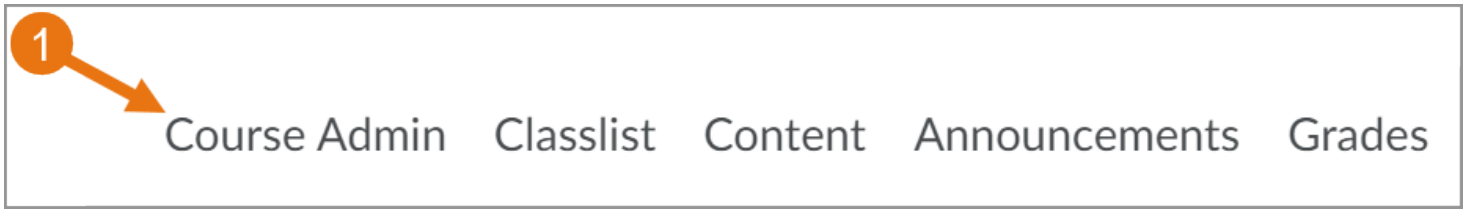
BRIGHTSPACE: CREATE AN ASSIGNMENT (MINI GUIDE)

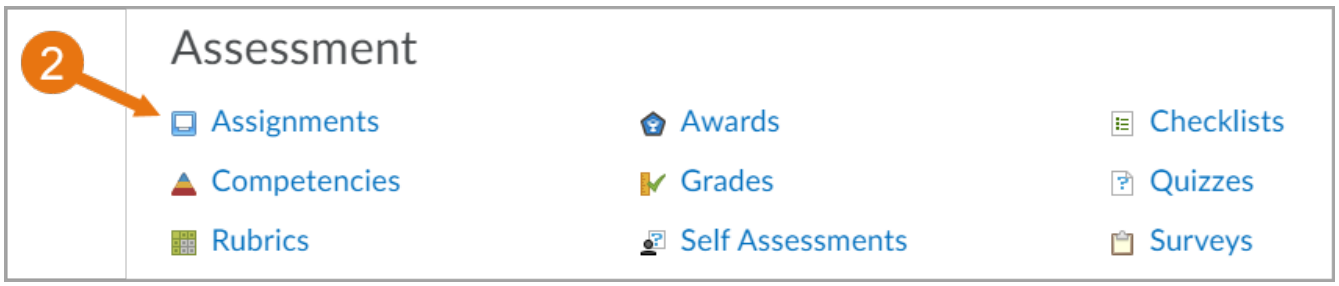
Teaching and Learning Support Services, uOttawa

