

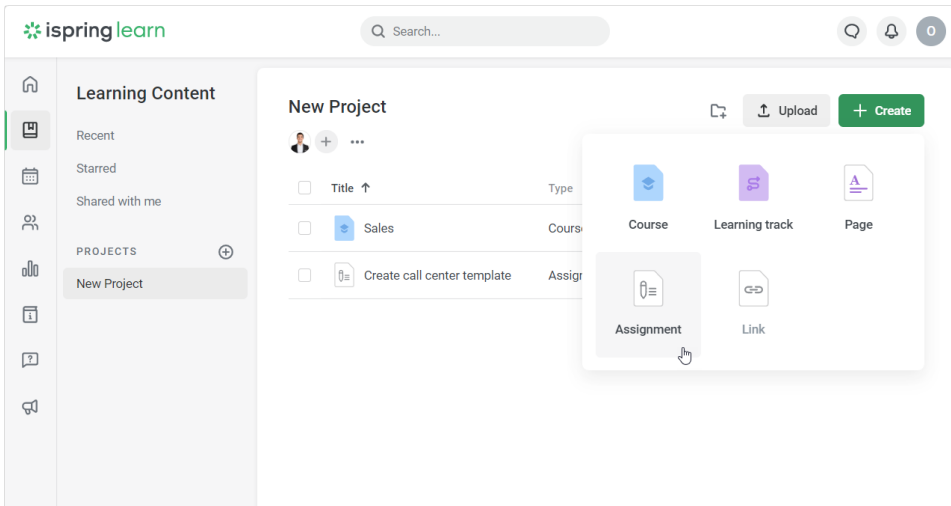
Adding Assignment

You can create a standalone assignment or an assignment within a course.

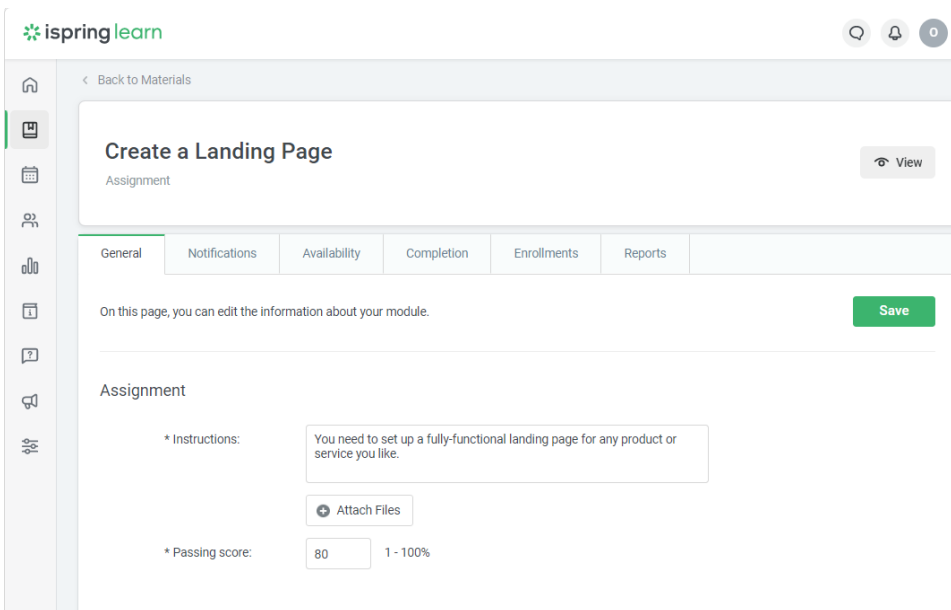
- [How to Add a Standalone Assignment](#)
- [How to Add a Course Assignment](#)

How to Add a Standalone Assignment

1. Go to **Learning Section** and click **Create Assignment**.



2. Then, add the assignment title, description, and instructions and set the passing score.



3. Next, add assignment instructor.

- **Permission Rights**



You can assign *the Account Owner, Account Administrators, Department Administrators*, and [a user with a custom role with the right to grade assignments](#) as an instructor.

Department Administrators and users with a custom role can view and grade users` assignments only in the department they manage and its sub-departments.

Learning Management

- ☐ View and enroll users into training programs
- ☒ Grade assignments

Knowledge Base

- ☐ View content in the "Knowledge Base"
- ☐ Download and edit content in the "Knowledge Base"
- ☐ Remove content from the "Knowledge Base"

Reports

- ☐ View user reports
- ☐ View course reports

4. In the **Assignment Instructor** section, click **Add Instructor**.

Assignment

* Instructions:

You need to set up a fully-functional landing page for any product or service you like.

Attach Files

* Passing score:

80

1 - 100%

Assignment Instructor

Instructor: ?

Add Instructor

5. Select an employee and click **Add**.


Add Instructor

×

Select an instructor to grade this assignment. [Learn more...](#)

Q

Search by name and department...



Brian Brown

Sana

Cancel

Add

6. Finally, click **Save**.

ispring learn

Back to Materials

Create a Landing Page

Assignment

View

General

Notifications

Availability

Completion

Enrollments

Reports

On this page, you can edit the information about your module.

