

BRIGHTSPACE – ASSIGNMENTS TOOL: CREATE AN ASSIGNMENT

(Full Guide)



Teaching and Learning Support Service, uOttawa

CONTEXT

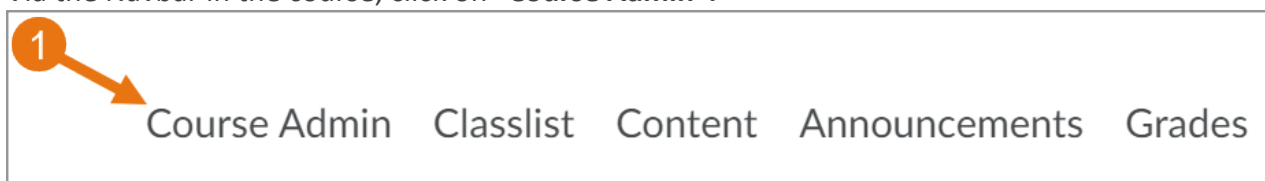
The **Assignment** tool in **Brightspace** allows students to receive instructions, feedback, and grades on any potential classroom deliverable whether done as an individual or in a group, submitted as a PDF or Word document via **Brightspace** or in person, or carried out as a live presentation.

Assignments can be created: 1) via **Assignments** accessed through the **Course Admin** tab within the navbar for the course, and 2) via the **Add Activity** option when creating a section of content within a **Module**. As several key settings are not accessible via the **Add Activity** route, we strongly recommend creating **Assignments** via **Course Admin** and therefore our resources only cover that process.

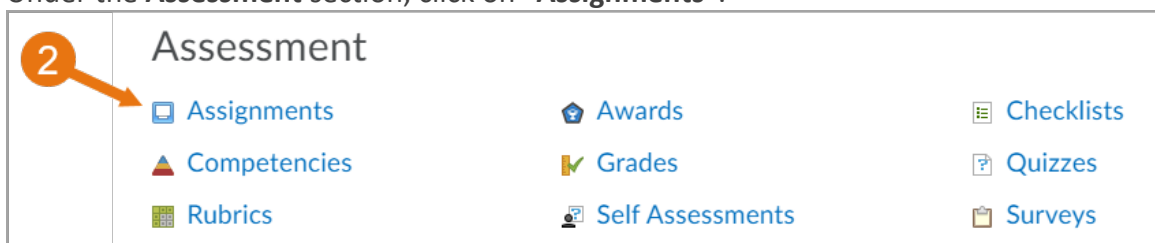
The following guide reviews all components of creating **Assignment** in the Brightspace platform. We also have a mini guide that covers just the basics of creating an **Assignment**, as well as individual guides that you can consult, which cover the various sections in this guide.

I. CREATE AN ASSIGNMENT

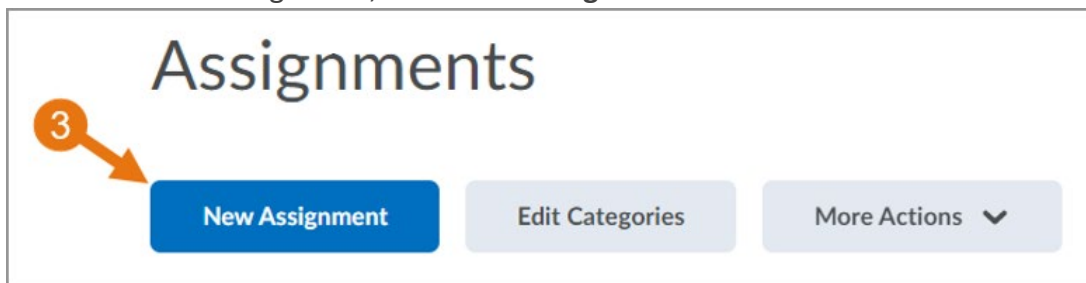
1. Via the Navbar in the course, click on “**Course Admin**”.



2. Under the **Assessment** section, click on “**Assignments**”.



3. To create a new assignment, click “**New Assignment**”.



4. The **Create Assignment** interface is broken into the following 4 parts, which will each be discussed in its own section of this resource:

The screenshot shows a user interface for configuring an assignment. On the left, there is a main editor area with the following components:

- Name:** A text input field containing "Untitled".
- Grade Out Of:** A dropdown menu set to "Ungraded".
- Due Date:** A date picker set to "M/D/YYYY".
- Instructions:** A rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), Underline (U), Text color (A), List (bulleted and numbered), Indent, Link, Unlink, and a plus sign for more options.

