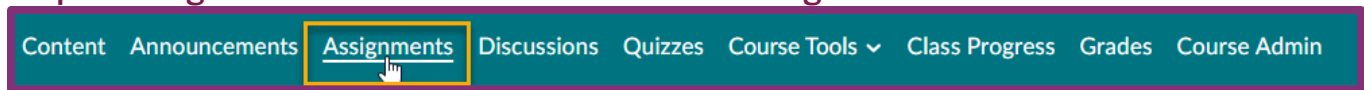


Create an Assignment in Brightspace

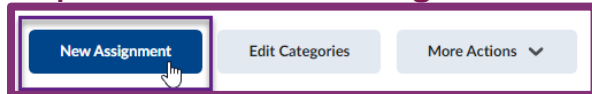
Assignments give instructors the opportunity to assess student learning, encourage active engagement, and provide substantial feedback to students. Whether students write essays, create images, or participate in class, the assignment tool in Brightspace provides a method to organize this work in the course.

A. Create an assignment

Step 1: Navigate to the desired course and select Assignments on the Navbar.

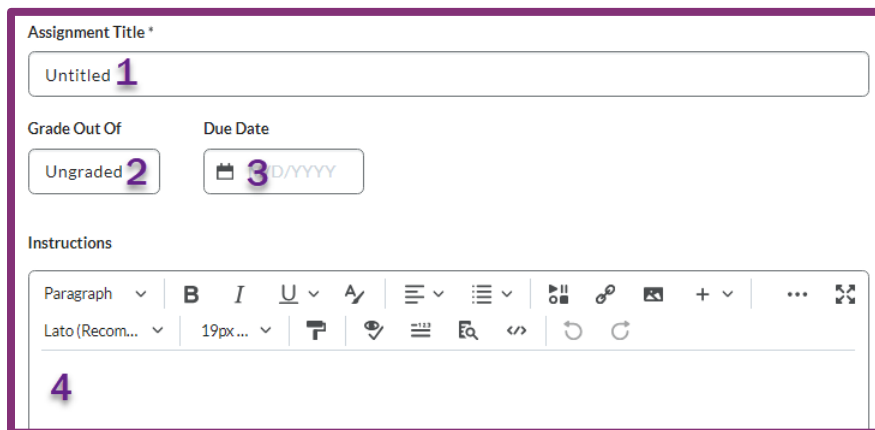


Step 2: Select the New Assignment button



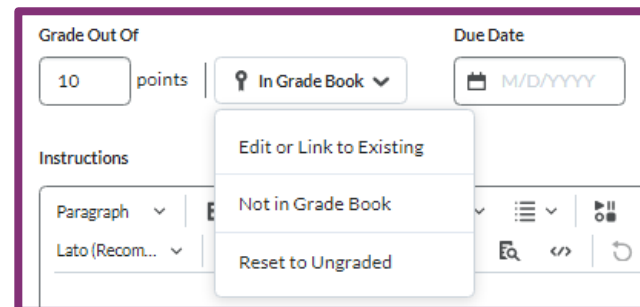
Step 3: Complete the assignment details

1. Enter the Assignment Title
2. Enter the points
3. Enter the Due Date
4. Include the Instructions. You can use all the features of the Brightspace Editor.

A screenshot of the assignment creation form. The 'Assignment Title' field contains 'Untitled' with a '1' next to it. The 'Grade Out Of' field contains 'Ungraded' with a '2' next to it. The 'Due Date' field contains '3' with a '3' next to it. The 'Instructions' field contains a rich text editor with a '4' next to it.

Step 4: Select desired Grade Book option

When you enter points, the assignment is added to the Grade Book by default. You can make changes to edit the grade item or link the assignment to an existing grade item (column) previously created. You can set the assignment to not in the grade book for formative assignments. You can also reset to ungraded.

A screenshot of the Grade Book options menu. The 'Grade Out Of' field contains '10' points. The 'Due Date' field contains 'M/D/YYYY'. The 'Instructions' field contains a rich text editor. A dropdown menu is open, showing options: 'Edit or Link to Existing', 'Not in Grade Book', and 'Reset to Ungraded'.

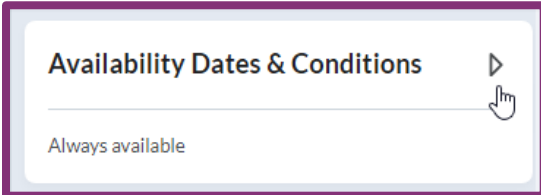
Step 5: Attach additional content

1. File upload
2. Attach link to existing activity
3. Attach weblink
4. Record audio or video note (up to 30 minutes)

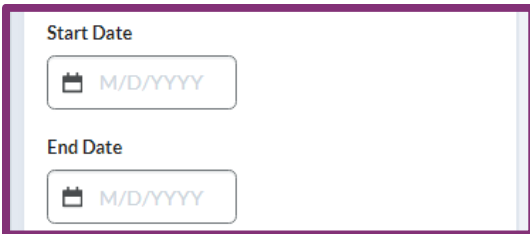


B. Set Availability Dates & Conditions (Optional)

Step 1. Select the arrow to expand the Availability Dates & Conditions.

