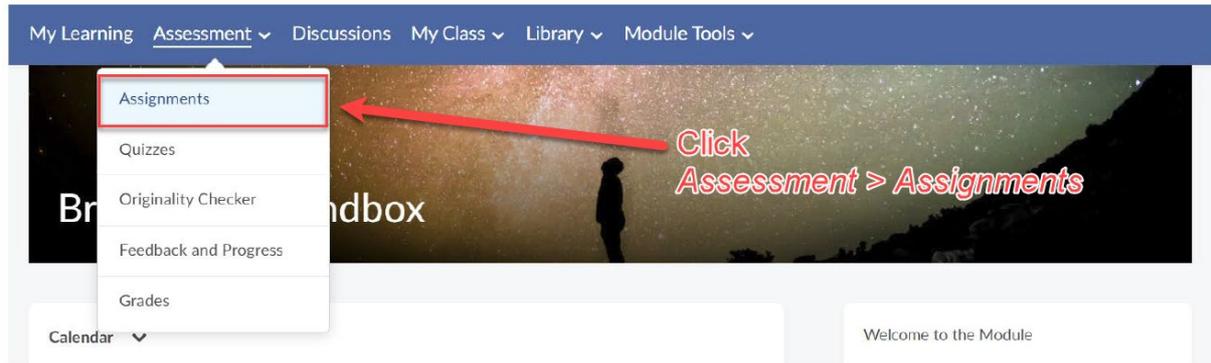


## Creating Assignments

The assignments tool within Brightspace allows instructors collect all submitted documents for review and grading. It is possible to create assignments for individuals and groups in Brightspace.

### Creating Individual Assignments in Brightspace

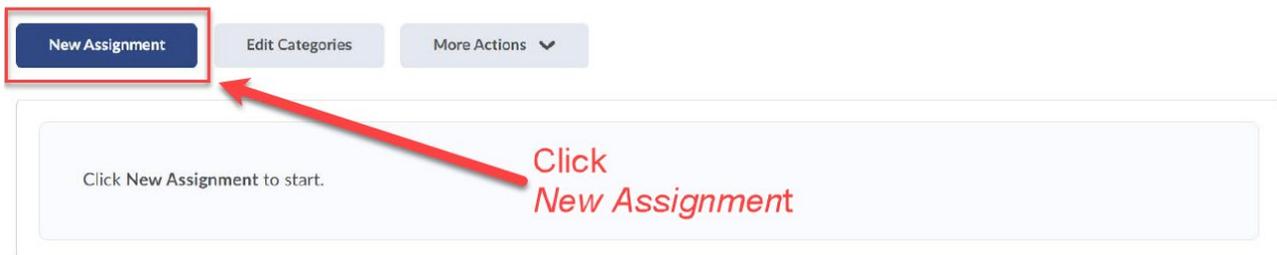
**Step 1** - Click *Assessments > Assignments* from the main menu.



