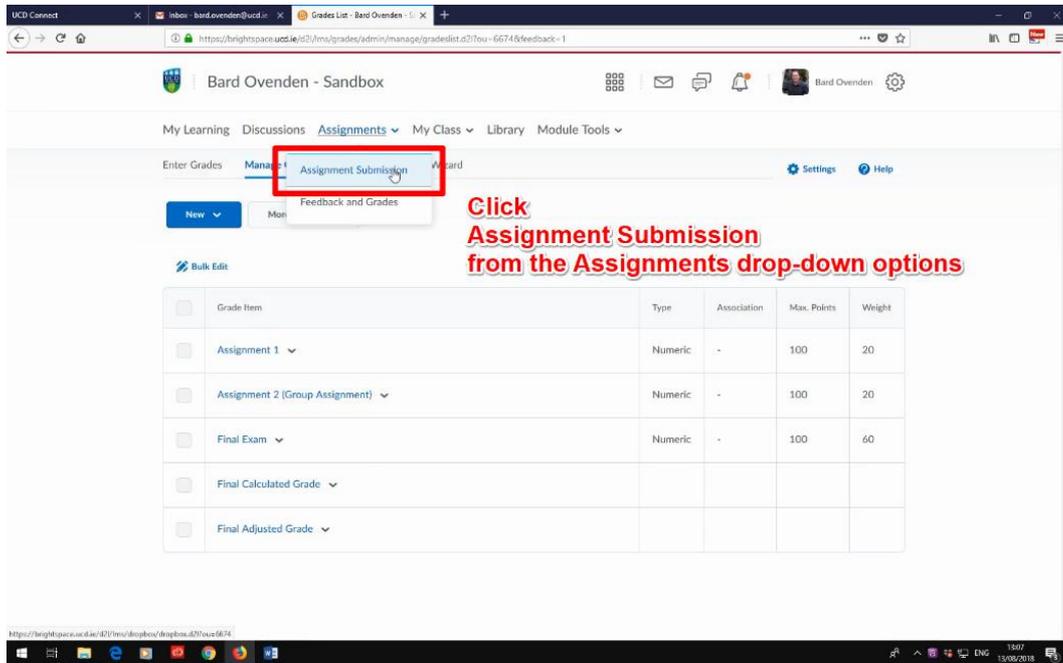


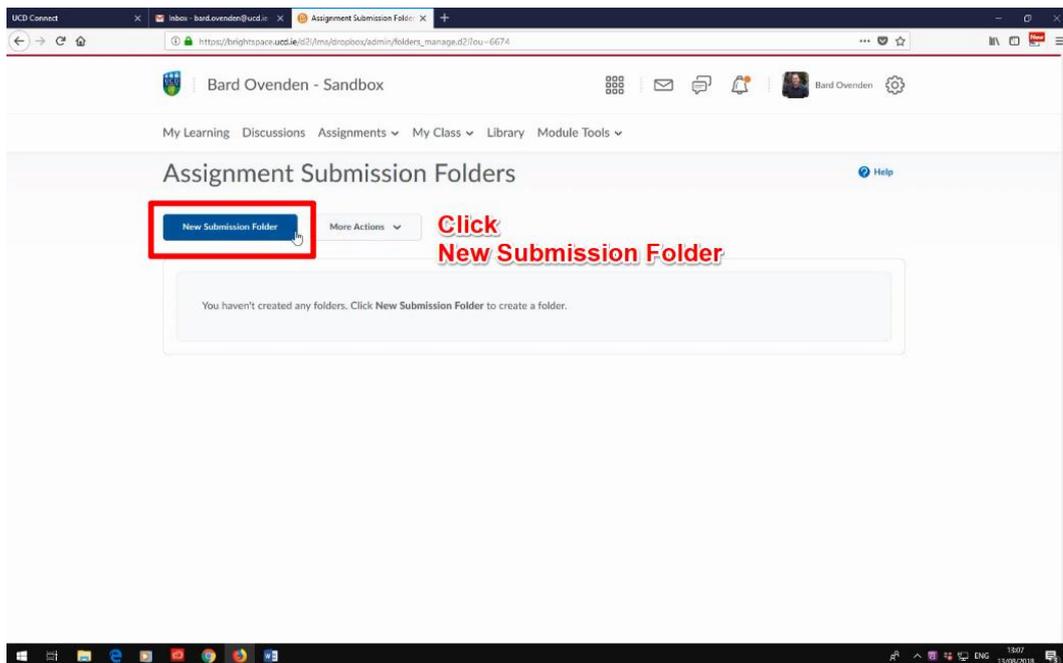
Link Assignments to Grade Items

This guide will continue from *Creating Grade Items* and will