**Create Turn-Ins**

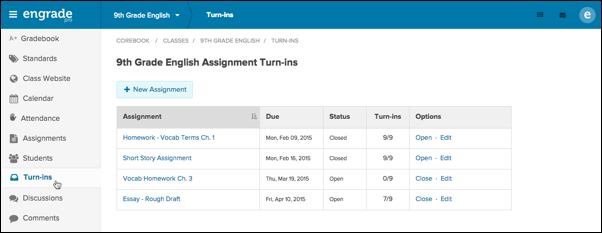


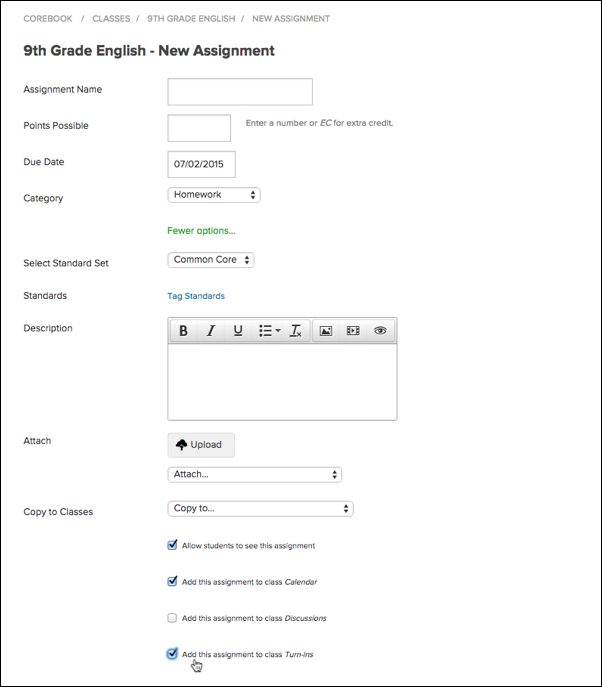
**Hillary L.**

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*This topic covers how to create a turn-in assignment.*

1. Select a class.
2. Select **Turn-ins** from the left sidebar.
3. On the Turn-Ins page, you can view all of the assignments in your class that have Turn Ins enabled.
   * Click the Open link in the **Options** column to the right of an assignment to enable student submissions for that assignment.
   * You can click the **Close** link to the right of an assignment to disable student submissions for that assignment.



1. Select the **New Assignment** button at the top left to create a new turn-in assignment.
2. Enter the details for your new assignment, including **Name**, **Due Date,** **Points Possible** and **Category**.
3. Select **More options…** to reveal additional settings.
4. Check the box next to **Add this assignment to class Turn-ins** to enable turn-ins for the assignment.  
     
   
5. Select any additional options as desired.
6. Select the green **Save Assignment** button to create your turn-in.
7. To enable turn-ins for an existing assignment, select **Gradebook** on your left sidebar.
8. Select an assignment from your Gradebook.
9. Check the box next to **Add this assignment to class Turn-ins**.
10. Select the green **Save Assignment** button to save your changes.