On the right, there is a sidebar with three expandable sections, each with a right-pointing arrow:

- Availability Dates & Conditions:** Shows "Always available".
- Submission & Completion:** Shows "File submission".
- Evaluation & Feedback:** Shows "No rubric added".

A. General Properties

- I. Name, Score Out Of, Due Date, and Instructions fields.

B. Availability Dates & Conditions

- I. Start Date
- II. End Date
- III. Release Conditions
- IV. Special Access

C. Submission & Completion

- I. Assignment Type:

- Individual Assignment
- Group Assignment

- II. Submission Type:

- File submission
- Text submission
- On paper submission
- Observed in person

- III. Files Allowed Per Submission:

- Unlimited
- One File

- IV. Submissions:

- All submissions are kept
- Only one submission allowed
- Only the most recent submission is kept

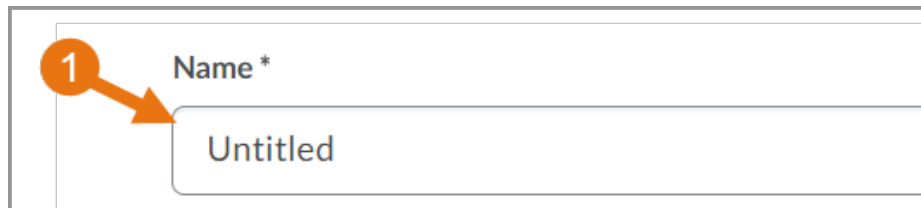
- V. Notification Email

D. Evaluation & Feedback

- I. Rubrics
- II. Learning Objectives
- III. Annotation Tools

II. ADJUST GENERAL ASSIGNMENT PROPERTIES

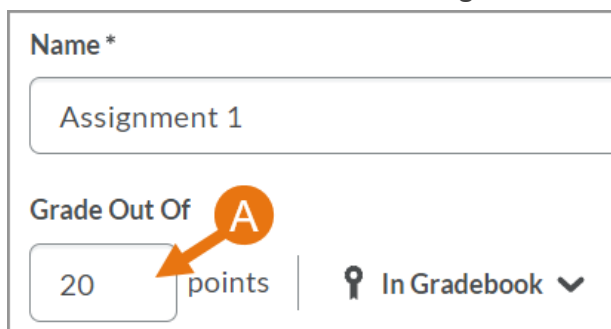
1. Enter a **“Name”** for the assignment in the provided field. **Note:** we recommend that this matches the information in your course syllabus and **Gradebook**.



A screenshot of a form field labeled "Name *". The field contains the text "Untitled". An orange circle with the number "1" and an arrow points to the field.

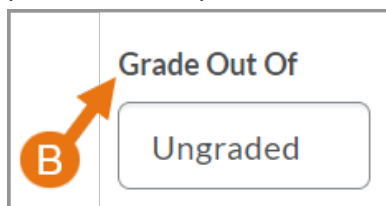
2. You then have two choices for the **Grade Out Of** section:

- A. If the **Assignment** will be graded, under **Grade Out Of**, click **“Ungraded”** and modify the **“points”** value. This is the maximum score that the assignment will be graded out of. Then proceed to Step 3.



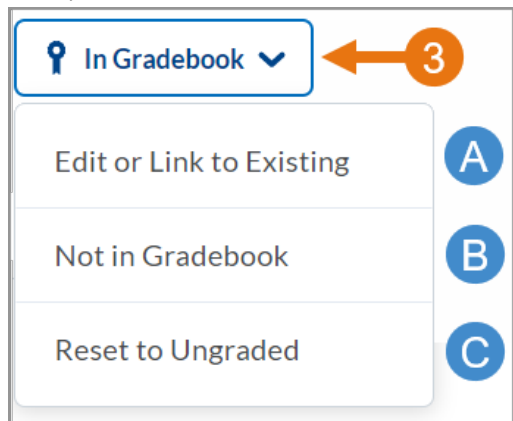
A screenshot of the "Grade Out Of" section. The "Name *" field contains "Assignment 1". The "Grade Out Of" field contains "20" and "points". An orange circle with the letter "A" and an arrow points to the "points" text. To the right is a dropdown menu labeled "In Gradebook" with a downward arrow.

