



Assignments in Brightspace

Assignment Types

Instructors can create assignments in one of four submission types:

- **File submission:** Upload an assignment file from your computer. Common file types include documents, PDFs, presentations, spreadsheets, and other files depending on the settings your instructor has set.
- **Text submission:** Type your assignment as text or link to your assignment within the text editor.
- **On paper submission:** this option allows you to submit your assignment as a physical copy. Your instructor can provide feedback within your Grades.
- **Observed in person:** your instructor allows you to work on your assignment during in-person lecture. They can provide feedback for the assignment.

Submitting an Assignment

1. From the Course Nav bar, select **Assignments**

Note: Instructors can also place the links to individual assignments within Content modules

2. Select the **Title of the Assignment** to access the submission area

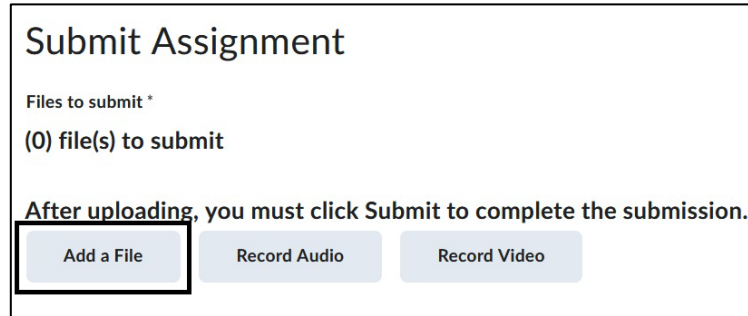
Note: Assignment submission types can vary by instructor.

Assignment	Completion Status	Score	Evaluation Status
No Category			
Written Assignment 1: Cosmetics during World War II Due on Mar 22, 2024 11:59 PM Mar 5 - Mar 22	Not Submitted	- / 100	

Assignment Submission Types

File Submission

1. Select **Add a File** to add attach a file

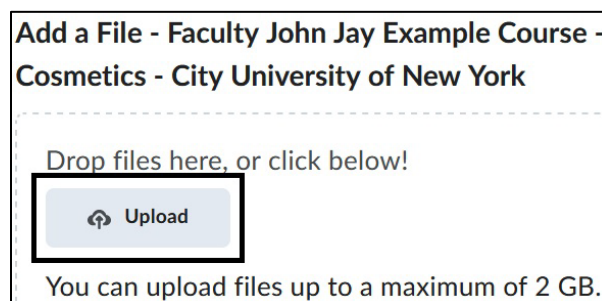


Note: A maximum file size of 2 GB can be uploaded

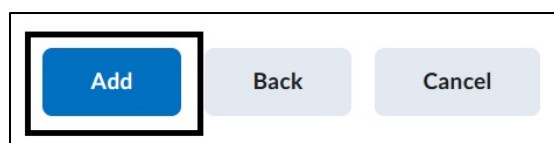
2. Select **My Computer**



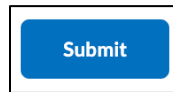
3. Select **Upload** to locate your assignment file



4. Select **Add** to complete the selection of file to upload

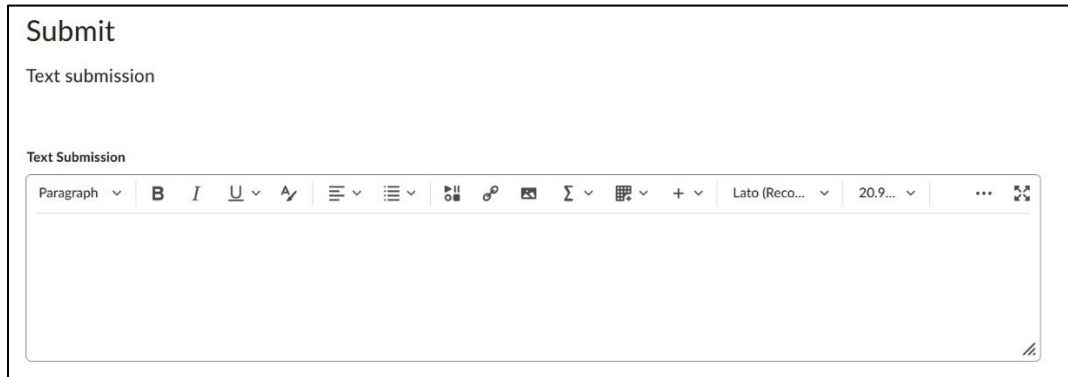


5. Select **Submit** after attaching your file. You will receive a confirmation message upon successful submission.



Text Submission

Type your assignment directly within the text editor. You can also add links to your submission if preferred. If the assignment type permits it, you can record audio or video.



On Paper Submission

This option displays the assignment topic, instructions, due date and points in your Brightspace course but does not allow actual online submission.

Observed in person

This option displays the assignment topic, instructions, due date and points in your Brightspace course. Students would work on and submit their assignment in class.

Note: Your instructor determines the type of assignment you will be submitting in the course, i.e., Observed in person, File, Text, and On Paper Submissions.

View information about Submitting and Managing Assignments [here](#)

View Assignment Overview [here](#) (video)

View Submit and Confirm Submission Video [here](#) (video)

For more information and assistance, please email Department of Online Education and Support - Learning Management System Support at LMS.student@jjay.cuny.edu

Adapted from Brightspace Student Guide, CUNY Online, and used with permission.