**Step 2** - Click *New Assignment*.

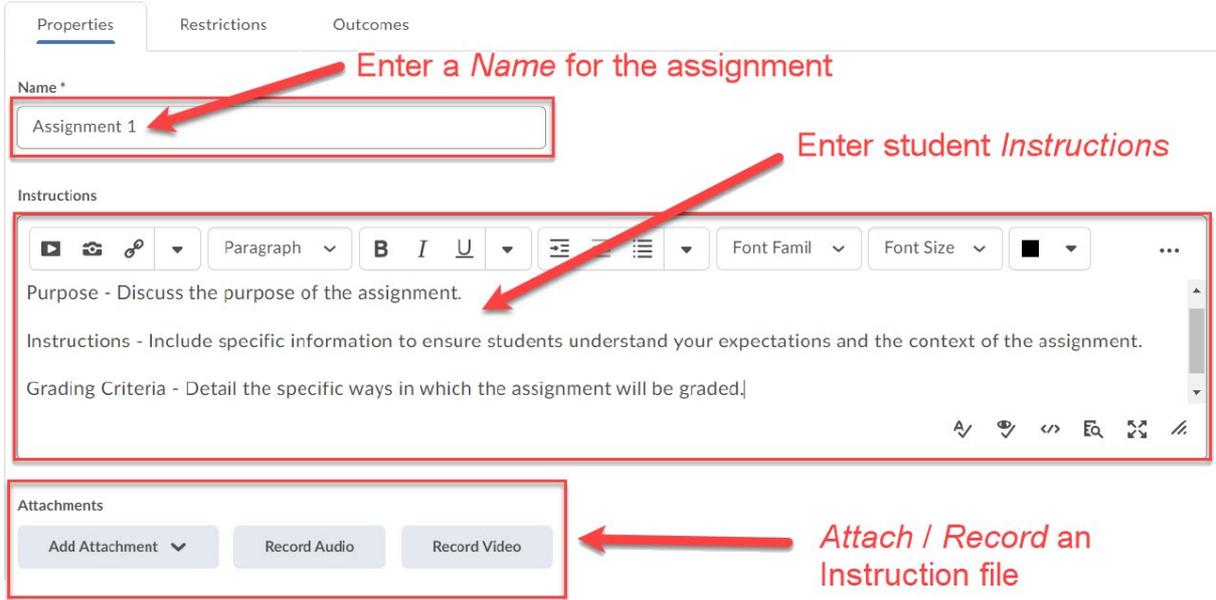
## Assignments

[? Help](#)



**Step 3 - Enter a Name for the assignment.**

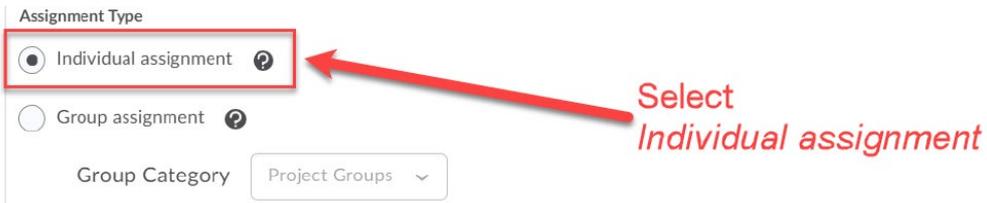
Enter any *Instructions* to students or *Attach / Record* an Instruction file.



The screenshot shows the 'Properties' tab of an assignment configuration interface. It includes the following elements:

- Name:** A text input field containing 'Assignment 1'. A red arrow points to it with the annotation 'Enter a Name for the assignment'.
- Instructions:** A rich text editor area containing three paragraphs: 'Purpose - Discuss the purpose of the assignment.', 'Instructions - Include specific information to ensure students understand your expectations and the context of the assignment.', and 'Grading Criteria - Detail the specific ways in which the assignment will be graded.' A red arrow points to the text area with the annotation 'Enter student Instructions'.
- Attachments:** A section with three buttons: 'Add Attachment', 'Record Audio', and 'Record Video'. A red arrow points to these buttons with the annotation 'Attach / Record an Instruction file'.

