Assignment Checklist

Directions: Use this checklist to help you build strong assignments.

Before writing the assignment think about the following:

- Determine what skills you are trying to assess through this assignment.
- Determine what you want your students to learn through the process of doing this assignment.
- Decide upon the specific scope of the assignment and whether this scope is narrow enough/focused enough.
- Think about the criteria / standards (or the elements upon which you will assess your students).
- Determine if this assignment will contribute to the learning goals of the course.

When creating the assignment check for the following:

- **Purpose:**
  - The purpose of the assignment is clear.
- **Process:**
  - The timeline for completion of the assignment is established and realistic.
  - The directions for how to complete the assignment are made clear.
  - Large assignments are broken into parts/mini assignments if needed, so the students can complete the overall assignment in a way that is manageable.
  - The process of doing the assignment engages the student in modes that help him/her learn the material in a deep manner. (For example, if an assignment is broken into parts, it may include a class discussion, an independent assignment, etc.)
- **Assessment Criteria:**
  - Assessment criteria are included and defined / explained.
  - It is clear how points are going to be assigned for individual parts of the assignment (if applicable).
  - The assignment includes which student skills will be assessed and the specific elements that the instructor wants to see in the final product (if applicable). (This may be imbedded in the assessment criteria or even the purpose statement.)
Layout:
- The assignment is readable on the page and/or screen (for online assignments).
- The assignment incorporates color, bullets, heading, pictures, visual icons, and font sizes that help guide the reader through in an easy and user-friendly manner.
- The assignment uses white space appropriately. There isn’t too much crowded on the page and/or screen.
- If there are multiple steps or parts of the assignment, they are broken into sub-assignments, hyperlinked from the main assignment to allow the student to navigate parts easily (for online assignments), or broken down in another appropriate manner to help the student understand the parts.

Before assigning the assignment, consider how it will be assessed:
- If using a rubric, make sure that the criteria on the rubric matches those on the assignment.
- If you have a general rubric, make sure that it is properly customized for this assignment.
- Make sure that it is clear how points are going to be assigned for individual parts of the assignment (if applicable).