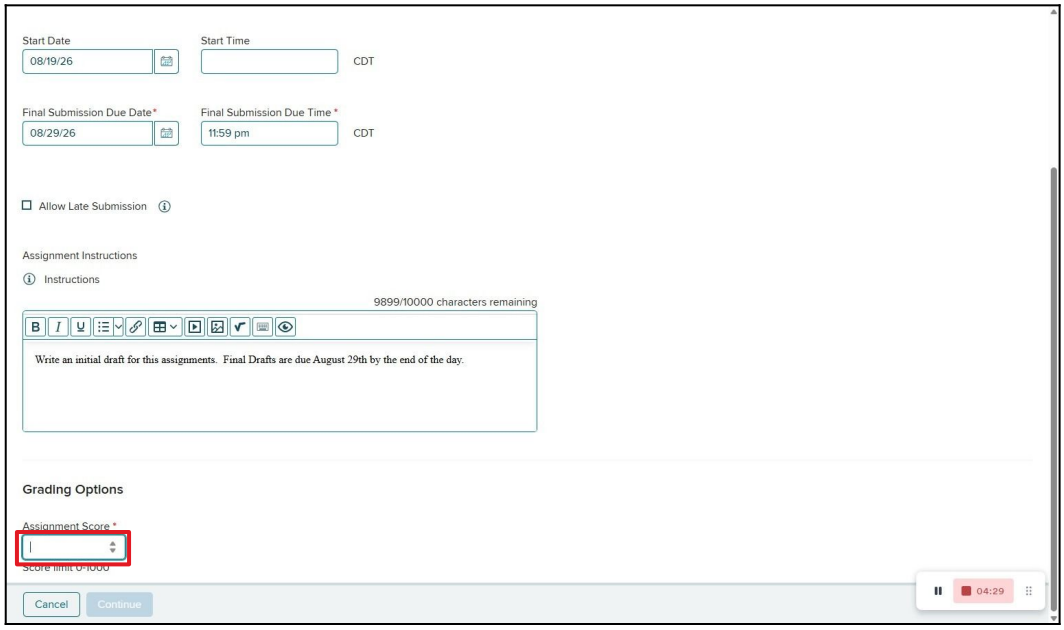
Step 26: Add Instructions (Optional)

Click in the **Instructions** field to add more directions for your students. This step is optional.



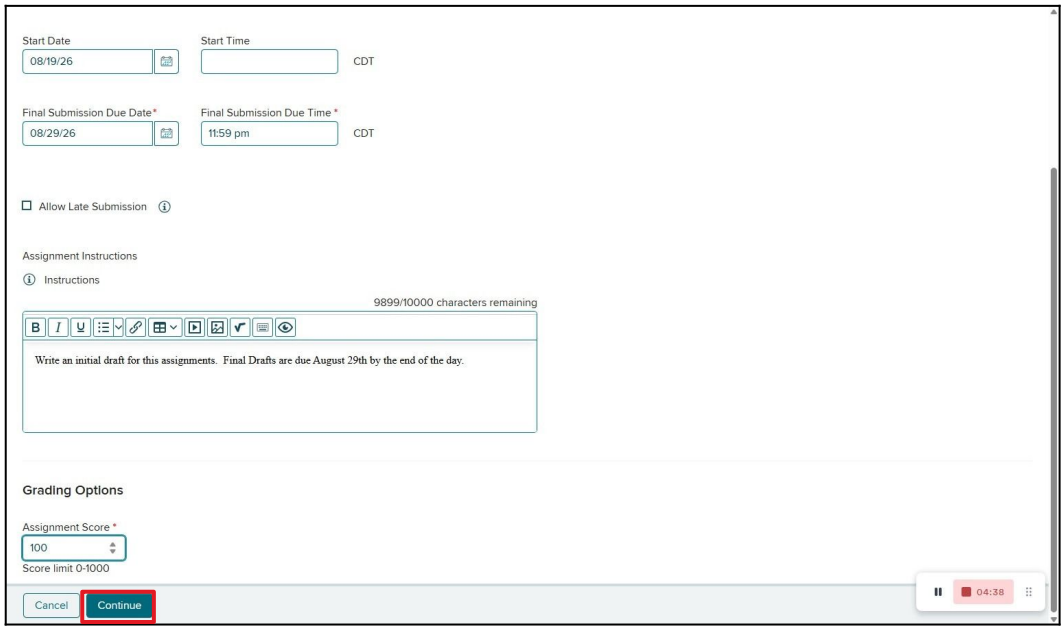
Step 27: Set the Assignment Score

Click the **Assignment Score** field and type a score between 1 and 1,000.



Step 28: Continue to Review

Click **Continue**.



Step 29: Assign the Writing Assignment

Click **Assign**. Connect adds the writing assignment to your other course assignments.