demonstrate creating Assignments and linking them to the Grade Items created in Grade Book.

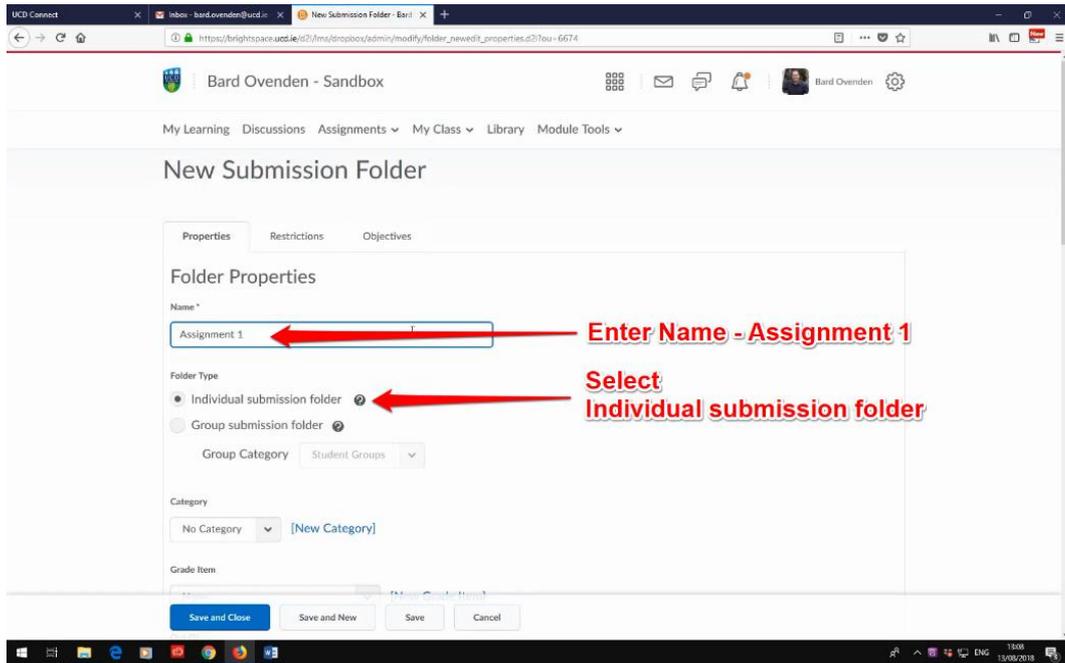
Step 1 - Click Assignments > Assignment Submission