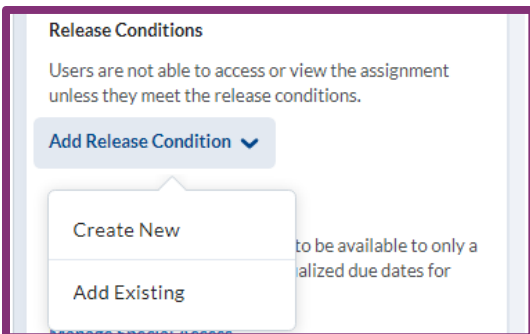


Step 2. Enter a Start Date and End Date for availability.



Step 3. Select Add Release Conditions.

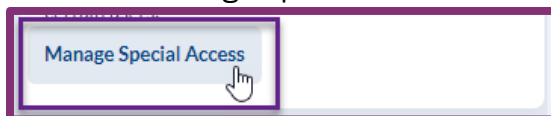
You can create a new release condition or add an existing release condition that you previously created. Visit the D2L Brightspace Community webpage [About Release Conditions](#) to learn more.



Step 4. Manage Special Access.

Special access allows assignments to be available to only a select group of users or individualized due dates for certain users.

1. Select Manage Special Access.



2. Select the option you desire. Then select Add users to Special Access.

Manage Special Access

Allow users with special access to submit outside the normal availability dates for this folder

Allow only users with special access to see this folder

Add Users to Special Access

Save and Close Cancel

3. Set the special due date or availability dates, select students, and save.

Properties

Due Date

Has Due Date

8/27/2024 12:42 PM

Availability

Has Start Date

8/20/2024 12:42 PM

Has End Date

8/27/2024 12:42 PM

Users

Search For... Show Search Options

<input type="checkbox"/>	First Name	Last Name
<input type="checkbox"/>	Emmett	Brown
<input type="checkbox"/>	Jennifer	Parker

Save Cancel

C. Set Submission & Completion Options (Optional)

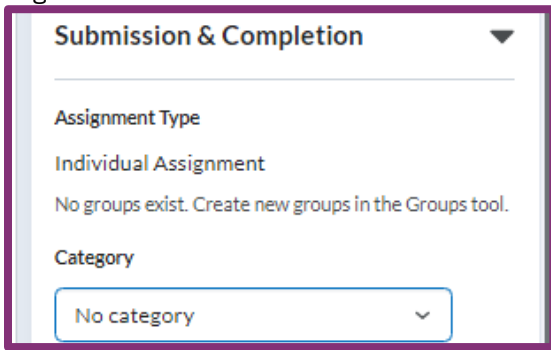
Step 1. Select the arrow to expand the Submission & Completion Options.

Submission & Completion

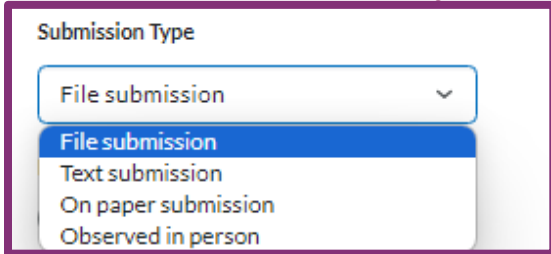
File submission

Step 2. Put the assignment in a category to organize your assignments

Please note that the assignment categories are separate from any Grade Book categories.



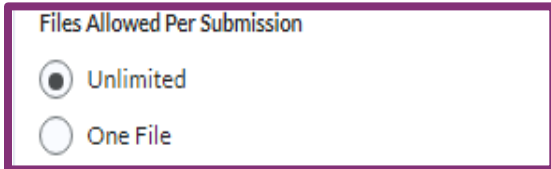
Step 3. Select a submission type.



By default, an assignment will be set to file submission. Text submissions are typed by students in the Brightspace Editor. On paper submissions are collected in person. Observed in person is used for attendance, participation, or other things that can be observed.

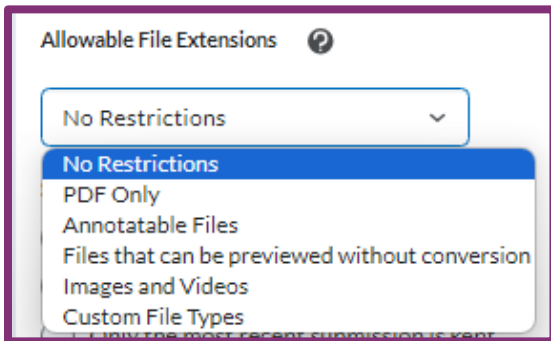
Step 4. Select unlimited or one file for file submissions.