**Step 4 - Select *Individual assignment*.**

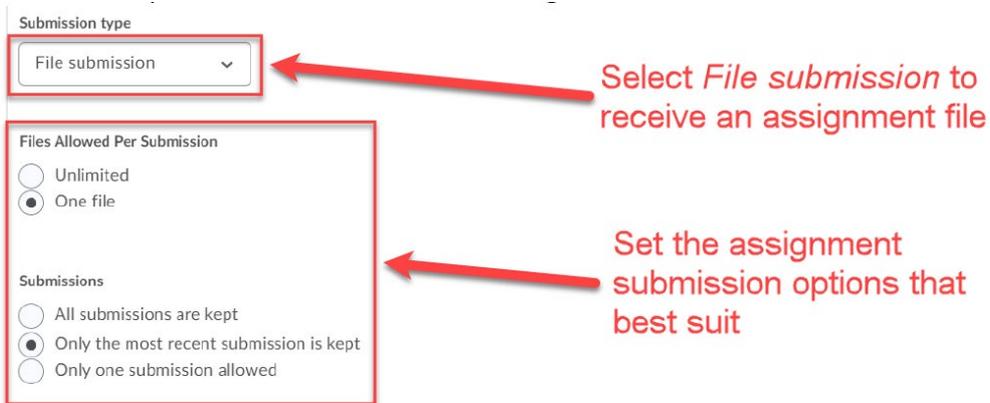


The screenshot shows the 'Assignment Type' section of the configuration interface. It includes the following elements:

- Assignment Type:** Two radio button options: 'Individual assignment' (which is selected) and 'Group assignment'. A red arrow points to the 'Individual assignment' option with the annotation 'Select Individual assignment'.
- Group Category:** A dropdown menu currently set to 'Project Groups'.

**Step 5 - Select the *Submission type* - *File submission* if you require students to submit a file such as a word document or pdf.**

Set the *Submission* options that best suit the assignment.



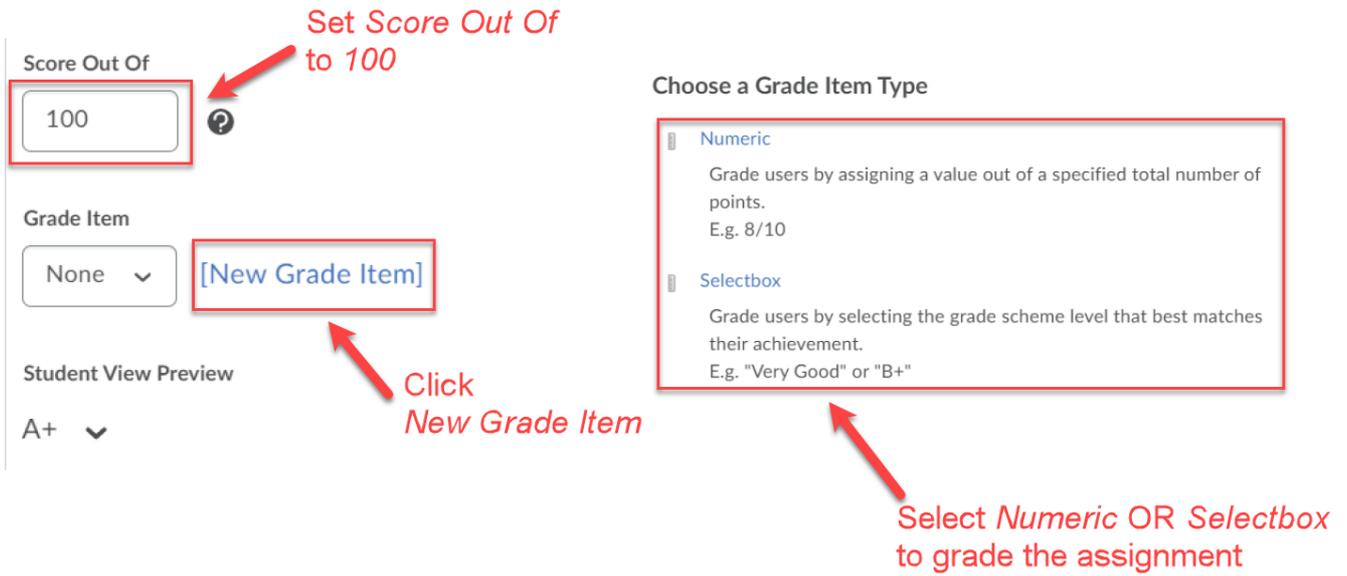
The screenshot shows the 'Submission type' section of the configuration interface. It includes the following elements:

- Submission type:** A dropdown menu set to 'File submission'. A red arrow points to it with the annotation 'Select File submission to receive an assignment file'.
- Files Allowed Per Submission:** Two radio button options: 'Unlimited' and 'One file' (which is selected). A red arrow points to this section with the annotation 'Set the assignment submission options that best suit'.
- Submissions:** Three radio button options: 'All submissions are kept', 'Only the most recent submission is kept' (which is selected), and 'Only one submission allowed'.

