



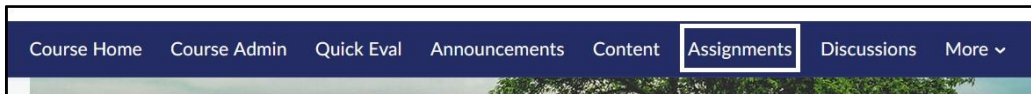
Create a Brightspace Assignment

In Brightspace, instructors can use the Brightspace Assignment tool to create assignments where students can upload their work. Brightspace assignments can be set to Ungraded, Not in Gradebook, or In Gradebook, which will automatically connect the assignment to Grades.

There are two ways to create an assignment within Brightspace, either through the Assignments tool or within a Content module.

Create an assignment using the Assignments tool

1. In your course, select **Assignments** on the course navbar.



2. On the Assignment page, select the **New Assignment** button.

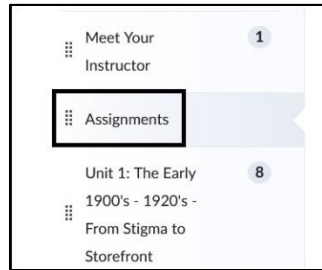


Create an assignment in a Content module

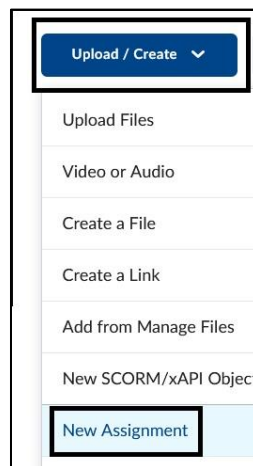
1. In the course, select **Content** on the course navbar.



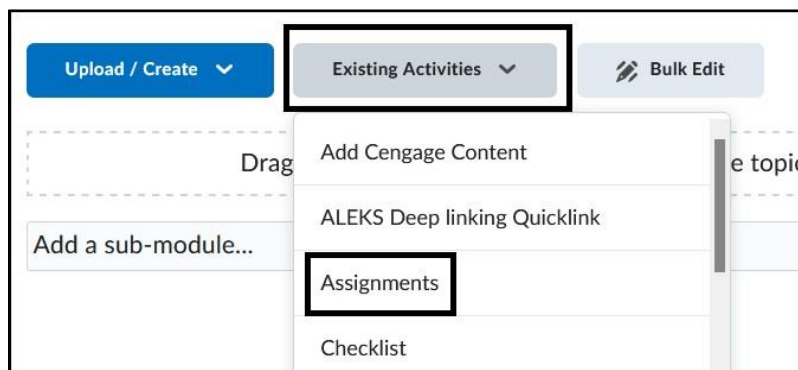
2. In the Table of Contents panel, select the **Module** into which the assignment will be placed. If a module needs to be created, use the **Add Module** option at the bottom of the Table of Contents.



3. Within a module, select the **Upload/Create** button. Select **New Assignment** from the drop-down menu.

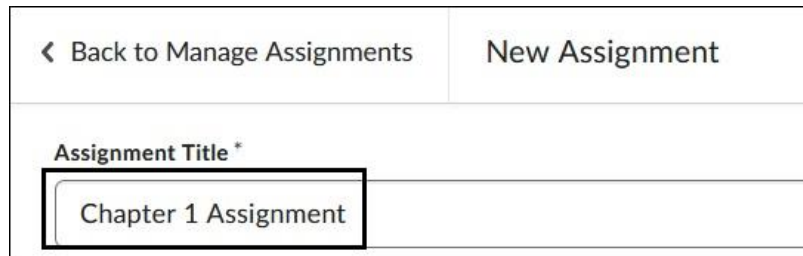


Note: When creating a new assignment within **Content**, the assignment will be linked to the Assignments tool page. Creating assignments using the Assignment tool will *not* automatically link the assignment in Content. To link an existing assignment in a content module, select **Existing Activities** > Select **Assignments**.



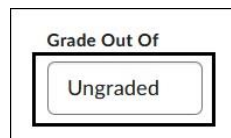
New Assignment page

1. On the **New Assignment** page, enter a name under **Assignment Title**. We recommend keeping the title concise and not including specific dates as you will have to adjust that manually if you copy the course in the future.

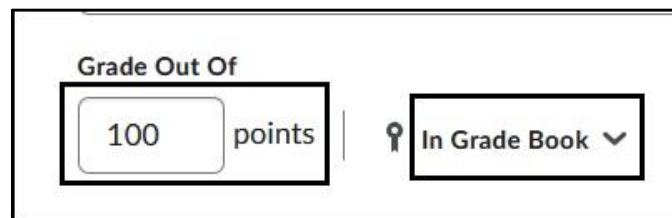


The screenshot shows the 'New Assignment' page. At the top left is a link '< Back to Manage Assignments' and at the top right is the page title 'New Assignment'. Below this is a form with a label 'Assignment Title *' and a text input field containing the text 'Chapter 1 Assignment'.