- B. If the **Assignment** will not be graded, under **Grade Out Of** leave the field as the default (**Ungraded**) and proceed to Step 4.



A screenshot of the "Grade Out Of" section. The "Grade Out Of" field contains "Ungraded". An orange circle with the letter "B" and an arrow points to the "Ungraded" text.

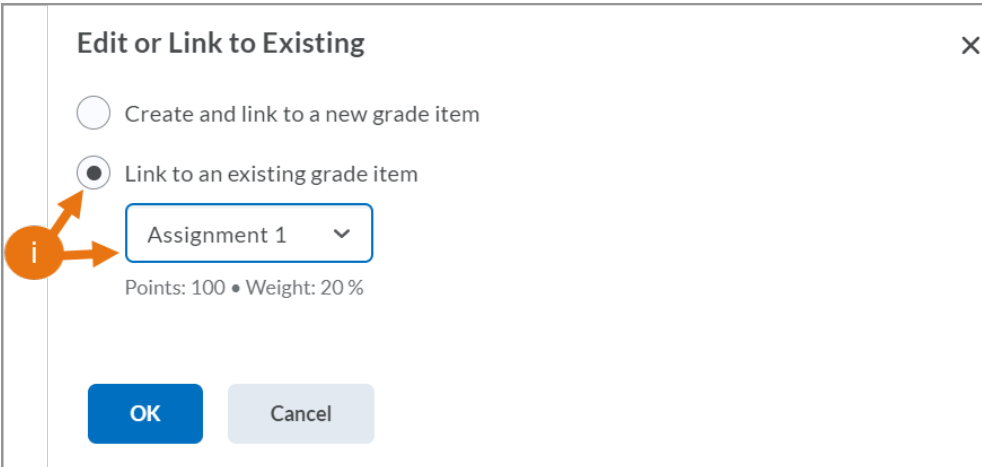
3. Next, click **“In Gradebook”**. You will have 3 options:



A screenshot of the "In Gradebook" dropdown menu. The dropdown is open, showing three options: "Edit or Link to Existing", "Not in Gradebook", and "Reset to Ungraded". An orange circle with the number "3" and an arrow points to the "In Gradebook" dropdown. To the right of each option is a blue circle with a letter: "A" for "Edit or Link to Existing", "B" for "Not in Gradebook", and "C" for "Reset to Ungraded".

A. **Edit or Link to Existing** – selecting this option allows you to either:

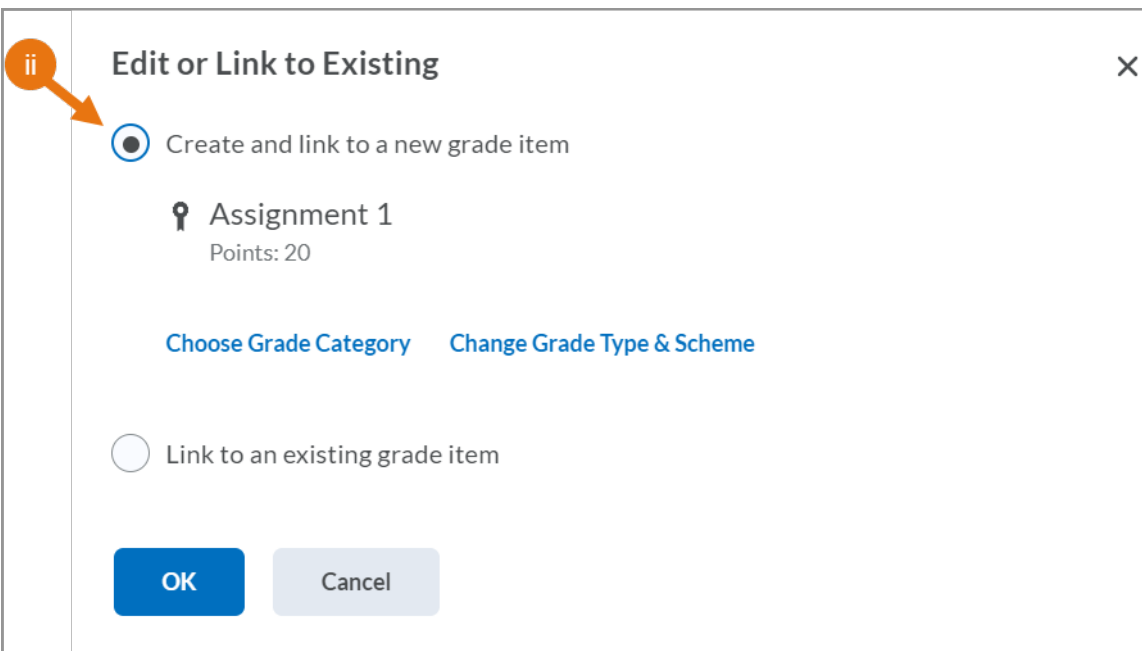
- i. “**Link to an existing grade item**” to link the assignment to an existing **Grade Item** by selecting it from the drop-down. Then click “**OK**”.



