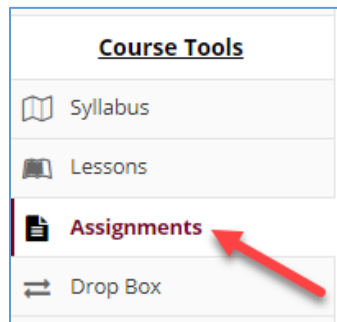


# Using the Assignments Tool in ECN

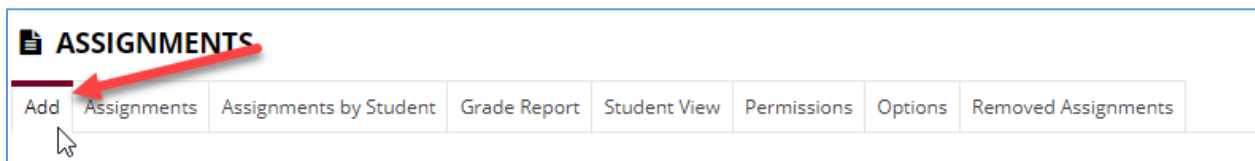
## Adding an Assignment

**Tip:** For a detailed explanation of all options when adding an assignment, [please visit the How do I add an assignment? directions from the Sakai 19 User Guide.](#)

1. Click on the Assignment tool under Course Tools in the left navigation in ECN.



2. Click the Add tab.



3. Enter the information for your assignment:
  - a. Title
  - b. Assignment instructions:
    - i. You may choose to copy/paste your directions from another file in this box or type the directions in this box.
    - ii. If you choose to attach the directions as a separate file, you will need to type "Please see attached directions" in this box.
  - c. Add honor pledge: Check if applicable
  - d. Add Attachments: When you click this button, you have the option to upload a file or browse for a file in resources.
  - e. Select the Open/Due dates and times for your assignment as well as the time you will Accept Until. (Tip: Setting midnight as the time assignments are due can be confusing to students. Rather than having assignments due at midnight, you may choose to have the Due Date as 11:55 p.m. and then the Accept Until time as 12:05 a.m. the following day)
  - f. Submission Type
  - g. Grade Scale
4. Click the Post button when you are finished.