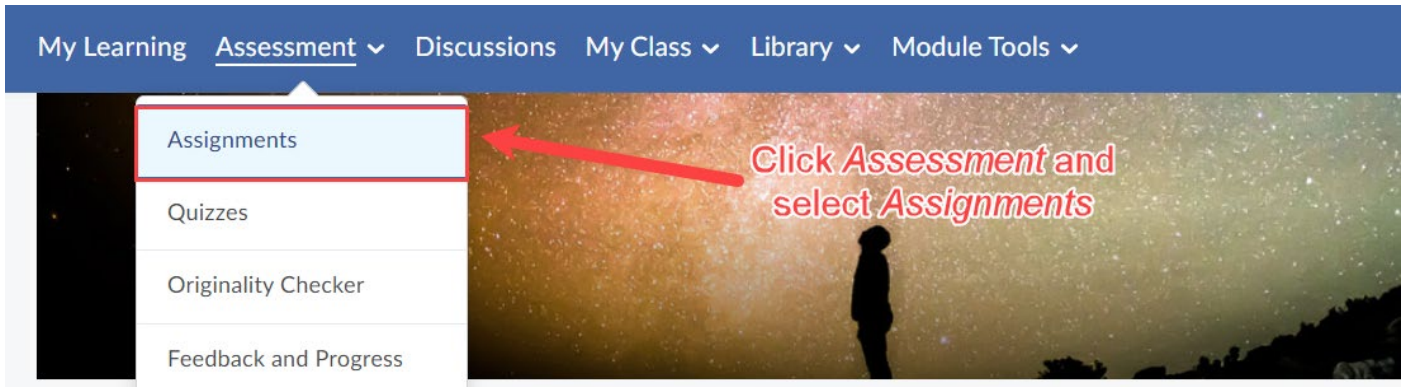


Creating Assignments

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.

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



Step 2 - Click *New Assignment*.

Assignments



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

Enter a *Due Date* and time for the assignment.

We recommend attaching a grade item to the assignment - set *Grade Out Of* to 100. The grade item will be created automatically.

← Back to Manage Assignments | New Assignment

Name *
Assignment 1

Grade Out Of
100 points

In Gradebook ▾

Due Date
18/03/2022 23:30

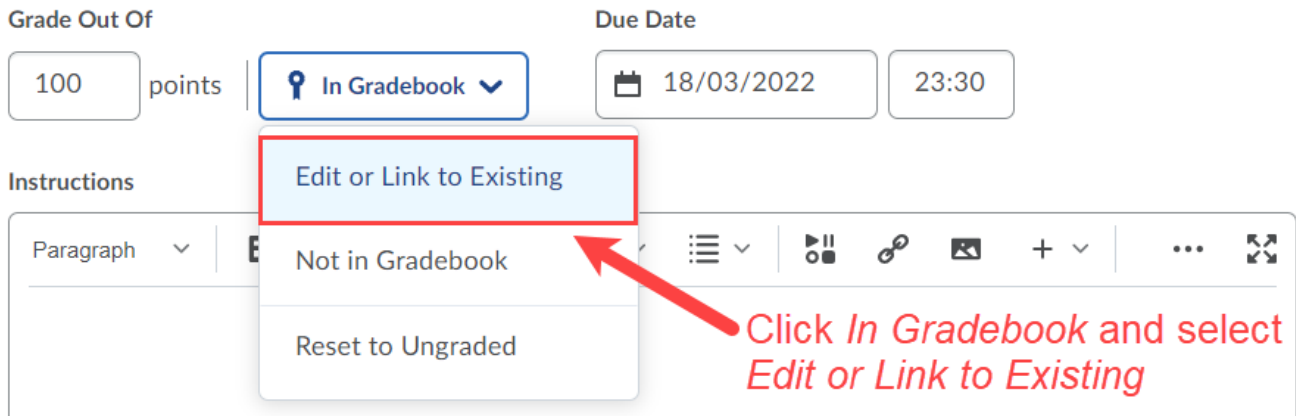
Add a Name

Set Grade Out Of to 100

Enter a Due Date

Step 4 - By default, the grade item will be scored with Points.

To mark the assignment with letter grade, click *In Gradebook* and select *Edit or Link to Existing*.



Grade Out Of: 100 points

In Gradebook

Due Date: 18/03/2022 23:30

Instructions: Paragraph

Edit or Link to Existing

Not in Gradebook

Reset to Ungraded

Click *In Gradebook* and select *Edit or Link to Existing*

Click *Change Grade Type & Scheme*.

Edit or Link to Existing

Create and link to a new grade item

Assignment 1
Points: 100

Change Grade Type & Scheme

Link to an existing grade item

No existing grade items

Click *Change Grade Type & Scheme*

Choose *Selectbox* to grade the assignment with letter grades.

Ensure the *Grade Scheme* is set to *Default*.

