

How to create an Assignment on Brightspace

1. Log onto Brightspace using your CUNY credentials
2. Click on **Course Admin-> Assignment-> New Assignment**

Assignments



Figure 1 New assignment feature in assignment

3. **Enter a name** for the assignment.
4. If the assignment will be graded, **click** within the **Grade Out Of** text box and **enter** the **point value** of the assignment. An *In Gradebook* field will then appear, indicating a grade item will be created for this assignment in the gradebook.

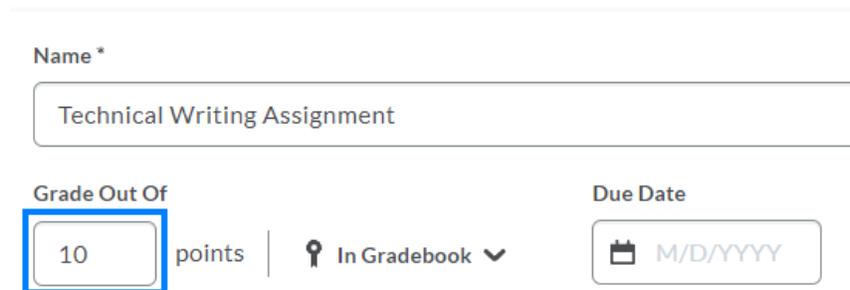
The image shows a portion of the assignment creation form. The 'Name' field contains 'Technical Writing Assignment'. Below it, the 'Grade Out Of' section has a text box with '10' and the word 'points' next to it. To the right of the '10' is a dropdown menu labeled 'In Gradebook' with a key icon and a downward arrow. Further right is the 'Due Date' section with a calendar icon and the text 'M/D/YYYY'.

Figure 2 Grading feature options in assignments

5. Optionally, **click** the **In Gradebook** drop-down and **select**:
 - o **Edit or link to existing** to create a new grade item and select the grade category to which it belongs, or to link the assignment to an existing grade item.
 - o **Not in Gradebook** to create an assignment with a point value, but that will not be included in the gradebook.
 - o **Reset to Ungraded** to remove all scoring.

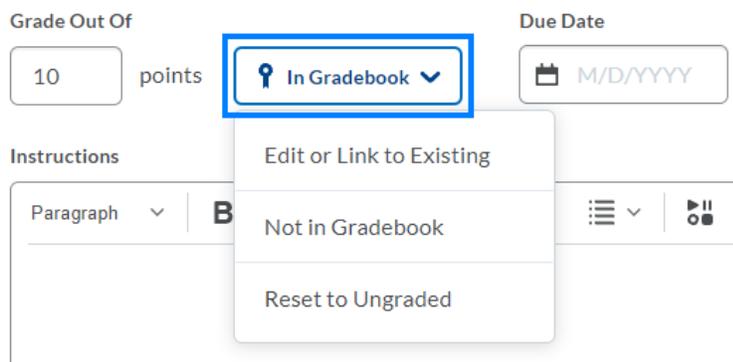
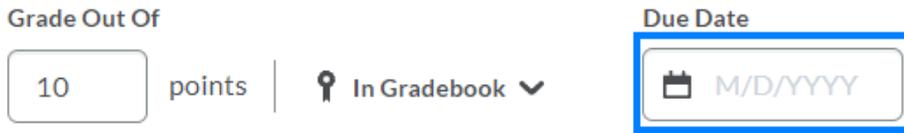
The image shows the 'In Gradebook' dropdown menu open. The menu has three options: 'Edit or Link to Existing', 'Not in Gradebook', and 'Reset to Ungraded'. The 'In Gradebook' dropdown is highlighted with a blue border. In the background, the 'Grade Out Of' section shows '10 points' and the 'Due Date' section shows 'M/D/YYYY'. Below the dropdown, there is a text area for 'Instructions' with a 'Paragraph' dropdown and a bold 'B' button.