### Step 6 - Set Score Out Of to 100

Click *New Grade Item* to attach a *Grade Item* to the assignment:

- Choose *Numeric* to Grade the assignment with a score
- Choose *Selectbox* to grade the assignment with a letter



The screenshot shows the configuration interface for an assignment. On the left, the 'Score Out Of' field is set to '100' and is highlighted with a red box. A red arrow points to this field with the text 'Set Score Out Of to 100'. Below it, the 'Grade Item' dropdown is set to 'None' and is also highlighted with a red box. A red arrow points to the '[New Grade Item]' link next to it with the text 'Click New Grade Item'. On the right, the 'Choose a Grade Item Type' panel is highlighted with a red box. It contains two options: 'Numeric' (with a description: 'Grade users by assigning a value out of a specified total number of points. E.g. 8/10') and 'Selectbox' (with a description: 'Grade users by selecting the grade scheme level that best matches their achievement. E.g. "Very Good" or "B+"'). A red arrow points to this panel with the text 'Select Numeric OR Selectbox to grade the assignment'. At the bottom left, the 'Student View Preview' shows 'A+' with a dropdown arrow.

**Step 7** - Enter a name for the *Grade Item*.

Type

Selectbox

Enter a Name for the  
*Grade Item*

Name \*

- Set *Maximum Points* to 100.
- Choose a *Grade Scheme* for the assignment.
- Tick *Hide from Users*.
- Click *Save* to confirm all *Grade Item* settings.

New Grade Item

×

Grading

Maximum Points \*

100

Set Maximum Points to  
100

Bonus

Exclude from Final Grade Calculation

Choose a *Grade Scheme*  
for the *Grade Item*

Grade Scheme

(Default) 40% Pass Standard Letter/Numeric

Restrictions

Hide from Users

Tick - *Hide from Users*

Save

Click *Save*

**Step 8** - Click *Save* to confirm all assignment settings and continue the setup.

Annotation Tools

Make annotation tools available for assessment

Click *Save* to continue the assignment setup

**Step 9** - Click the *Restrictions* tab to continue the assignment setup.

- Untick *Hide from Users* to make the assignment visible to students.
- Set a *Due Date* for the assignment.
- Set the *Availability Start* and *End* dates for the assignment.

