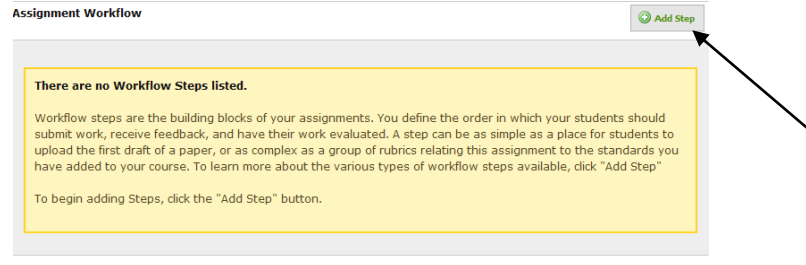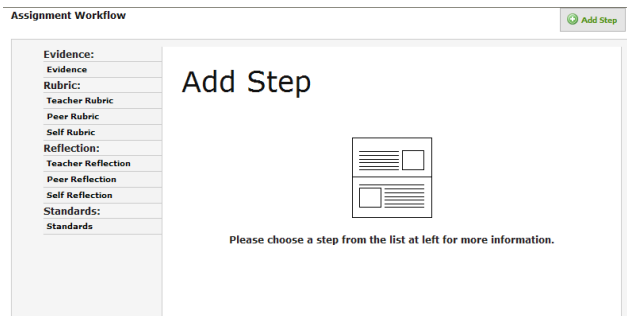## Assignment Workflow

> Create Assignment (See: Adding Assignments) > Click Add Step
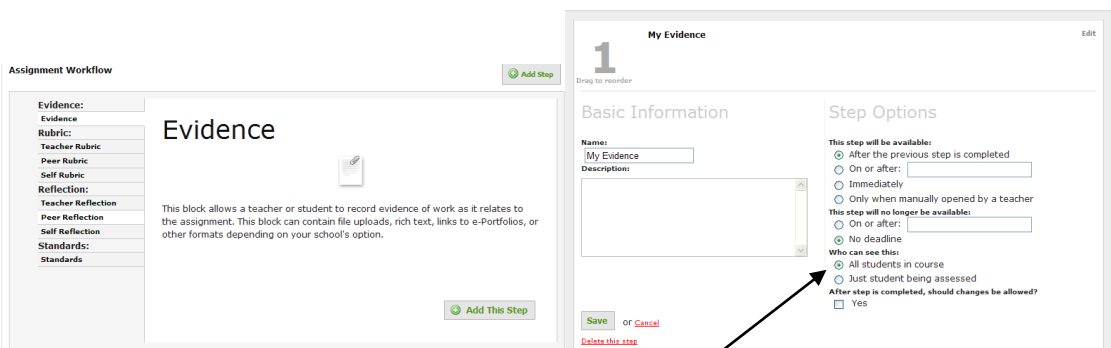

> Select the Step you wish to add (i.e. Evidence, Rubric, Reflection) > Click Add Step

> All options require basic information and selection of step options (i.e. when is step available, who can view the step, etc.)

Option 1 – Evidence

> Select Evidence > Click Add Step

> Input the basic information and set up the step options criteria > Click Save

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Option 2 – Rubric

> Select the Rubric (Teacher, Peer, Self) > Click Add Step
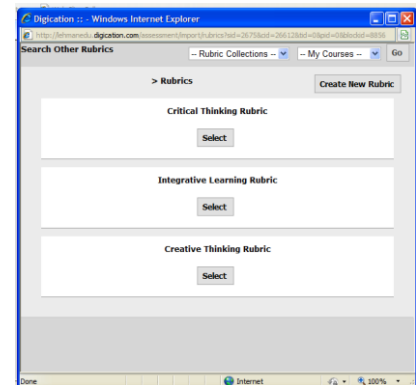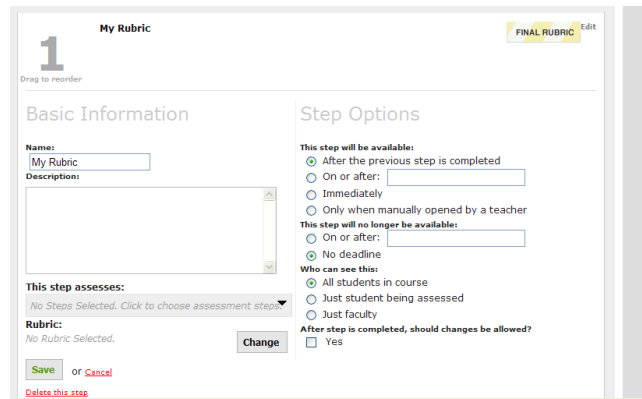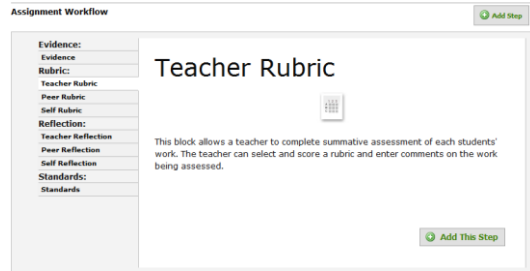
> Input the basic information