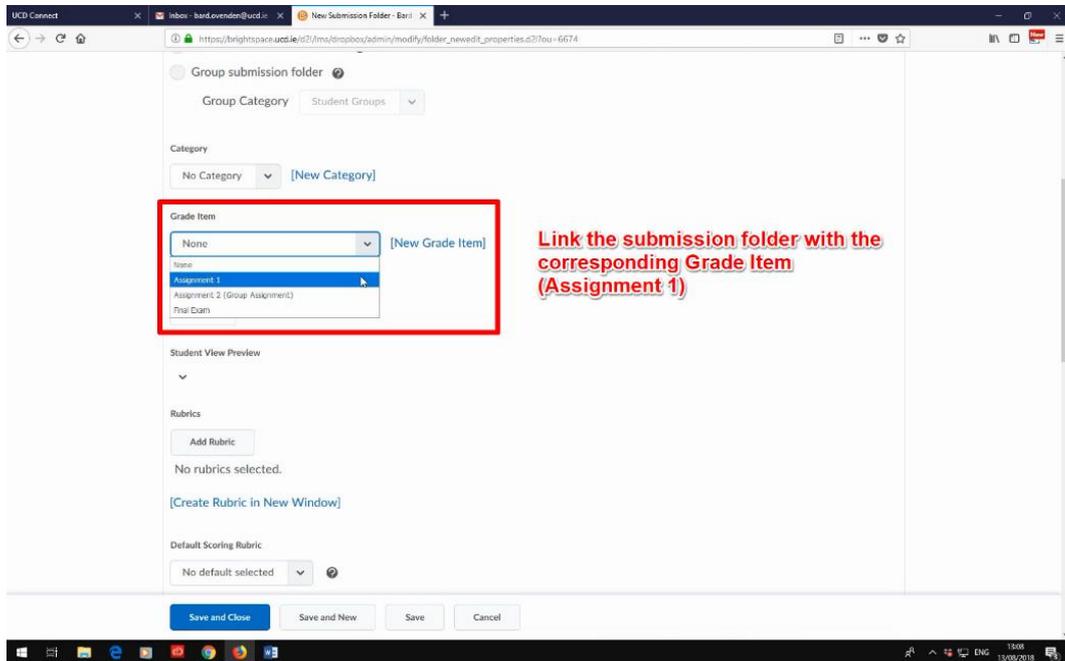
Step 2 - Click New Submission Folder



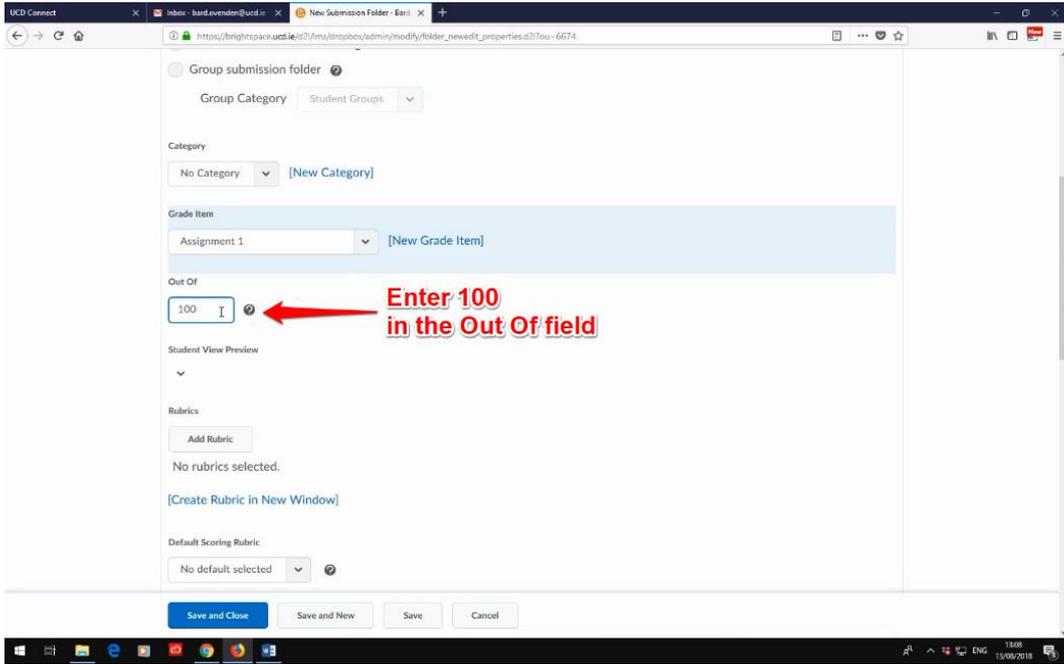
Step 3 - Enter Name (Assignment 1) and Select Individual Submission Folder