I. ASSIGNMENT TOOL - CREATE AN ASSIGNMENT

1. Via the Navbar in the course, click on "**Course Admin".**

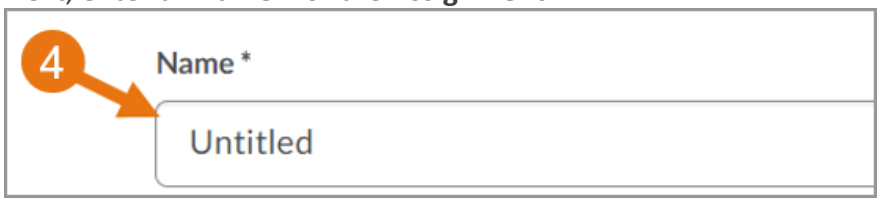


2. Under the **Assessment** section, click on "**Assignments**".

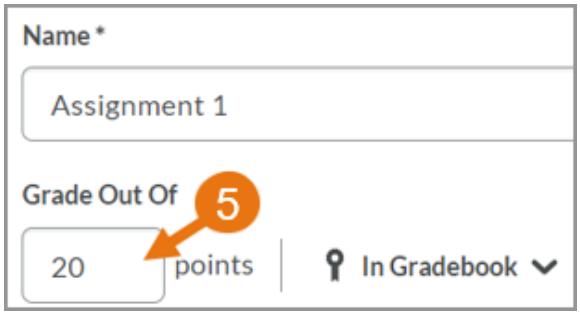


3. Next, click on "**New Assignment**".

4. Next, enter a "**Name**" for the **Assignment.**



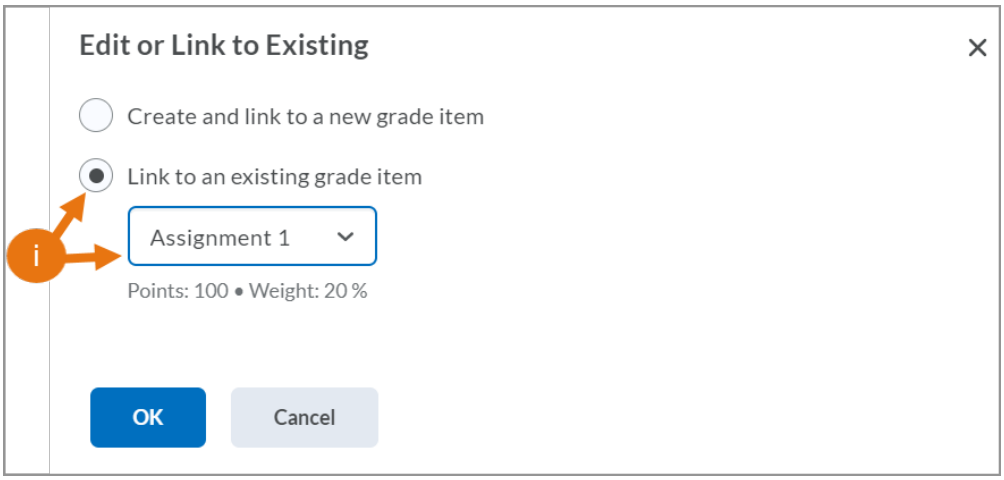
5. If the **Assignment** is **ungraded**, leave the "**Grade Out Of**" field as the default and proceed to Step 7. If the **Assignment** will be graded, click "**Ungraded**" and modify the "**points**" value to indicate the maximum score that the **Assignment** will be graded out of. Then proceed to Step 6.



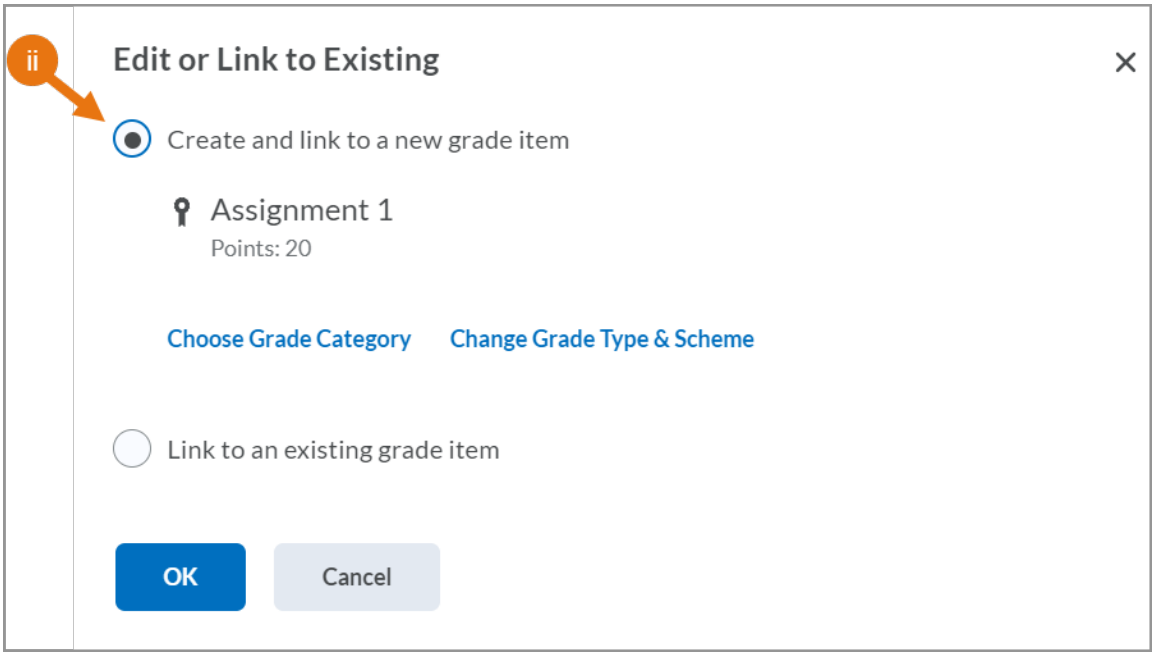
6. After entering a **points** value, click "**In Gradebook**" and select "**Edit or Link to Existing**".

7. Next, select one of the following two options:

   A. "**Link to an existing grade item**", to link the **assignment** to an existing **Grade Item** by selecting it from the drop-down.



   B. "**Create and link to a new grade item**" to create a new **Grade Item** if you do not already have an existing **one** within the **Gradebook**. If you choose this option, whatever you entered in the **Name** and **points** field in Step 4 and Step 5, will be used to create that new **Grade Item**.