Properties **Restrictions**

Hide from Users

**Due Date**

Has Due Date

19/02/2021 23:00 Now

Ireland - Dublin

**Availability**

Has Start Date

05/02/2021 09:00 Now

Ireland - Dublin

Has End Date

01/03/2021 11:00 Now

Ireland - Dublin

Click - *Restrictions*

Untick - *Hide from Users*

Set a *Due Date* for the assignment

Set the *Availability* for the assignment

**Step 10** - Click *Save and Close* to finish the assignment setup.

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

Click - *Save and Close* to finish the assignment setup

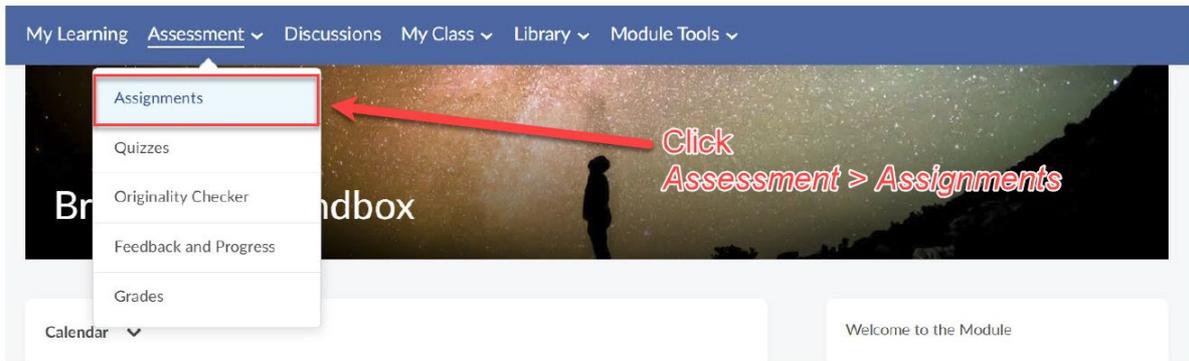
## Create Group Assignments in Brightspace

*Note: Groups must be setup in Brightspace beforehand in order to create a Group assignment.*

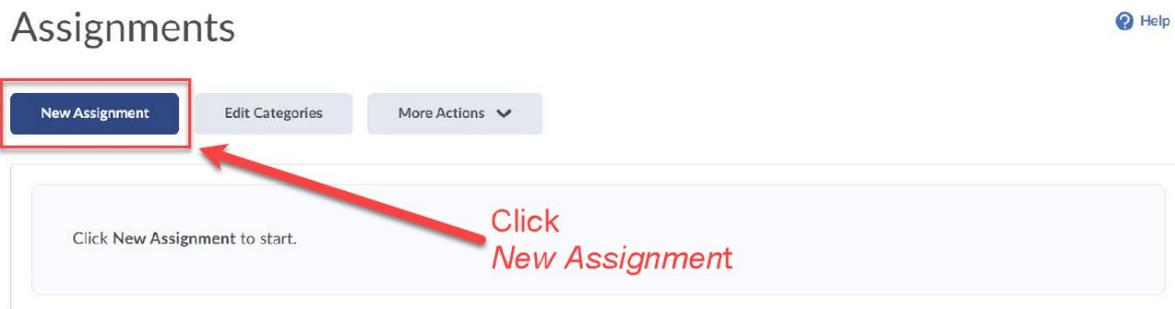
*A guide to creating groups can be found at the link below:*