The screenshot shows a dialog box titled "Edit or Link to Existing" with a close button (X) in the top right corner. There are two radio button options: "Create and link to a new grade item" (unselected) and "Link to an existing grade item" (selected). Below the selected option is a dropdown menu showing "Assignment 1" with a downward arrow. Underneath the dropdown, it says "Points: 100 • Weight: 20 %". At the bottom of the dialog are two buttons: "OK" (blue) and "Cancel" (light gray). An orange circle with the letter 'i' and an arrow points to the "Link to an existing grade item" radio button.

- ii. “**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 1 and Step 2, will be used to create that new **Grade Item**. These parameters can be modified in the **Gradebook** via “**Manage Grades**” after the **Assignment** has been saved. Once you are done making your selections, click “**OK**”.

Note: The **Gradebook** provides professors and students with a simpler way to manage grades and feedback. We recommended setting up your **Gradebook** prior to creating any assessments or graded activities as this ensures grade calculations are made correctly and are displayed properly. This also allows you to enter not just the **points** for a **Grade Item**, but the weight for that item. For additional information, please consult the [TLSS Gradebook Guide](#).



The screenshot shows the same "Edit or Link to Existing" dialog box. In this instance, the "Create and link to a new grade item" radio button is selected. Below it, the name "Assignment 1" is displayed with a key icon to its left, and "Points: 20" is shown below the name. There are two blue links: "Choose Grade Category" and "Change Grade Type & Scheme". The "Link to an existing grade item" radio button is unselected. At the bottom are "OK" (blue) and "Cancel" (light gray) buttons. An orange circle with the letter 'ii' and an arrow points to the "Create and link to a new grade item" radio button.

- B. “**Not in Gradebook**” – Selecting this option will result in the **Assignment** being scored, but that score will not be included in the **Gradebook** or final grade calculations. It can be reviewed by students through “**Class Progress**”.
- C. “**Reset to Ungraded**” – Selecting this option will remove the scoring information from the **Assignment**. A score field will not be provided during grading.

4. Next, set a **Due Date** for the **assignment** submission by clicking on the “**Date**” field and using the integrated calendar to set the **Date**. Then, in the provided field, indicate the specific time. **Assignments** submitted after the **Due Date** will be labeled as late when viewed by evaluators.

Due Date

3/18/2021 11:59 PM

9:00 PM

9:30 PM

10:00 PM

10:30 PM

11:00 PM

11:30 PM

✓ 11:59 PM

Canada - Toronto

Note: To remove a previously set **Due Date**, click on the “**Date**” field and select “**Clear**” at the bottom of the calendar.