Save

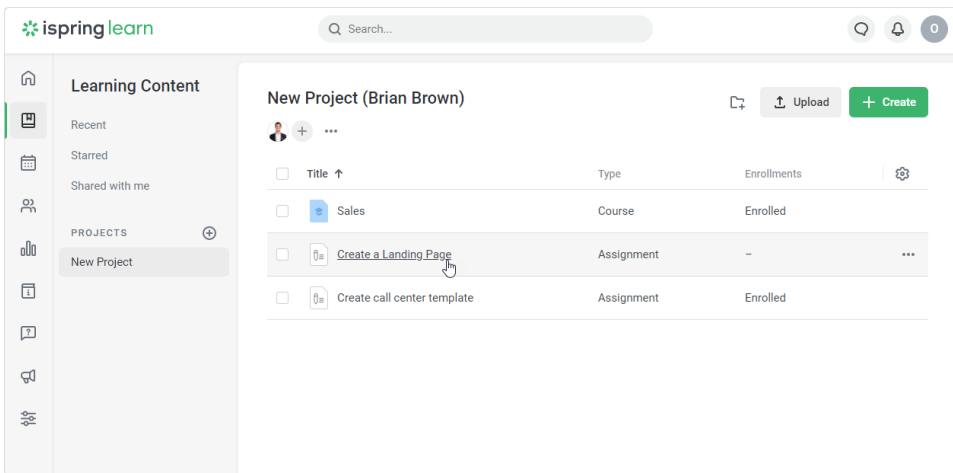
Assignment

* Instructions:

You need to set up a fully-functional landing page for any product or service you like.

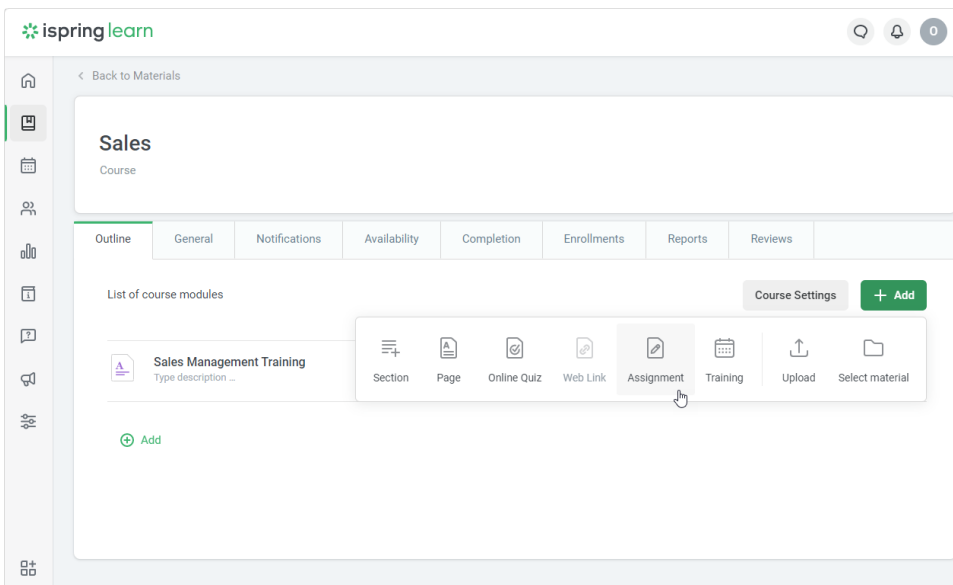
Attach Files

Great! You've added an assignment.



How to Add a Course Assignment

1. Open the course and click **Add Assignment**.



2. In the pop-up window, enter a name for the assignment and add a description. Then, enter the passing score.
3. Next, add the instructor who will check the assignments. To do this, in the **Assignment Instructor** section, click **Add Instructor**.

The screenshot shows the 'ispring learn' interface with a 'New Assignment' modal open. The modal has a title bar with a close button. It contains three main input fields: 'Title*' with the value 'Email Template' and a character count of 15/255; 'Instructions*' with the text 'Create your own sales follow-up email template.' and a character count of 47/10000; and 'Passing score*' with a value of 80 and a percentage of 100%. To the right of the 'Passing score' field is the 'Assignment Instructor' section, which includes a green plus icon and the text 'Add Instructor'. At the bottom of the modal are 'Cancel' and 'Create' buttons. The background shows a course titled 'Sales' with an 'Outline' tab selected.

ispring learn

< Back to Materials

Sales Course

Outline

List of course materials

Passing score* 80 / 100%

Assignment Instructor ⓘ

+ Add Instructor

Cancel Create

4. Then, select an employee and click **Add**.

The screenshot shows the 'Add Instructor' modal. It has a title bar with a close button. The main content area starts with the text 'Select an instructor to grade this assignment. [Learn more...](#)'. Below this is a search bar with a magnifying glass icon and the placeholder text 'Search by name and department...'. A search result is displayed as a card with a profile picture of a man and the text 'Brian Brown Sana'. At the bottom of the modal are 'Cancel' and 'Add' buttons, with a hand cursor pointing at the 'Add' button.

Add Instructor

Select an instructor to grade this assignment. [Learn more...](#)

Search by name and department...

Brian Brown
Sana

Cancel Add

5. Finally, click **Create**.

The screenshot shows the iSpring Learn interface with a 'New Assignment' modal dialog open. The background shows a course titled 'Sales' with tabs for Outline, Reports, and Reviews. The dialog box has a title bar 'New Assignment' and a close button. It contains the following fields:

- Title***: A text input field containing 'Email Template' with a character count of 14/255.
- Instructions***: A text area containing 'Create your own sales follow-up email template.' with a character count of 47/10000.
- Passing score***: A numeric input field set to '80' with a label '/ 100%'.
- Assignment Instructor**: A dropdown menu showing 'Brian Brown' with a user icon.

At the bottom of the dialog are two buttons: 'Cancel' and 'Create'. A mouse cursor is clicking the 'Create' button.