<https://buselrn.ucd.ie/creating-groups/>

**Step 1** - Click *Assessments > Assignments* from the main menu.

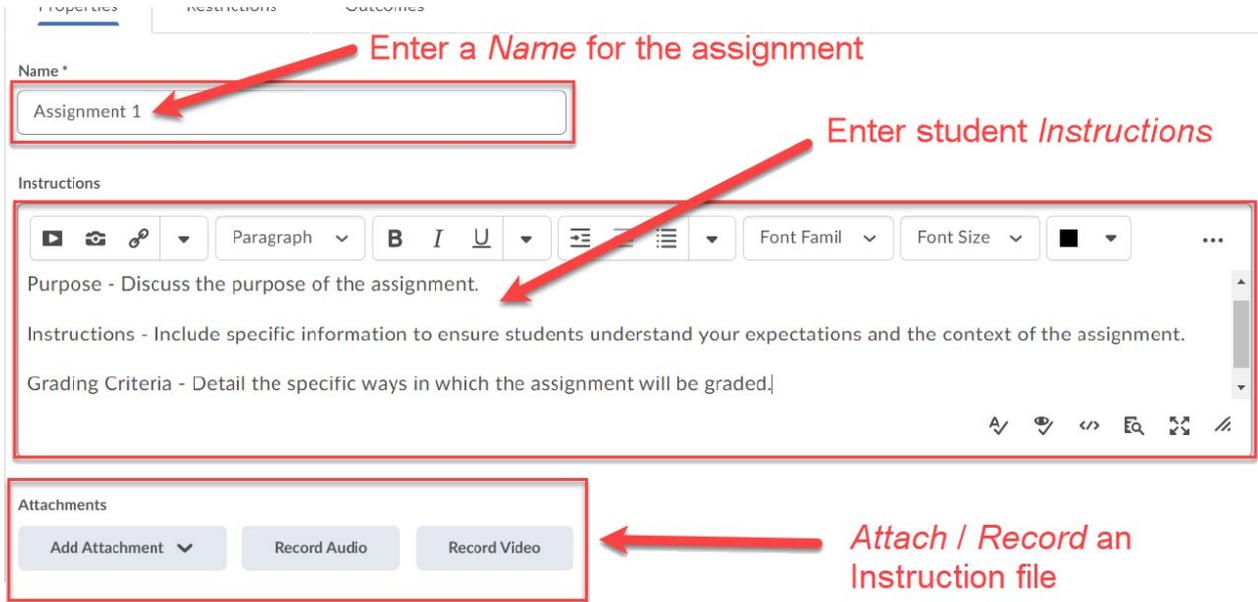


**Step 2** - Click *New Assignment*.



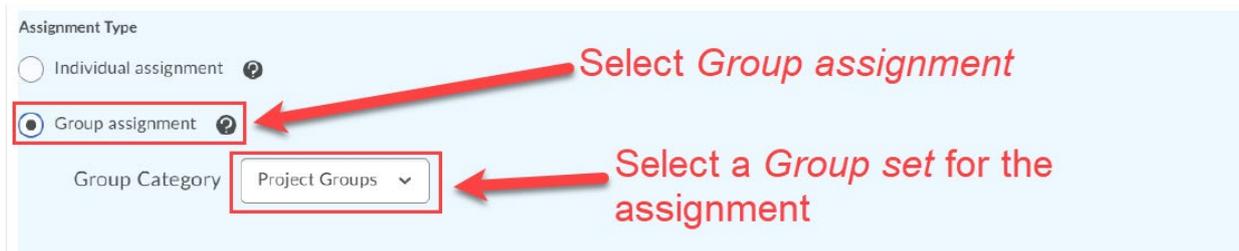
**Step 3 - Enter a Name for the Group assignment.**

Enter any *Instructions* to students or Attach / Record an Instruction file.



The screenshot shows the 'Properties' tab of an assignment configuration interface. 
 - A red box highlights the 'Name' field containing 'Assignment 1', with an arrow pointing to it from the text 'Enter a Name for the assignment'.
 - A red box highlights the 'Instructions' text area, which contains a rich text editor with the text: 'Purpose - Discuss the purpose of the assignment.', 'Instructions - Include specific information to ensure students understand your expectations and the context of the assignment.', and 'Grading Criteria - Detail the specific ways in which the assignment will be graded.'. An arrow points to this area from the text 'Enter student Instructions'.
 - A red box highlights the 'Attachments' section, which includes 'Add Attachment', 'Record Audio', and 'Record Video' buttons. An arrow points to this section from the text 'Attach / Record an Instruction file'.

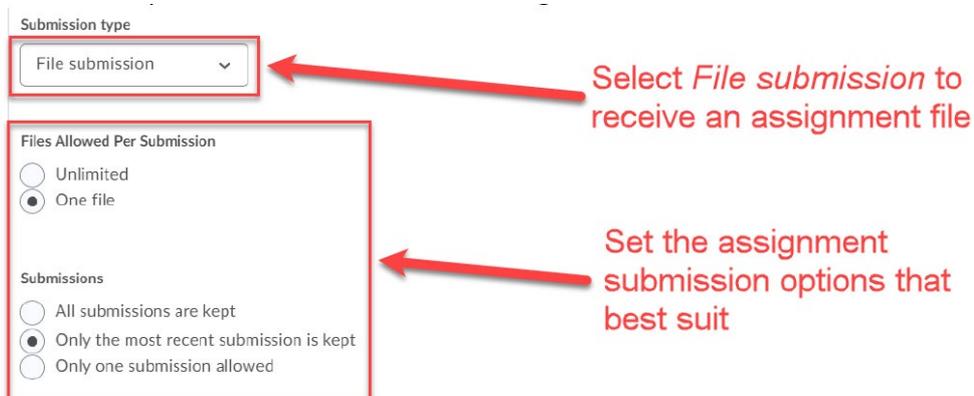
**Step 4 - Select Group assignment and choose a Group Set to apply the assignment.**