Due Date

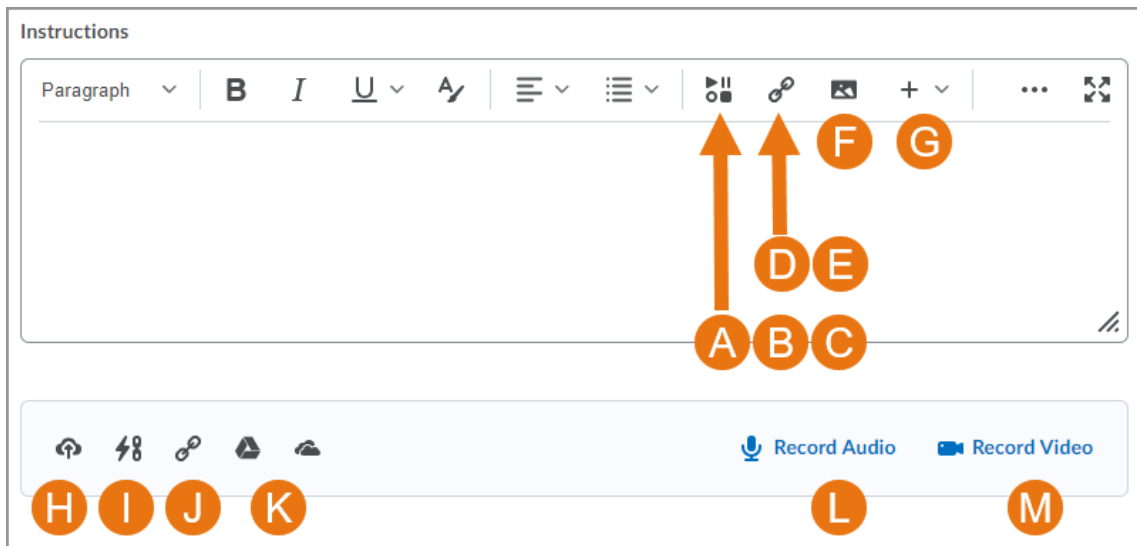
3/18/2021 11:59 PM

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Set to Today Clear

5. To provide **Instructions** for an assignment, enter text in the space provided. Using the HTML editor, directly within the instructions text, you can also add a (only some of the integrations are presented here):



- A. Link to a **Document** by clicking on “**Insert Stuff**” (i.e. the play, pause icon), and selecting either:
- “**My Computer**” to locate and add a document from your computer (2GB max).
 - “**Course Offering Files**” to locate and add a document that was previously uploaded to the course.
- B. **YouTube video** by clicking on “**Insert Stuff**” (i.e. the play, pause icon), followed by “**YouTube**” and then searching for the video and inserting it.
- C. **Video Note** by clicking on “**Insert Stuff**” (i.e. the play, pause icon), and then selecting either:
- “**Video Note**” to locate and upload a recording from your computer, or to record a new video.
 - “**Video Note Search**” to locate and upload a **Video Note** that was previously recorded through the **Video Note** tool.
- D. **Link to other course content** (e.g. a particular content section in the course, an assessment, an activity, etc.), by clicking on “**Insert Quicklink**” (i.e. the link icon), and then click on any of the items presented to locate the specific item from the course that you wish to link to.
- E. **Hyperlink to a webpage** by clicking on “**Insert Quicklink**” (i.e. the link icon), and then on the “**URL**” option. In the space provided, enter the link’s http address.
- F. **Image** by clicking on “**Insert Images**” (i.e. the picture icon) and selecting either:
- “**My Computer**” to locate and add an image from your computer.
 - “**Course Offering Files**” to locate and add an image that was previously uploaded to the course.

Important: For accessibility reasons, an image cannot simply be copy-pasted into the text box. Accordingly, an image must have been previously imported into the course, or uploaded from your computer. This is because you need to provide alternative text for any images that are added.

- G. **Graphical, Chemistry, Mathematical, and LaTeX equations** by clicking on “**Other Insert Options**” (the + icon) and then the “**Sigma**” symbol to access the equation generator.

Below the html box, you also have several ways to add content to the **Instructions**. Anything added using these options will be presented as an attachment below the **Instructions** rather than integrated into the **Instructions** text. You can:

- H. “**Upload a File**” from your computer (2GB max).
- I. “**Attach Link to Existing Activity**” from the course (e.g. an assessment or course content).
- J. “**Attach weblink**” for a related webpage.
- K. “**Attach from Google Drive/Attach from OneDrive**” to link to documents stored on your **Google Drive** or **OneDrive**. **Note:** This does not create a local copy of the file. Accordingly, if the materials are removed from the cloud or access is restricted, they will not be accessible to the students.
- L. “**Record Audio**” directly within the Brightspace platform (5-minute maximum).
- M. “**Record Video**” directly within the Brightspace platform (30-minute maximum).

