# Creating Digital Assignments

This playbook outlines the process of developing digital assignments and assessments, detailing the steps to utilize online tools for quizzes and submission platforms effectively.

### Step 1: Planning

Determine the learning objectives and outcomes for the digital assignment or assessment. Decide on the tools and platforms that are best suited to meet these objectives.

### Step 2: Design

Based on the objectives, design the assignment or assessment's structure. Choose the type of questions for quizzes (multiple-choice, short answer, etc.) and format for assignments (essay, project, report).

### Step 3: Development

Create the content for the assignment or assessment using the chosen platform. Input all questions and materials, and set up the correct answers and scoring system if applicable.

### Step 4: Integration

Integrate the digital assignment with the learning management system (LMS) or other digital platforms used by the institution. Ensure that students have access and can submit their work.

### Step 5: Testing

Perform tests to make sure everything works as intended. This includes navigating the assignment as a student, checking the scoring system, and ensuring the submissions are correctly recorded.

### Step 6: Launch

Once tested, roll out the assignment or assessment to the students. Provide clear instructions on how to access it, complete it, and the deadline for submissions.

### Step 7: Support

Be available to provide technical support and guidance to students having difficulties with the digital tools. Monitor for any issues and be responsive to student inquiries.

### Step 8: Review

After the submission deadline has passed, review the submissions for completeness and quality. Provide feedback to students and assess their performance based on the set criteria.

## General Notes

### Feedback Iteration

Based on the outcome of the initial roll-out, make necessary adjustments to the assignments or assessments for future iterations.

### Legal Compliance

Ensure that all digital materials and platforms comply with educational standards and privacy laws (such as FERPA in the United States).

### Accessibility

Verify that all assignments and assessments are accessible to all students, including those with disabilities, and meet the required accessibility standards (such as WCAG).