2. Under **Grade out of**, select the **Ungraded** box and assign a point value for the assignment. Once the points are entered, this will automatically connect the assignment to the Grade Book and create a Grade item by the same name.



The screenshot shows the 'Grade Out Of' section. It features a single button labeled 'Ungraded' which is highlighted with a black border, indicating it is the selected option.



The screenshot shows the 'Grade Out Of' section. It features two input fields: a text box containing '100' followed by the text 'points', and a dropdown menu with 'In Grade Book' selected and a downward arrow.

3. Enter a **Due Date**.



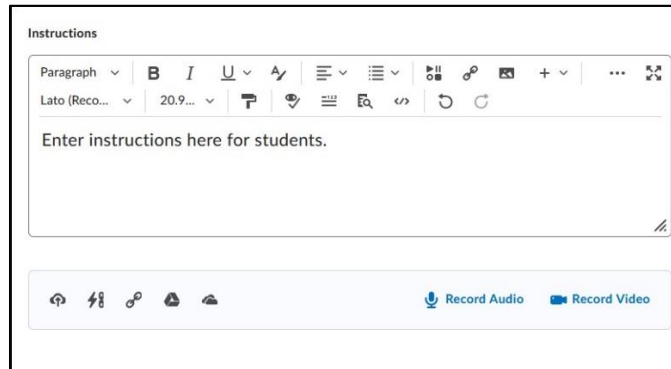
The screenshot shows the 'Due Date' section. It features two input fields: a date picker showing '11/13/2024' and a time picker showing '11:59 PM'.

Note: A Due Date does not restrict access to an assignment. Students can still submit beyond the Due Date and will be marked as Late.

View [Brightspace - What are Due, Start and End Dates](#) for more information.

4. Enter instructions for the assignment in the text editor box. Using the text editor, you can add images, quick links, and use the Insert Stuff button to add videos

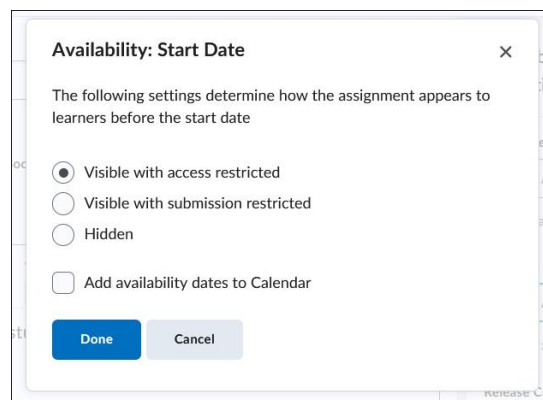
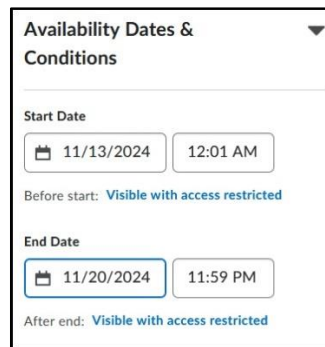
and media. Instructors can also add audio or video notes through the **Record Audio** and **Record Video** links.



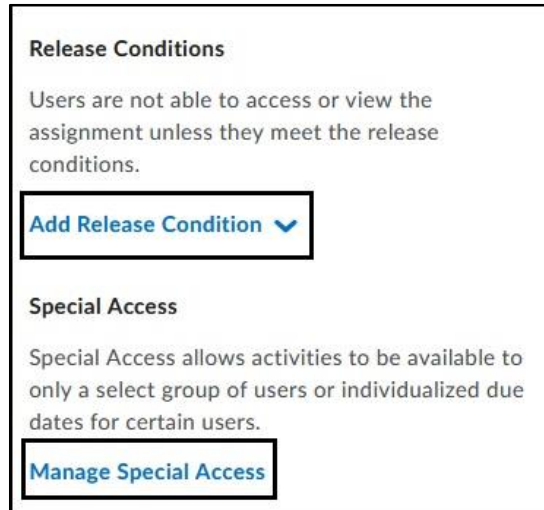
Access [About Brightspace Editor](#) for more information.

Availability Date and Conditions

5. Select a **Start** and **End Date**. The Start and End Date is the timeframe during which the students can submit their assignment. Select **Visible with access restricted** to change how the assignment link displays before and after the set dates.



