

## How to add a missing assignment to Grades

1. On the navigation bar in Brightspace click on the **Assignments** tab.
2. Select the assignment that is missing from the gradebook

	Assignment	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
<input type="checkbox"/>	<b>Writing Assignment 1</b> ▼ ⓘ Due on Apr 25, 2024 11:59 PM Apr 1 - Jun 6		0/3	1/3	1/3
<input type="checkbox"/>	<b>WA2</b> ▼ ⓘ		0/3	1/3	1/3

Figure 1 Brightspace showing assignments with due dates and status indicators.

Note: Assignments that already in the gradebook will have an ⓘ image next to it.

3. Click on the arrow ▼ next to the assignment then select **edit assignment**

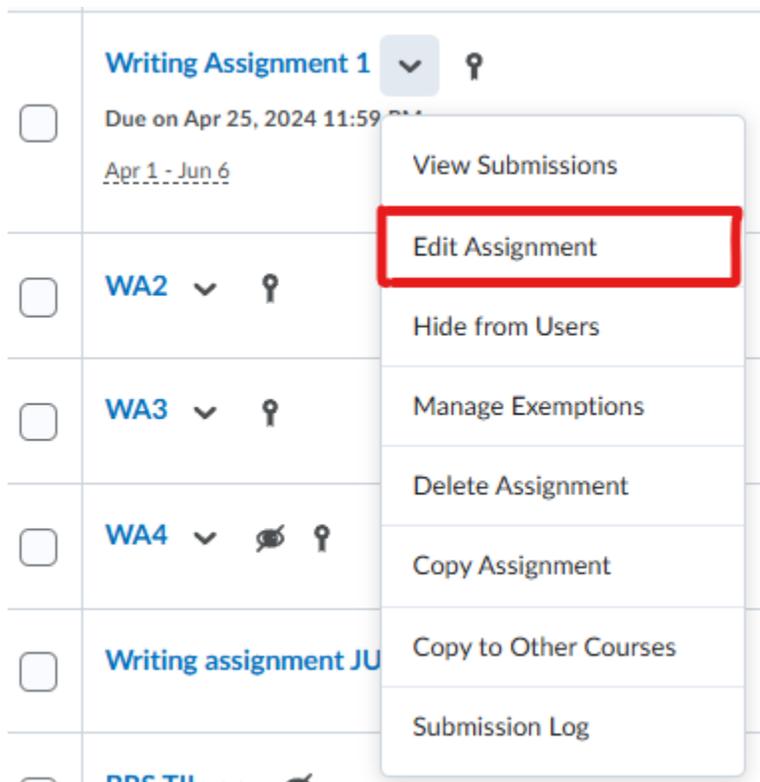


Figure 2 A section of an online assignment management interface with a highlighted "Edit Assignment" option.

4. Locate the **Grade out of** area, once you click on it add the points/grade needed for the assignment.

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Assignment Title \*

Example Assignment

Grade Out Of  points |  In Grade Book

Due Date

Instructions

Figure 3 assignment creation with title, grade, and due date fields.

5. Click **save and close**