Step 4 - Scroll down the page and Link the Submission Folder to the corresponding Grade Item (Assignment 1)

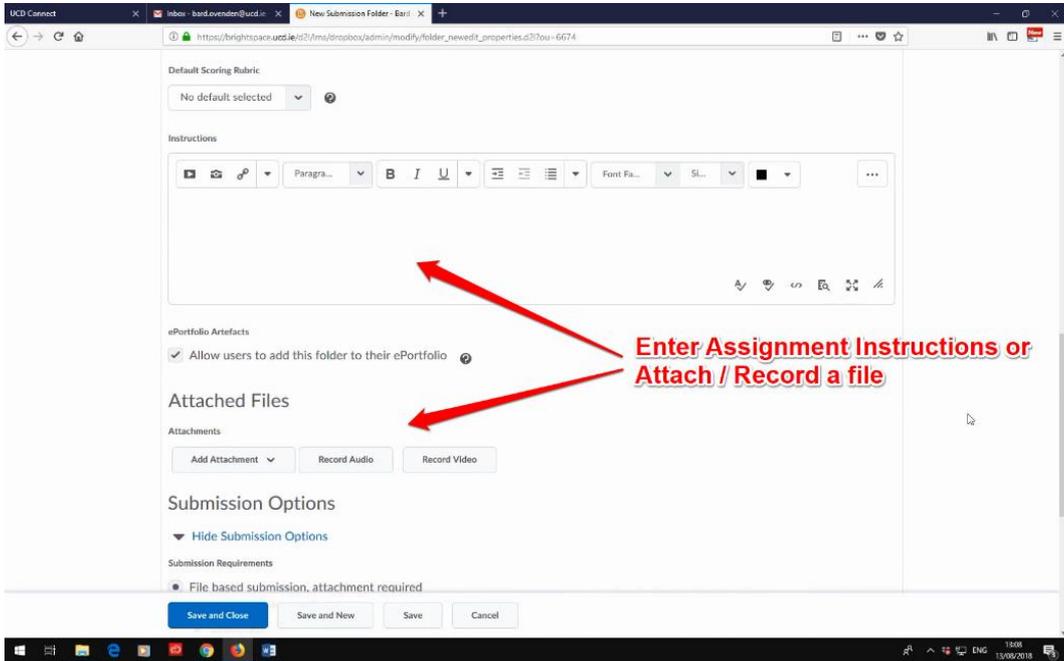


Step 5 - Enter 100 in the Out Of field



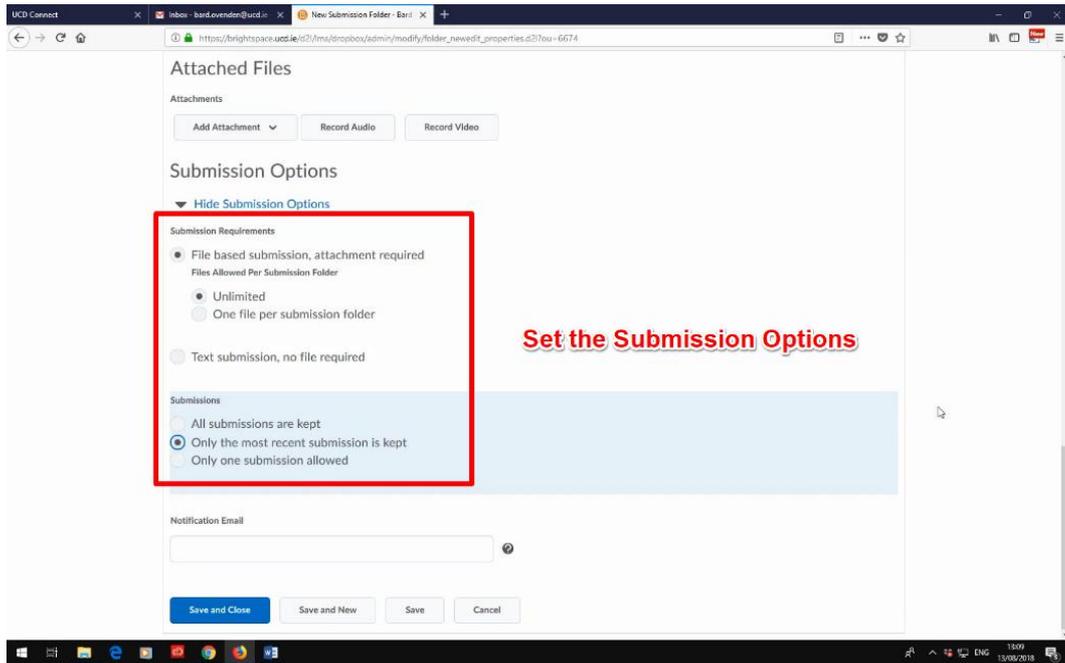
The screenshot shows the 'New Submission Folder' configuration page in Brightspace. The 'Out Of' field is set to '100'. A red arrow points to the '100' with the text 'Enter 100 in the Out Of field'. Other visible fields include 'Group Category' (Student Groups), 'Category' (No Category), and 'Grade Item' (Assignment 1). Buttons for 'Save and Close', 'Save and New', 'Save', and 'Cancel' are at the bottom.