The screenshot shows the 'Assignment Type' section.
 - A red box highlights the 'Group assignment' radio button, which is selected. An arrow points to it from the text 'Select Group assignment'.
 - A red box highlights the 'Group Category' dropdown menu, which is set to 'Project Groups'. An arrow points to it from the text 'Select a Group set for the assignment'.

**Step 5 - Select the Submission type - File submission if you require the groups to submit a file such as a word document or pdf.**

Set the *Submission* options that best suit the Group assignment.



The screenshot shows the 'Submission type' configuration section.
 - A red box highlights the 'File submission' dropdown menu. An arrow points to it from the text 'Select File submission to receive an assignment file'.
 - A red box highlights the 'Files Allowed Per Submission' section, where the 'One file' radio button is selected.
 - A red box highlights the 'Submissions' section, where the 'Only the most recent submission is kept' radio button is selected.
 - An arrow points from the text 'Set the assignment submission options that best suit' to the 'Files Allowed Per Submission' and 'Submissions' sections.

### Step 6 - Set Score Out Of to 100

Click *New Grade Item* to attach a *Grade Item* to the Group assignment:

- Choose *Numeric* to Grade the Group assignment with a score
- Choose *Selectbox* to grade the Group assignment with a letter

The image shows a screenshot of a form with several sections and annotations:

- Score Out Of:** A text input field containing the number "100". A red box highlights the field, and a red arrow points to it with the text "Set Score Out Of to 100".
- Grade Item:** A dropdown menu currently showing "None". A red box highlights a blue link "[New Grade Item]" next to the dropdown. A red arrow points to this link with the text "Click New Grade Item".
- Choose a Grade Item Type:** A panel containing two options:
  - Numeric:** "Grade users by assigning a value out of a specified total number of points. E.g. 8/10"
  - Selectbox:** "Grade users by selecting the grade scheme level that best matches their achievement. E.g. 'Very Good' or 'B+'"A red box highlights this entire panel, and a red arrow points to it with the text "Select Numeric OR Selectbox to grade the assignment".
- Student View Preview:** A section at the bottom left showing "A+ ▾".

**Step 7** - Enter a name for the *Grade Item*.

Type

Selectbox

Name \*

Enter a Name for the  
*Grade Item*

- Set *Maximum Points* to 100.
- Choose a *Grade Scheme* for the assignment.
- Tick *Hide from Users*.
- Click *Save* to confirm all *Grade Item* settings.