Figure 3. Grade book options

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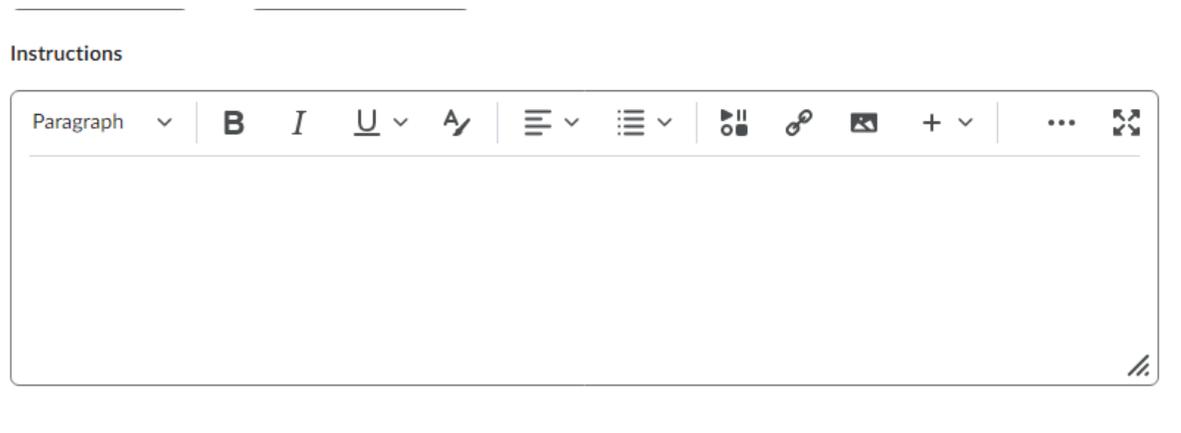
6. Click within the **Due Date** field to establish a due date for the assignment.



The screenshot shows the 'Grade Out Of' section with a text input containing '10' and the label 'points'. To its right is a dropdown menu labeled 'In Gradebook' with a key icon and a downward arrow. Further right is the 'Due Date' section, which contains a date picker icon and the placeholder text 'M/D/YYYY'. This date picker field is highlighted with a blue rectangular border.

Figure 4 Due date for the assignment

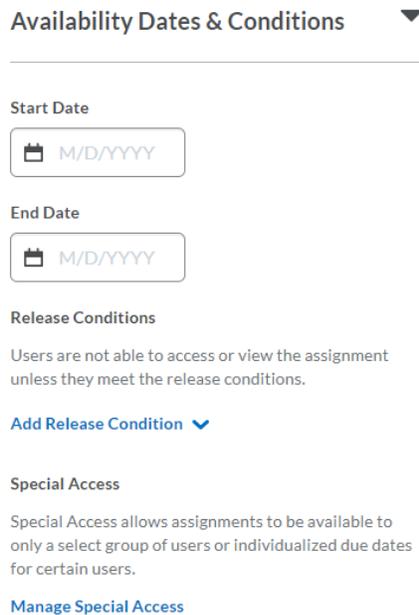
7. Add any **instructions** and/or attach any **supplemental files**.



The screenshot shows the 'Instructions' section. It features a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Strikethrough (A/), Bulleted List, Numbered List, Bulleted List with Checkmarks, Link, Image, and a plus sign for more options. Below the toolbar is a large, empty text area for entering instructions. A small icon in the bottom right corner of the text area indicates that the content is rich text.

Figure 5 Instruction display for assignments

8. From the **Availability Dates & Conditions** tab, a Start Date and End Date for the assignment can be set.



The screenshot shows the 'Availability Dates & Conditions' tab. It includes a 'Start Date' field with a date picker icon and 'M/D/YYYY' placeholder, and an 'End Date' field with a similar date picker icon and placeholder. Below these are 'Release Conditions' and 'Special Access' sections. The 'Release Conditions' section contains a description: 'Users are not able to access or view the assignment unless they meet the release conditions.' and a link 'Add Release Condition' with a downward arrow. The 'Special Access' section contains a description: 'Special Access allows assignments to be available to only a select group of users or individualized due dates for certain users.' and a link 'Manage Special Access'.

Figure 6 Availability dates and conditions

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PLEASE NOTE: Students are able to submit after the established Due Date. The submission will be marked late. The End Date serves as the date and time after which a student can no longer submit.

9. From the *Submission & Completion* tab, you can set whether the assignment:

- Is an individual or group assignment
- Should belong to an assignment category
 - **PLEASE NOTE:** This setting is unrelated to the grade
- Is a File Submission, Text Submission, an On Paper Submission, or an Observed in Person assignment
- Should be limited to one file or unlimited files per submission
- Should restrict student submissions to only specific file formats
- Should keep all submissions, keep only one submission, keep only the most recent submission
- Should send a notification email each time a student submits

Submission & Completion ▼

Assignment Type

Individual Assignment

Group Assignment

Category

No category ▼

Submission Type

File submission ▼

Files Allowed Per Submission

Unlimited

One File

Allowable File Extensions ?

