1. Log into VIULearn and access your course.
2. Using the course navigation bar, choose **Assessment & Evaluation** and **Assignments.**

1. Click on the blue **New Submission Folder** button.
2. Give your submission folder a name and specify the folder type (individual or group submission).

3. If you want to organize your submission folders into categories (like “Graded” and “Ungraded”) you can either select a category you have already created or click **[New Category]** to create a new category.

1. You can attach this submission folder to a grade item if you are using the Grades tool. You can also attach a rubric to this submission folder if you are using the Rubric tool. If you want to be able to add a numeric grade to the submission, make sure to put a number in the **Out Of** box.

2. Add any instructions about submitting the assignment in the **Instructions** box. You can also attach a file or record audio as part of your instructions using the **Add a File** and **Record Audio** buttons.

3. Select the **Submission Options** you would like. The default settings are the most permissive and will present the fewest challenges to students.

4. When you are done, you can click **Save and Close** to save and return to the first screen, or **Save and New** to save and start creating a brand new submission folder. You can also choose **Save** to save and keep editing your current submission folder.