It is important to note, that newly created grade items are visible to students.

To control grade visibility in Brightspace please refer to the *Assignment Grade Visibility* resource : <https://buselrn.ucd.ie/grade-visibility/>

Click *OK* to confirm.

Edit or Link to Existing ✕

Create and link to a new grade item

 Assignment 1

Points: 100

Grade Type



Numeric

Grade users by assigning a value out of a specified total number of points.

E.g. 75/100



Selectbox

Grade users by selecting the grade scheme level that best matches their achievement.

E.g. "Very Good" or "B+"

Grade Scheme

--Default-- ((Default) 40% Pass Standard Letter/Numeric (NM)) ▾



Link to an existing grade item

No existing grade items

OK

Cancel

Click OK

Click *Selectbox* to grade the assignment with letter grades

Ensure the *Grade Scheme* is set to *Default*

Step 5 - Enter the *Instructions* for the assignment in the instructions field.
Alternatively attach an instruction file or record audio / video instructions.

Instructions

Enter the assignment *Instructions*

Paragraph

Purpose - Discuss the purpose of the assignment.
Instructions - Include specific information in your instructions to ensure students understand your expectations and the context of the assignment.
Grading Criteria - Discuss the specific ways in which the assignment will be graded,

Upload an instruction file

File Upload

Record Audio

Record Video

Record audio or video instructions

Step 6 - Add Availability dates, Release Conditions and Special Access to the assignment.

Click the *Availability Dates & Conditions* dropdown.

Enter the *Start* and *End* dates for the assignment.

If required, add a *Release Condition* to the assignment.

Add students who qualify to the *Special Access* list for the assignment.

Availability Dates & Conditions ▼

← Click *Availability Dates & Conditions*

Start Date
14/02/2022 09:00

End Date
18/03/2022 23:30

← Enter *Start* and *End* Availability dates

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

[Add Release Condition](#) ▼

← Add a *Release Condition* to the assignment

Special Access

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

[Manage Special Access](#)

← Add students to the assignment *Special Access* list

Step 7 - Set the Submission & Completion options.

Click the *Submission & Completion* dropdown.

Choose to create an *Individual* or *Group* assignment. To create a *Group* assignment you must have the groups setup in Brightspace beforehand.

Select *File submission* to receive an uploaded assignment file.

Choose the desired *Files Allowed Per Submission* option, *Unlimited* or *One File*.

Add restrictions to accepted file types if required in the *Allowable File Extension* field.

Select the desired *Submissions* option.

Submission & Completion ▼

← Click *Submission & Completion*

Assignment Type

Individual Assignment

Group Assignment

← Choose *Individual* or *Group* assignment

Submission Type

File submission ▼

← Select *File submission* for students to upload their assignment files

Files Allowed Per Submission

Unlimited

One File

← Choose *Unlimited* or *One file* in the Files Allowed Per Submission option

Allowable File Extensions ?

No Restrictions ▼

← Restrict file types if required

Submissions

All submissions are kept

Only one submission allowed

Only the most recent submission is kept

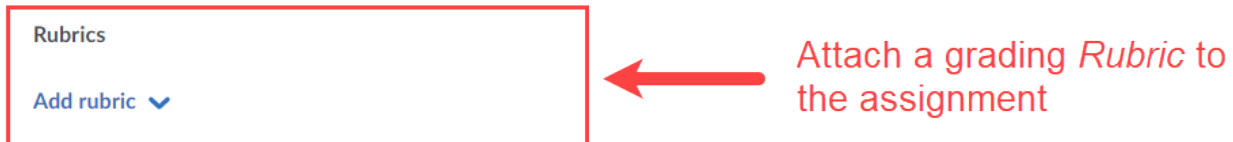
← Select the desired *Submissions* option

Step 8 - Add a grading Rubric or enable Anonymous marking if required.

Click the Evaluation & Feedback dropdown.

Click *Add Rubric* to attach a grading rubric to the assignment.

If desired, check *Hide student names during assessment* to enable *Anonymous Marking*.



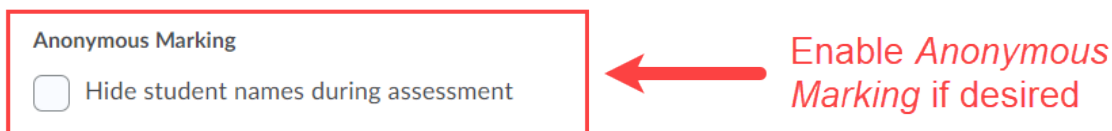
Learning Objectives

No learning objectives

[Manage Learning Objectives](#)

Annotation Tools

Make annotation tools available for assessment



Step 9 - To complete the setup, make the assignment visible and Save and Close.

Toggle *Visibility* to make the assignment available. This *Visibility* setting will override the *Availability, Dates & Conditions* settings.

Click *Save and Close* to complete the setup.