8. Once you are done making your selections, click "**OK**".

9. Next, set a "**Due Date**" for the **assignment** submission.

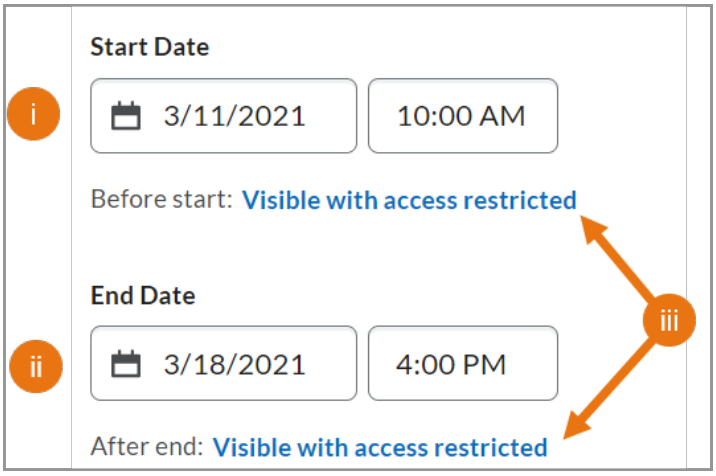
10. To provide **Instructions** for an **assignment**, enter text in the space provided. Use the HTML editor to add different types of content (e.g. video, images, audio, files etc.) to the Instructions.

11. Next, click on the downward pointing arrow next to "**Availability Dates & Conditions**" to adjust the **Start Date** (i) and **End Date** (ii), which dictate when the **Assignment** is visible to students. Then, under **Start date** and **End date**, click on "**Visible with restricted access**"(iii) to adjust the type of access students will have outside these availability dates by selecting one of the following three options:

    A. « **Visible with access restricted** » - students are able to see that the **Assignment** exists, but they cannot see the specific **Assignment** details or the submission page. Typically, only the title and dates are visible.

B. « **Visible with submission restricted** » - students are able to see the **Assignment** including the specific **Assignment** details (e.g. instructions), but they are not able to make any submissions.

C. « **Hidden** » - students will not see the **Assignment**. Even the title will be hidden from view.



12. Then, set up any **Release conditions** that must be met before students are granted access to the **Assignment** submission folder.

13. Next, set up any **Special Access** settings, which allows you to limit access of the **Assignment** to a specific student or group of students, as well as provides you with a way to set different accesses for certain students (useful for SASS accommodations, as well as deferrals). To learn more about setting Special Access settings, consult the full Assignments - Create an Assignment in Brightspace guide or the Assignments - Add special access guide.

14. Then, click on the downward pointing arrow next to "**Submission & Completion**" to adjust the settings to indicate whether the **Assignment** is a **Group** or **Individual Assignment**, as well as the type (e.g. File, Observed in person, etc.), the number of submissions that are accepted, as well as how the submissions are handled (e.g. all submissions are kept, only the most recent submission is kept, etc.).

15. Next, click on the downward pointing arrow next to **Evaluation & Feedback** to tie the **Assignment** to **Rubrics** and/or **Learning Objectives**. Here, you can also make the **Annotation Tools** (the inline annotation grading tool) available for the **Assignment**.

16. Then, adjust the **Visibility** so that students are able to see the **Assignment**. ***Important***: first ensure that the availability settings (Steps 11-13) are correctly adjusted.

