Before sending out an assignment, check to make sure you have access to the appropriate rubric. If you are using a new rubric, please email Lisa.Cota@uvm.edu to get the rubric into the system.

1. Click the Courses menu, then click Coursework. The Assignments menu will open; click Send.



1. Select the course(s) for this assignment, then click Next.



1. Select your assignment template, then click Next. If you do not see your assignment listed, please email me!
2. Select assessors, click the box next to your name, then click Next.
3. Name the assignment, then set a due date.
4. Click the arrow next to Advanced Options. Scroll down and make sure you have selected “Yes” in response to “Would you like to automatically send this Assignment…”



1. Click Send!