Please note you cannot choose another specific number, although you can include a number limit that you will accept in your instructions.



Step 5: Select Allowable File Extensions for file submissions.

You can select no restrictions, PDF only, annotatable files (all file types you can annotate when grading), files that can be previewed without conversion (all viewable when grading, but some may not be annotatable), images and videos, and custom file types. Select custom file types if you want to specify the exact files type you will allow, and you will be prompted to enter the exact file extensions allowed.



Step 6. Choose which submission are kept.

You can choose to keep all submissions, only one submission allowed, or only the most recent submission is kept. If you have allowed unlimited submissions, the recommendation is to keep all submissions to preserve student work.

Submissions

All submissions are kept

Only one submission allowed

Only the most recent submission is kept

Step 7: Enter a notification email, if desired.


If you want to be notified when an assignment is submitted, enter an email address(es) in the box.

Notification Email

Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.

D. Set Evaluation & Feedback Options (Optional)

Step 1: Select the arrow to expand the Evaluation & Feedback Options.

Evaluation & Feedback 

Step 2: Select Add Rubric, then choose Create New or Add Existing.

Visit the D2L Brightspace Community webpage [About Rubrics](#) to learn more.

Rubrics

Add Rubric ▾

Create New

Add Existing

Note: This document does not cover managing learning objectives.

Step 3: Check the box to Make annotation tools available for assessment, if desired. Then, check the box to hide student names during assessment if desired.

Annotation Tools

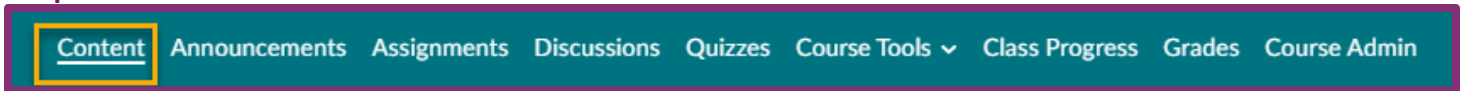
Make annotation tools available for assessment

Anonymous Marking

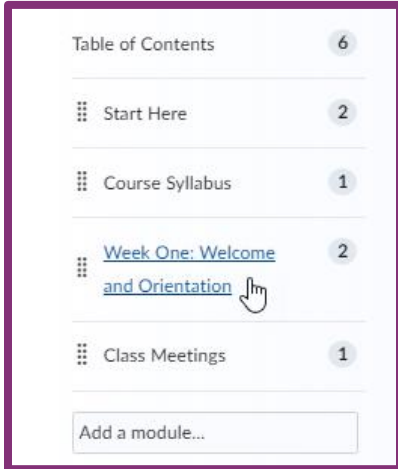
Hide student names during assessment

E. Add an assignment to a module or sub module

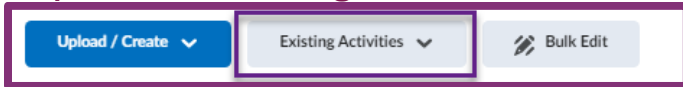
Step 1: Select Content on the navbar.



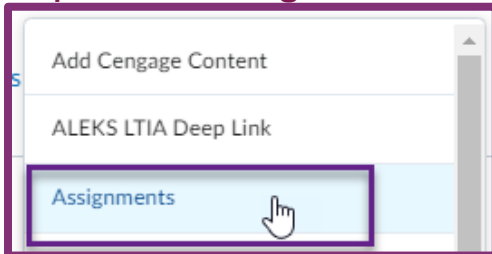
Step 2: Select the desired module in the Table of Contents.



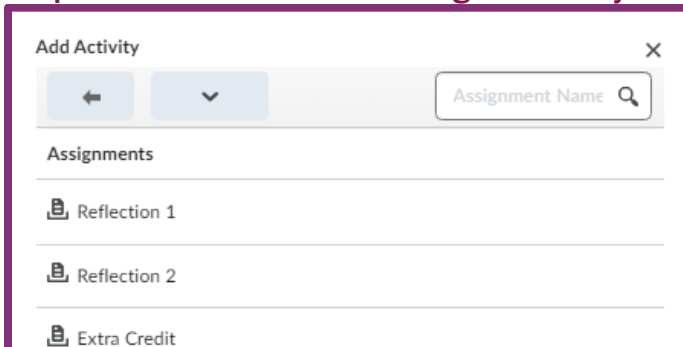
Step 3: Choose Existing Activities.



Step 4. Select Assignments from the list that pops up.



Step 5. Select the desired assignment. If you have a long list, you use the search box.



Your assignment will be added to the bottom of the module. You can drag and drop it into the desired location in the module.

F. Create an assignment from within a module

You can also create an assignment within a module by navigating to the module (as shown above in E. Steps 1 and 2), selecting Upload/Create, and then, choosing new Assignment. The remainder of the creation process is the same.