Step 6 - Add Written Instructions or Attach/Record an instruction file

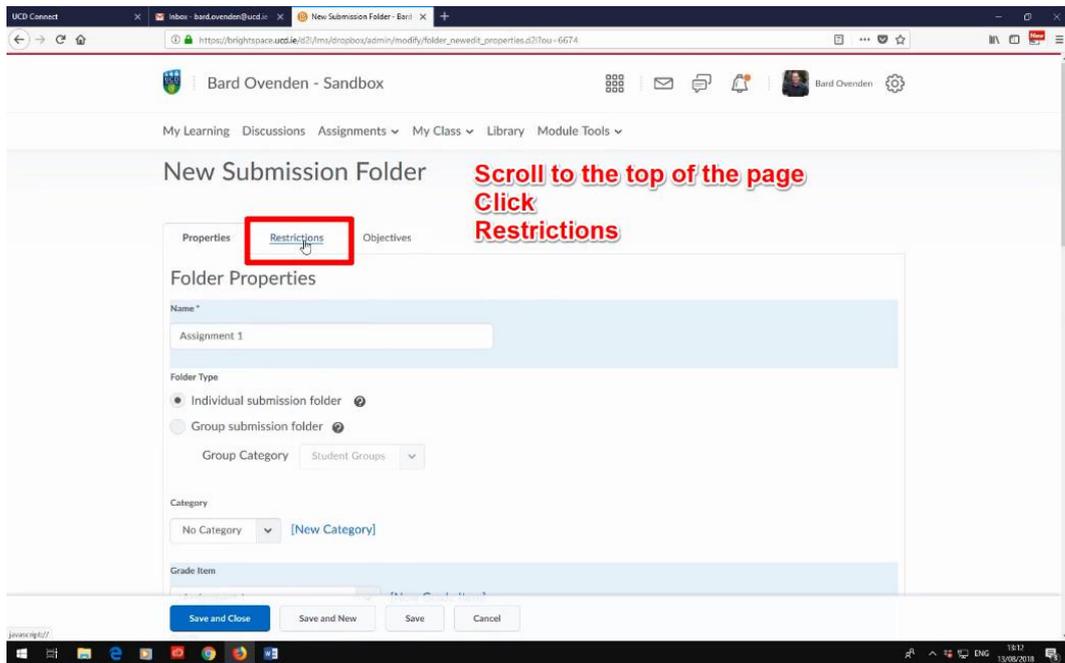


The screenshot shows the 'New Submission Folder' configuration page in Brightspace, focusing on the 'Instructions' and 'Attached Files' sections. A red arrow points to the 'Instructions' text area and another red arrow points to the 'Attached Files' section, with the text 'Enter Assignment Instructions or Attach / Record a file'. The 'Attached Files' section includes buttons for 'Add Attachment', 'Record Audio', and 'Record Video'. The 'Submission Options' section is partially visible at the bottom.