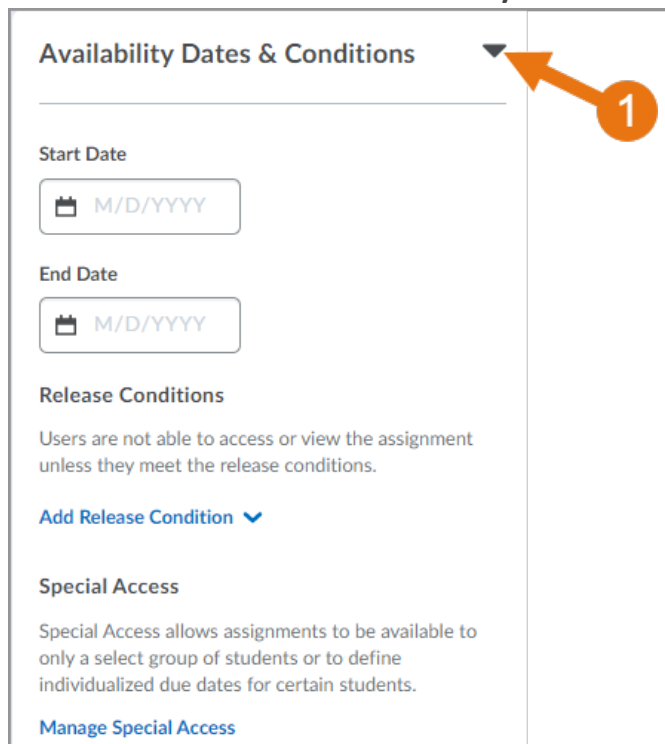
Note: The instructions are only accessible once the **Assignment** is available, (i.e. the current date is between the **Start** and **End Dates**).

Key Tip: Consider providing information regarding how to submit the assignment, what types of documents (e.g. Word, PDF) are expected, as well as what type of feedback students can expect and when they can expect that feedback, etc.

III.ADJUST AVAILABILITY DATES AND CONDITION SETTINGS

The **Availability Dates & Conditions** settings control student access to the **Assignment**. By default, no availability dates are entered when an **Assignment** is created, so if the **Assignment** is made visible (see [Section VI. Make the Assignment Visible](#)), it will automatically be available to students with no date/time restrictions. To adjust access:

1. Click on the arrow next to “**Availability Dates & Conditions**”.



The screenshot shows the 'Availability Dates & Conditions' settings panel. At the top, the title 'Availability Dates & Conditions' is followed by a small downward-pointing arrow icon. An orange arrow with a white number '1' in a circle points to this icon. Below the title, there are two date input fields: 'Start Date' and 'End Date', each with a calendar icon and the placeholder text 'M/D/YYYY'. Underneath these is the 'Release Conditions' section, which includes a description: 'Users are not able to access or view the assignment unless they meet the release conditions.' and a link 'Add Release Condition' with a downward arrow. The bottom section is 'Special Access', with a description: 'Special Access allows assignments to be available to only a select group of students or to define individualized due dates for certain students.' and a link 'Manage Special Access'.

2. Then, to limit access to an **Assignment**, you can add:

A. **Availability** (i.e. **Start Date** and **End Date**) to dictate when (i.e. between what dates) students have access to an **Assignment** and are able to make a submission. For example, from Mar 11 @ 10 a.m. until Mar 18 @ 4 p.m. **Note:** You can also adjust what type of access students have outside of these dates (see point iii). To adjust the:

- i. **Start Date**, click on the “**Date**” field and use the integrated calendar to set the **Date**. Then, in the provided field, indicate the specific **Time**.
- ii. **End Date**: click on the “**Date**” field and use the integrated calendar to set the **Date**. Then, in the provided field, indicate the specific **Time**.

The screenshot shows a configuration window for assignment availability. It is divided into two main sections: 'Start Date' and 'End Date'.
- **Start Date:** A date field contains '3/11/2021' and a time field contains '10:00 AM'. Below this, the text 'Before start: Visible with access restricted' is displayed.
- **End Date:** A date field contains '3/18/2021' and a time field contains '4:00 PM'. Below this, the text 'After end: Visible with access restricted' is displayed.
Three orange callouts are used to highlight specific elements:
- Callout 'i' points to the start date field.
- Callout 'ii' points to the end date field.
- Callout 'iii' points to the 'Visible with access restricted' text in both the 'Before start' and 'After end' sections.

iii. Then, under **Start date** and **End date**, click on "**Visible with restricted access**" to adjust the type of access students will have outside these availability dates by selecting one of the following three options:

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

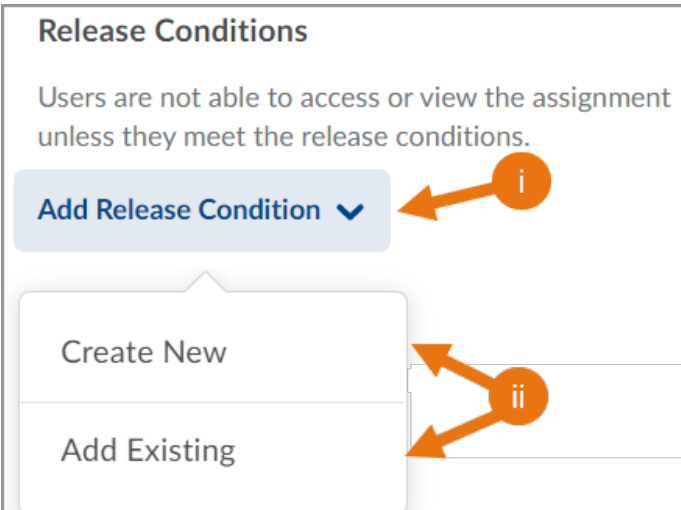
The dialog box is titled 'Availability: Start Date' and contains the following content:
- Title: Availability: Start Date (with a close button 'X')
- Description: The following settings determine how the discussion topic appears to learners before the start date
- Radio buttons:
 - Visible with access restricted
 - Visible with submission restricted
 - Hidden
- Checkbox: Add availability dates to Calendar
- Buttons: Done (blue), Cancel (grey)

Note: To remove a previously set **Start Date** or **End Date** click within the “**Date**” field for that item and select

“Clear” at the bottom of the calendar.

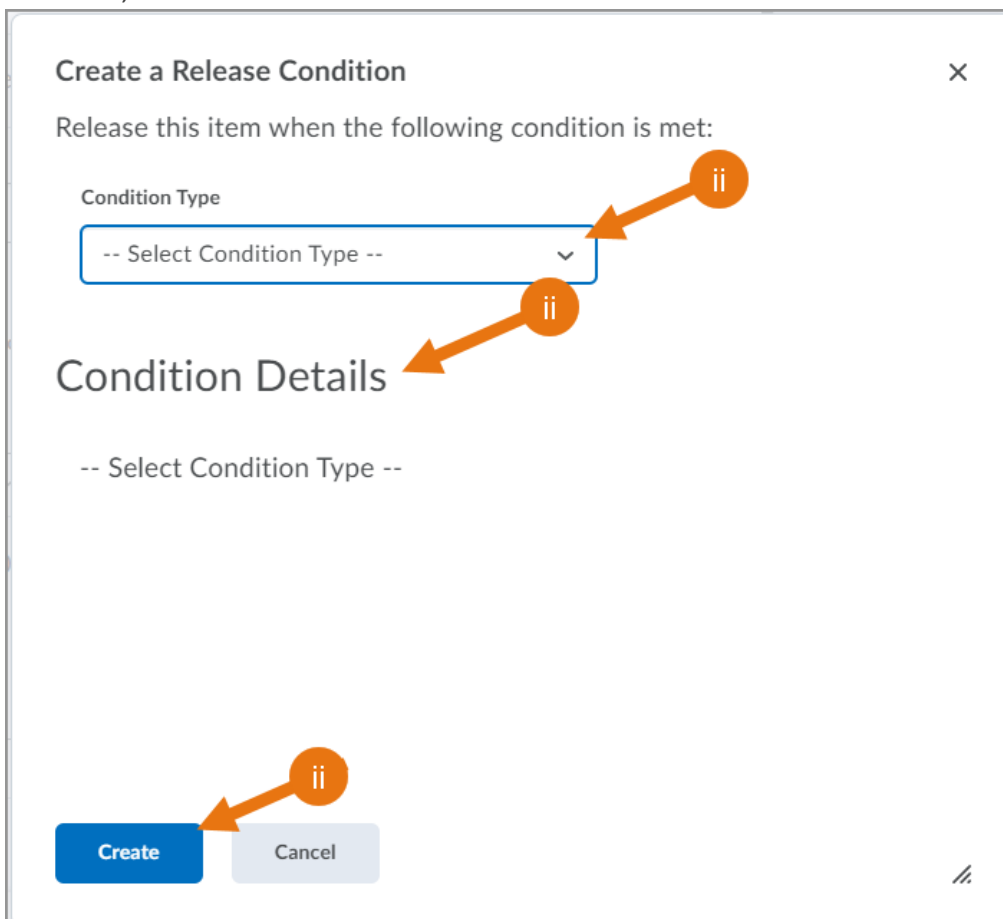
B. A **Release condition** that must be met before students are granted access to the **Assignment** submission folder (e.g. student must review module 2 content before access to the **Assignment** is granted). To add a **Release condition**:

i. Click on “**Add Release Condition**”.