> Select a Rubric

> Click Change (Digication gives three default/basic rubrics, however you can edit the Digication version or create a rubric from scratch)

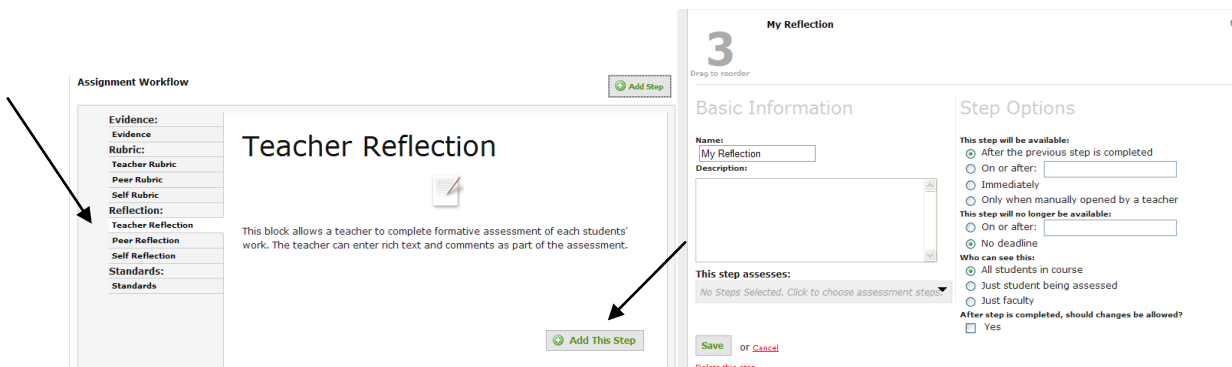**> Select the Rubric of your choice or create new rubric****

> Click Save

**See Creating Rubric Guidelines

Option 3 – Reflection

> Select the type of reflection > Click Add This Step > Input basic information > Click Save
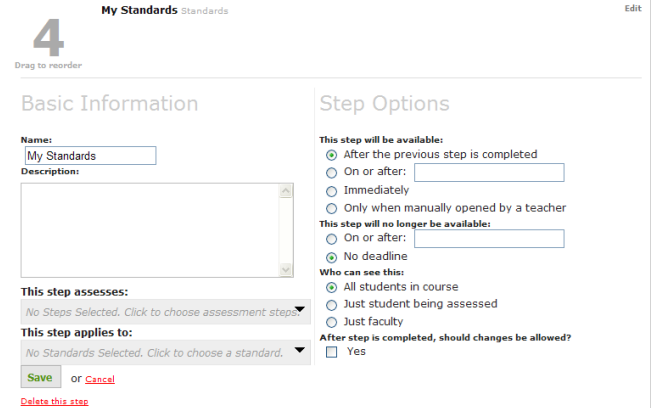
Option 4 – Standards**

> Select Standards > Click Add This Step

> Input Basic Information and Step Options > Select a standard** by the clicking on the drop down arrow, This step applies to:
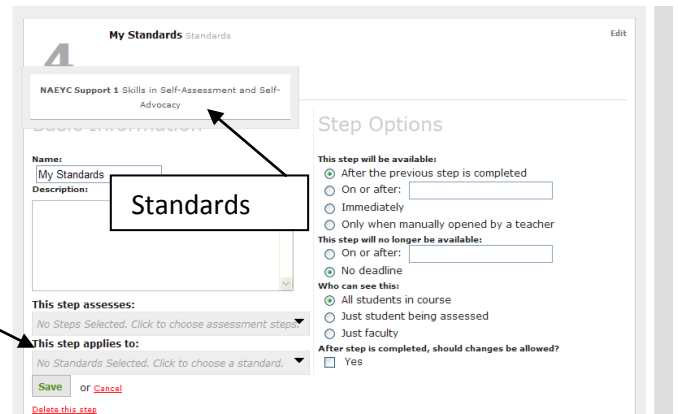
[The Standards available in your workflow are the Standards you selected when setting up your course.]

**Note: Standards must be added via your Digication Administrator long in advance of building this step. Refer to the Guidelines for Adding Standards.
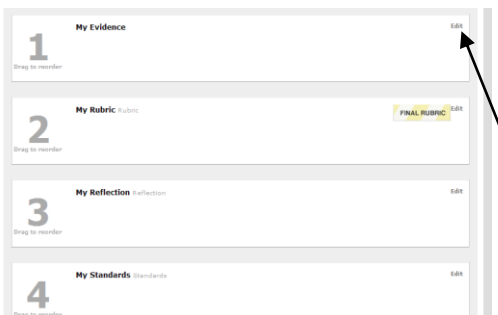
> All course Standards** will appear at the top of the page.

> Click on the Standard you want aligned with this assignment > Standard will appear under This step applies to: > Click Save

> To add multiple steps to one assignment: Reorder the steps by dragging them with your cursor **> Edit steps:** Click Edit located in the upper right hand corner of each step	**> Delete a step:** Click Edit > Click Delete this step at bottom of the page