No Restrictions ▼

Submissions

All submissions are kept

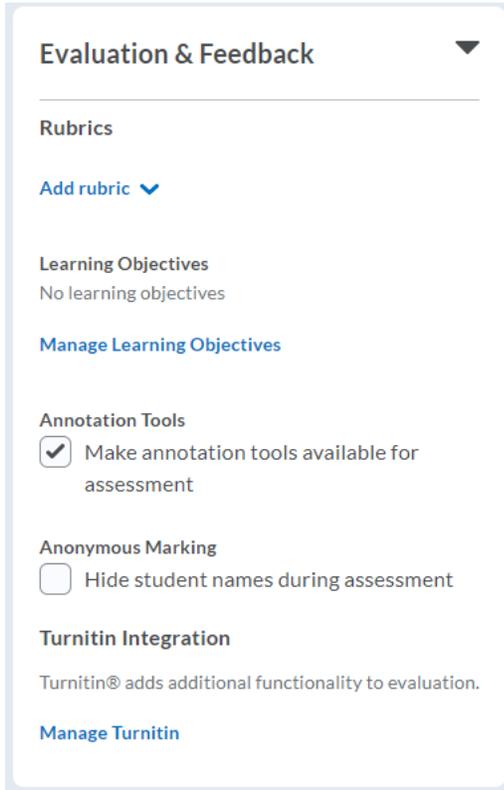
Only one submission allowed

Only the most recent submission is kept

Figure 7 Submission and completion

How to create an Assignment on Brightspace

10. From the **Evaluation & Feedback** tab, you can add a rubric by creating a new rubric or selecting an existing one. You can also determine whether you would like the annotation tools to be available to you when reviewing learner submissions, whether you would like learners to be anonymous to you while grading, and whether this assignment should utilize [Turnitin](#).



The screenshot shows a settings panel titled "Evaluation & Feedback" with a dropdown arrow. It is divided into several sections: "Rubrics" with a link "Add rubric"; "Learning Objectives" with the text "No learning objectives" and a link "Manage Learning Objectives"; "Annotation Tools" with a checked checkbox "Make annotation tools available for assessment"; "Anonymous Marking" with an unchecked checkbox "Hide student names during assessment"; and "Turnitin Integration" with the text "Turnitin® adds additional functionality to evaluation." and a link "Manage Turnitin".

Figure 8 Evaluation and Feedback

Assignment Visibility

1. If you would not yet like the assignment to be visible to learners, **click the Visibility** option to make the assignment hidden.



Figure 9 Visibility feature for assignments

PLEASE NOTE: The difference between this visibility setting and the availability dates is that with availability dates, learners will see the assignment exists, but they will not be able to click on it. With the visibility setting, the assignment is hidden from learners until you return and change it to be visible. An assignment must be visible for the availability dates to take effect.

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2. Click **Save and Close** when you have finished creating the assignment.

Add the Assignment to a Course Module

The Assignments area under **Assessments** lists all of the assignments in the course. You can insert them into any Content module to list them with related content.

1. Click **Course Admin->Content** then select the module where you would like to insert the assignment into.
2. Click **Existing Activities** and **select Assignments** from the drop-down.

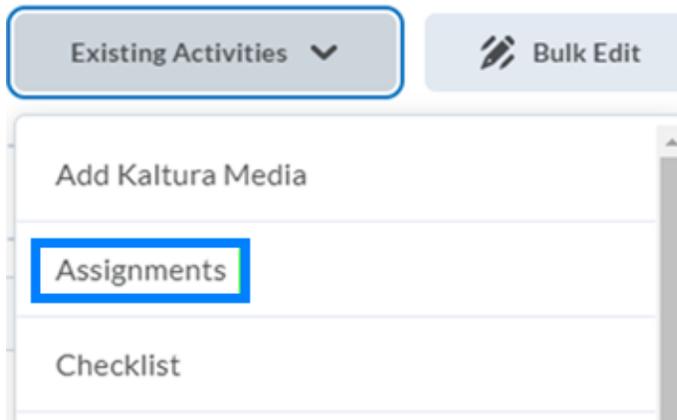


Figure 10 Assignments in Existing Activities

3. **Locate** and **click** the **assignment** you would like to insert.

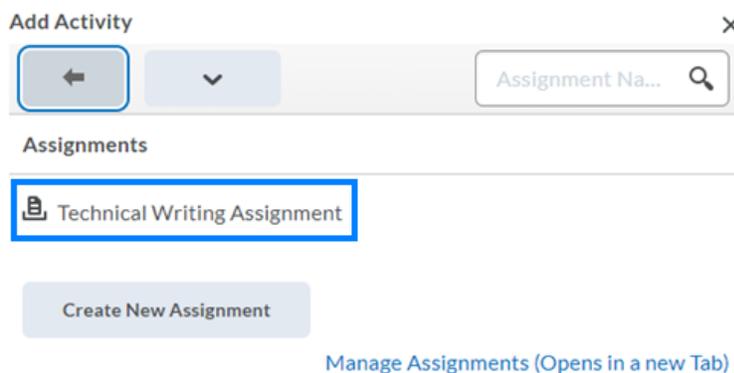


Figure 11 Collection of assignments to select from