    A. The Assignment is visible.

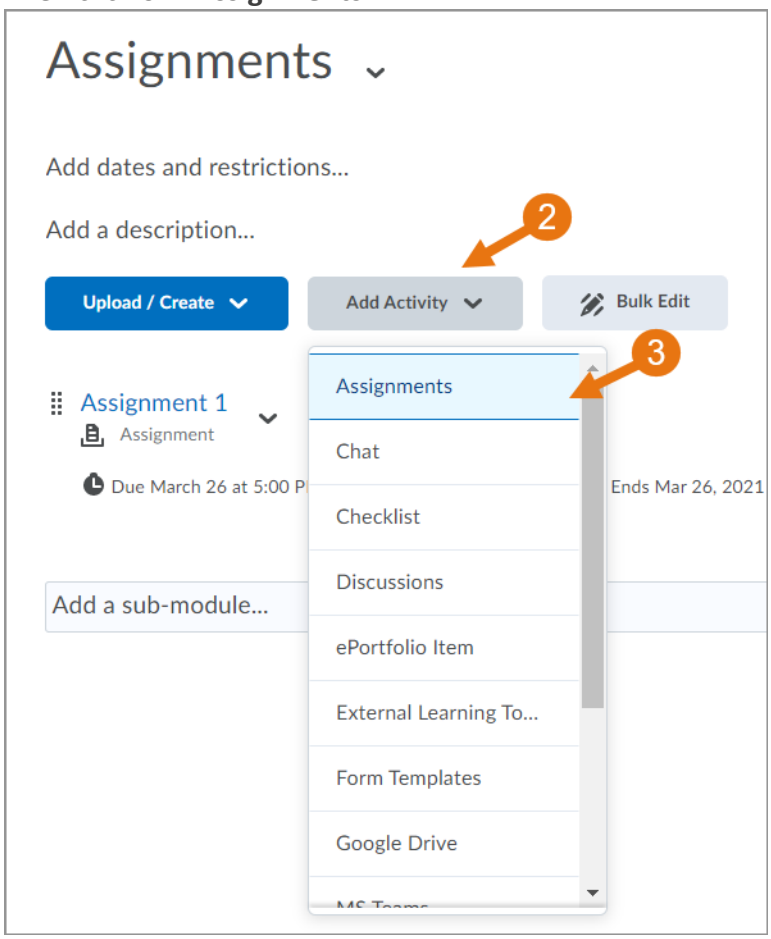
    B. The Assignment is hidden (default).

17. When you have completed adjusting the settings for your **Assignment**, click "**Save and Close**".

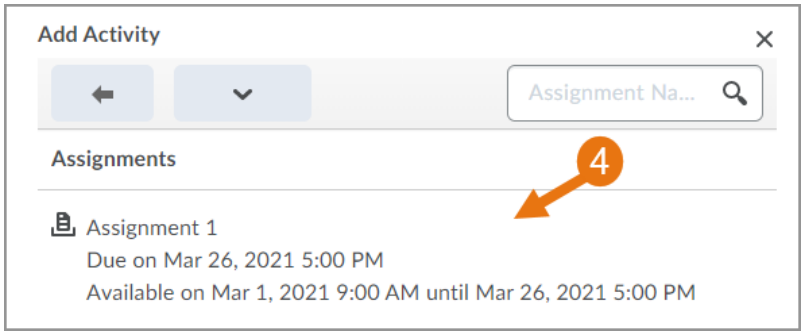
II. MAKE THE ASSIGNMMENT ACCESSIBLE TO STUDENTS - ADD ASSIGNMENT TO THE COURSE CONTENT

For students to access an assignment it must be added to your **Course Content** or you must have added **Assignments** to your course navigation bar. To add an **Assignment** to your course content, complete the following:

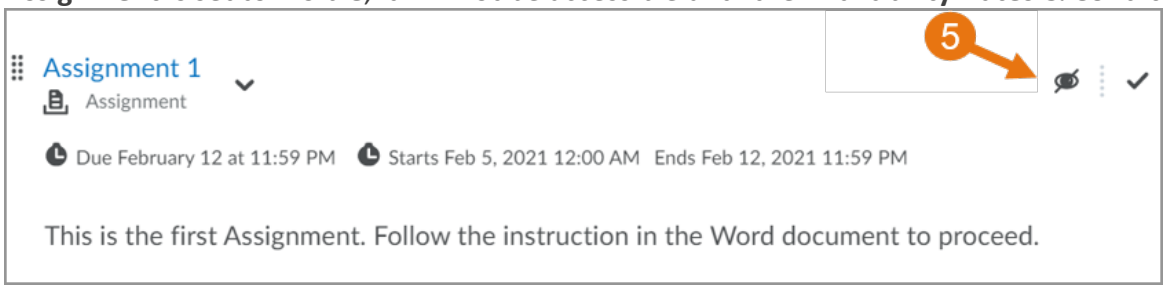
1. In the navigation bar of the course, click on "**Content**".
2. Navigate to an appropriate module in your course content, or create a module, and click on "**Add Activity**".
3. Then click on "**Assignments**".



4. In the pop-up, click on the name of the "**Assignment**" that you want to add to the content area.



5. The **Assignment** must be visible for students to access the instructions or complete a submission. If you did not make the **Assignment** visible during the creation process, toggle the "**Visibility**" slider to visible. ***Note***: Even if the **Assignment** is set to **Visible**, it will not be accessible until the **Availability Dates & Conditions** are in effect.



For more information on this topic, please refer to our resource – Assignments - Create an Assignment in Brightspace