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”.

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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.

![Edit or Link to Existing](image1)

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.

![Edit or Link to Existing](image2)

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 ASSIGNMENT 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