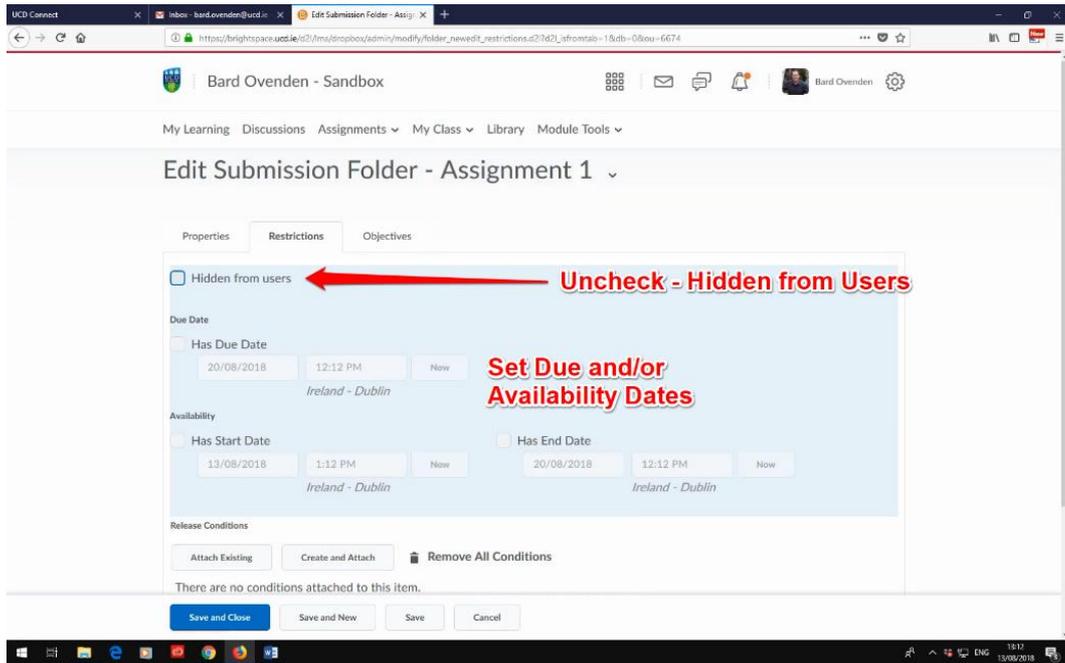
Step 7 - Set Submission Options



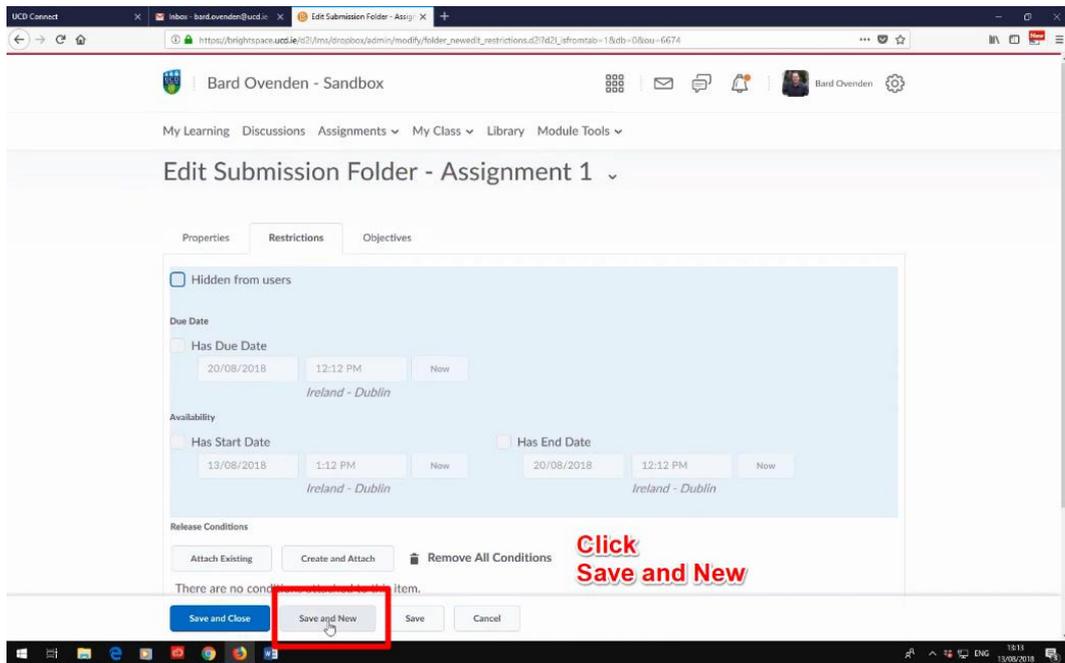
Step 8 - Scroll to the top of the page, Click *Restrictions*



Step 9 - Uncheck - Hidden from Users and set Due and/or Availability Dates



Step 10 - Click Save and New



Repeat the steps for the 2nd Assignment

Enter Name for the 2nd Assignment (Group Assignment)

Select Group Submission Folder as the Folder Type

Link the Submission Folder to the corresponding Grade Item - Assignment 2 (Group Assignment)

Enter 100 in the Out Of field

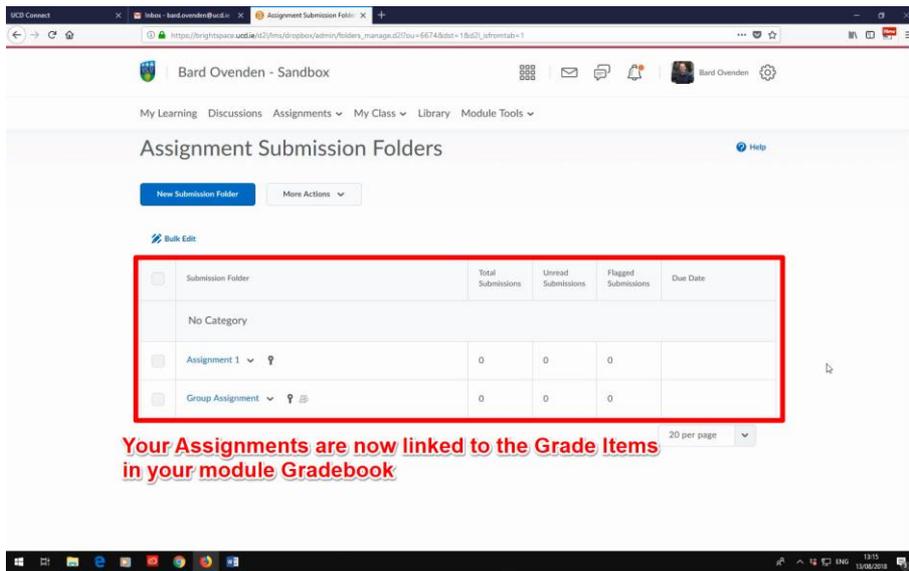
Add Written Instructions or Attach/Record an instruction file

Set the Submission Options

Scroll to the top of the page, Click *Restrictions*

Uncheck - Hidden from Users and set Due and/or Availability Dates

Click *Save and Close*



Assignment Submission Folders

[New Submission Folder](#) [More Actions](#)

[Bulk Edit](#)

Submission Folder	Total Submissions	Unread Submissions	Flagged Submissions	Due Date
No Category				
Assignment 1	0	0	0	
Group Assignment	0	0	0	

Your Assignments are now linked to the Grade Items in your module Gradebook

20 per page