**Transparent Assignment Instructions Template**

*Use this worksheet to help design clear assessment instructions for your assignments. Modify this template for your context. Delete instructions when no longer needed.* **Certificate (16 – 99 INSTRUCTIONAL hours)**

# Section 1: Assessment Details

**Assignment Name**:

**Weighting**:

**Due date**:

* Late Submission Policy:

**Course Learning Outcomes**:

**Type of Submission**:

* + Format:
  + Length:
  + Reference Style:
  + Naming Conventions:

**How to Submit**:

# Section 2: Purpose

**Context**

*Explain why students are completing this assignment, including applicability to real-world skills, relationship to course content, and an essential question, if applicable.*

**Description:**

*Briefly describe the assignment/ assessment.*

**Task:**

*Use bullet points to break down what students are expected to do*

# Section 3: Learning Technology Tool Requirements

*List which learning technology tools are required for the assessment.*

(Prezi, YouTube, Podcast, infographics, Flipgrid, Voicethread, etc.).

# Section 4: Supplementary Documentation

*Provide hyperlinks to D2L content and additional documentation to assist students in completing a successful assessment.*

**Associated Course Materials:**

**Rubric:**

**Exemplar:**

**Academic Integrity:**

[Indigenous Academic Integrity](https://taylorinstitute.ucalgary.ca/resources/indigenous-academic-integrity) | [Academic Integrity for Students](https://taylorinstitute.ucalgary.ca/resources/academic-integrity-for-students)