6. Select **Release Conditions** if you want to apply criteria to restrict the assignment until that criterion is met. Select **Manage Special Access** to restrict access by user for a specific date. This can be used if you need to give access to an assignment for a student before or after the main Start/End Date or restrict the entire assignment to a particular user.



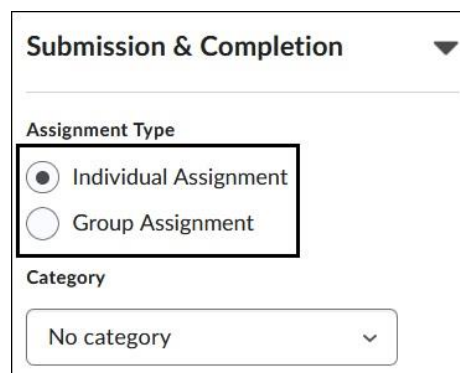
The screenshot shows two sections: 'Release Conditions' and 'Special Access'. The 'Release Conditions' section includes a text description and a button labeled 'Add Release Condition' with a downward arrow. The 'Special Access' section includes a text description and a button labeled 'Manage Special Access'.

Access [About Release Conditions](#) for more information.

Access [Set release conditions for an assignment](#) for more information, including on Special Access.

Submission and Completion Settings

7. Under **Submission** and **Completion**, select the **Assignment Type**. By default, all assignments are created as an **Individual Assignment**, to be completed by a single student. Under **Category**, assign a category that will display on the main Assignment page to filter assignments.

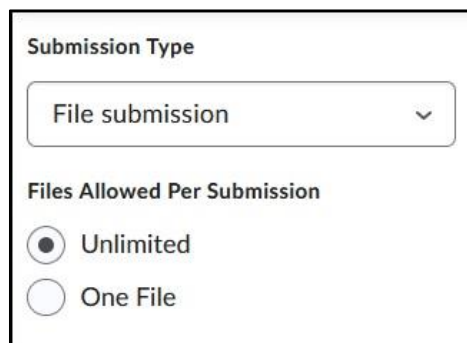


The screenshot shows the 'Submission & Completion' settings panel. It features a section for 'Assignment Type' with two radio button options: 'Individual Assignment' (which is selected) and 'Group Assignment'. Below this is a 'Category' section with a dropdown menu currently set to 'No category'.

Note: To assign a Group assignment, you must first create the Group within the course.

Access [Create and manage categories and groups](#) for more information.

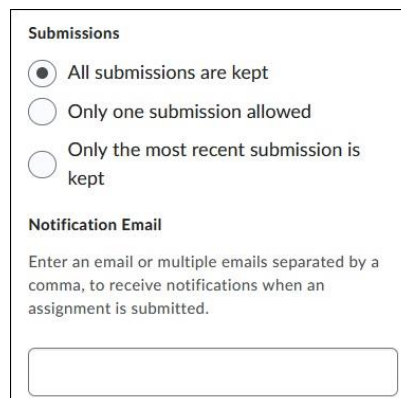
8. Select **Submission Type**, as by default assignments are set to **File Submission**. Under **Files Allowed per Submission**, select how many attachments students can add under one submission. Select either Unlimited or restrict the submission to one file.



The screenshot shows a form titled "Submission Type". It features a dropdown menu currently set to "File submission". Below this, under the heading "Files Allowed Per Submission", there are two radio button options: "Unlimited" (which is selected) and "One File".

Access [Customize Submission Type & Completion settings](#) for more information.

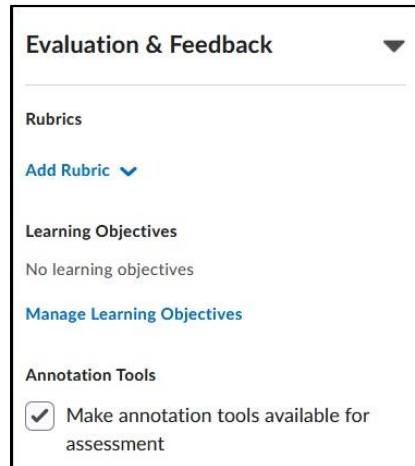
9. Under **Submissions**, select how submissions are saved. By default, multiple submissions are allowed and each submission will show as an attempt under the student's name. If you only want students to be able to submit once, you must select **Only one submission allowed**. Under **Notification Email**, an email address can be entered to be alerted when an assignment is submitted. Please note, this will generate an alert for every submission.



The screenshot shows a form titled "Submissions". It has three radio button options: "All submissions are kept" (selected), "Only one submission allowed", and "Only the most recent submission is kept". Below this is a section for "Notification Email" with the instruction "Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted." and an empty text input field.

Evaluation and Feedback

10. Under **Evaluation and Feedback** Rubrics can be added to score assignments. Please note, Learning Objectives are not configured in our Brightspace environment. Annotation tools can be used to provide feedback and comments on assignments.