New Grade Item

×

Grading

Maximum Points \*

100

Set *Maximum Points* to  
100

Bonus

Exclude from Final Grade Calculation

Choose a *Grade Scheme*  
for the *Grade Item*

Grade Scheme

(Default) 40% Pass Standard Letter/Numeric

Restrictions

Hide from Users

Tick - *Hide from Users*

Save

Click *Save*

**Step 8** - Click *Save* to confirm all Group assignment settings and continue the setup.

Annotation Tools

Make annotation tools available for assessment

Click *Save* to continue  
the assignment setup

Save and Close

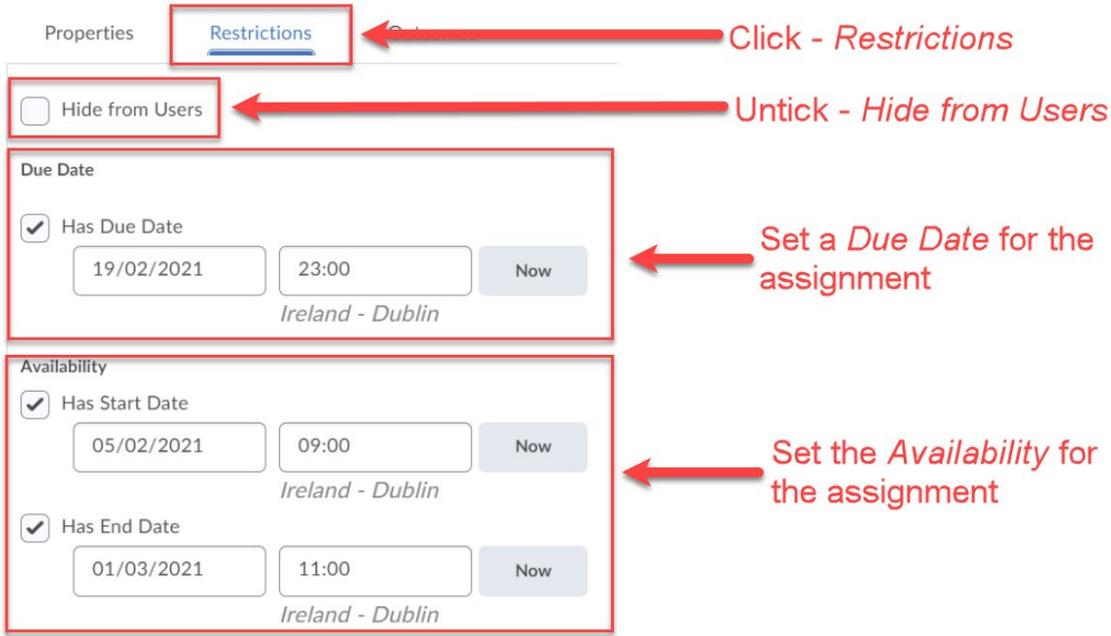
Save and New

Save

Cancel

**Step 9** - Click the *Restrictions* tab to continue the Group assignment setup.

- Untick *Hide from Users* to make the Group assignment visible to student Groups.
- Set a *Due Date* for the Group assignment.
- Set the Availability *Start* and *End* dates for the Group assignment.



Properties **Restrictions** ← Click - *Restrictions*

Hide from Users ← Untick - *Hide from Users*

**Due Date**

Has Due Date

19/02/2021 23:00 Now ← Set a *Due Date* for the assignment

Ireland - Dublin

**Availability**

Has Start Date

05/02/2021 09:00 Now ← Set the *Availability* for the assignment

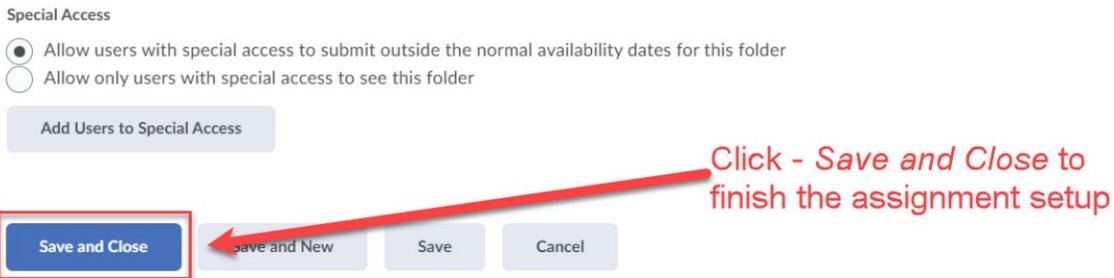
Ireland - Dublin

Has End Date

01/03/2021 11:00 Now

Ireland - Dublin

**Step 10** - Click *Save and Close* to finish the Group assignment setup.



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** ← Click - *Save and Close* to finish the assignment setup

Save and New Save Cancel