Access [Create a rubric using the Rubrics tool](#) for more information.

11. Additional settings under **Evaluation and Feedback** are **Anonymous Marking**, **Select Evaluators** and adding the **Turnitin Integration**.

Anonymous Marking – Hides student names during assessment. Instructors must select Publish All Feedback on the Assignment submission page. The individual Publish button within a student's submission will be disabled when this setting is checked off. This setting *cannot* be disabled once assignment submissions are made. Once all submissions are published, students' names are revealed to instructors.

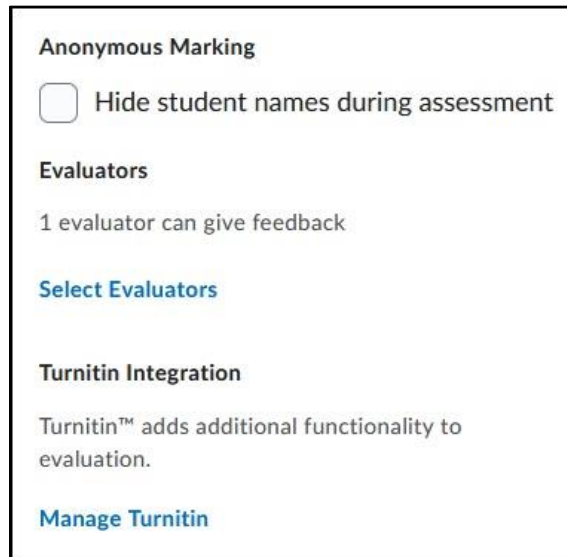
Evaluators – Instructors can assign evaluators such as Teaching Assistants to evaluate and publish a select amount of student submissions.

For more information access [Customize Evaluation and Feedback settings](#)

Turnitin Integration – Turnitin plagiarism checking can be enabled within Brightspace assignments by selecting **Manage Turnitin**. Currently there are two versions of Turnitin in Brightspace. This version (v2) adds plagiarism checking to a standard Brightspace Assignment. The traditional Turnitin LTI can only display and must be used within a course **Content** module.

Before selecting which version of Turnitin to use, view the [Turnitin Comparison Chart](#) for the difference in functionality between the two versions. Some features are specific to the version of Turnitin used, and not all features are available in both versions.

Access the Brightspace Community page for [Assignments and Turnitin](#) for more information.



The screenshot shows a settings panel with the following sections:

- Anonymous Marking**
 - Hide student names during assessment
- Evaluators**
 - 1 evaluator can give feedback
 - [Select Evaluators](#)
- Turnitin Integration**
 - Turnitin™ adds additional functionality to evaluation.
 - [Manage Turnitin](#)

12. Once all settings and instructions have been added to the assignment, make the assignment **Visible** to students. Select **Save and Close** to retain all selections.

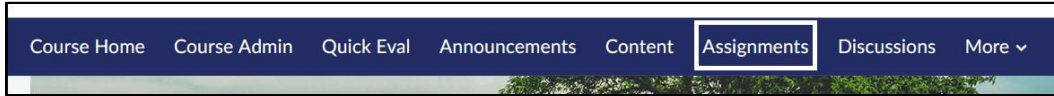


The screenshot shows a row of four buttons: "Save and Close" (blue), "Save" (light blue), "Cancel" (light blue), and a "Hidden" toggle switch (grey) which is currently turned off. The "Hidden" toggle switch is highlighted with a black border.

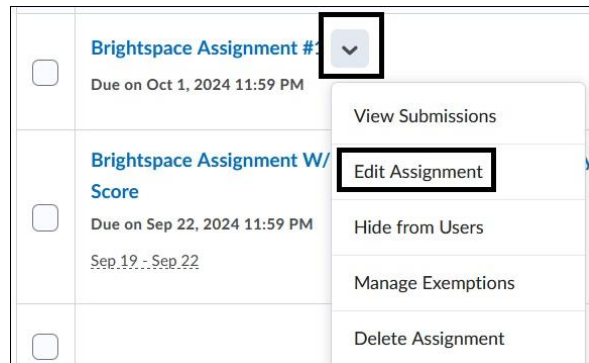
Note: When creating a new assignment, the assignment by default is set to **Hidden**. Even if a **Start** and **End Date** is set, an assignment will not be released unless the assignment is set to **Visible**.

Edit an Assignment

1. In the course, select the **Assignments** link on the course navbar.



2. On the **Assignments** page, click on the **Actions drop-down menu**, shown as a downward arrow to the right of the Assignment Name. Select **Edit Assignment**.



Note: Any changes made to the assignment on the **Assignments tool page** will reflect in **Content** within the module if the assignment is linked.

For additional information access [Create an assignment](#).

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