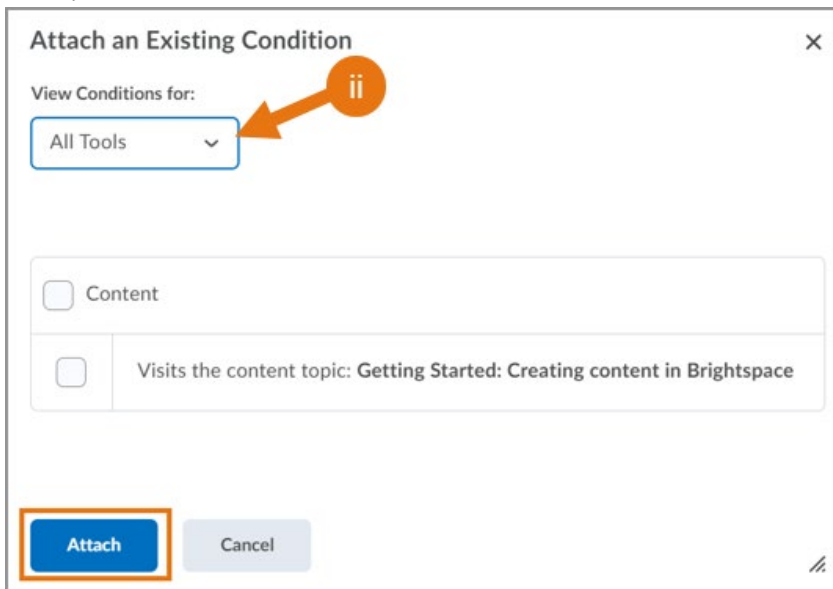
ii. Select from one of the following:

- “**Create New**”, to create a new **Release condition**. If you select this option, in the pop-up, use the drop-down to indicate the “**Condition Type**”, and complete the “**Condition Details**” section. When you are done, click on “**Create**”.

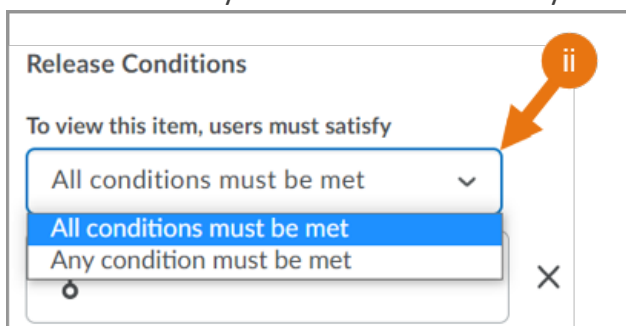


- “**Add Existing**”, to add a **Release condition** that you previously created. If you select this option, in the

pop-up, use the “**View Conditions for**” drop-down to locate and apply the condition. When you are done, click on “**Attach**”.



- If multiple **Release Conditions** are attached, make sure to use the “**To view this item, users must satisfy**” drop-down that will be presented to indicate whether the student needs to meet all the set conditions or any one of them before they can access the **Assignment**.

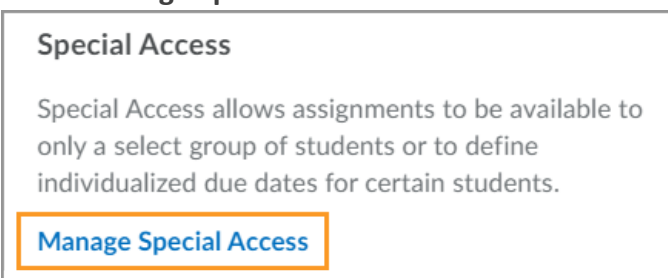


Note: If the student meets the condition at any time, even prior to the **Release conditions** being put in place, then the student will have access. Additional information on **Release condition** is available through the [Brightspace Help Site](#) as well as by contacting the [TLSS](#).

- C. **Special Access.** This setting 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 (e.g., the class has access to the **Assignment** from Jan 7 @ 10 a.m. until Jan 15 @ 4 p.m., while Student X has access to the same **Assignment** from Jan 1 @ 10 a.m. until Jan 15 @ 4 p.m.). **Key Tip:** The **Special Access** setting is useful for SASS accommodations, as well as deferrals.

To add **Special Access**:

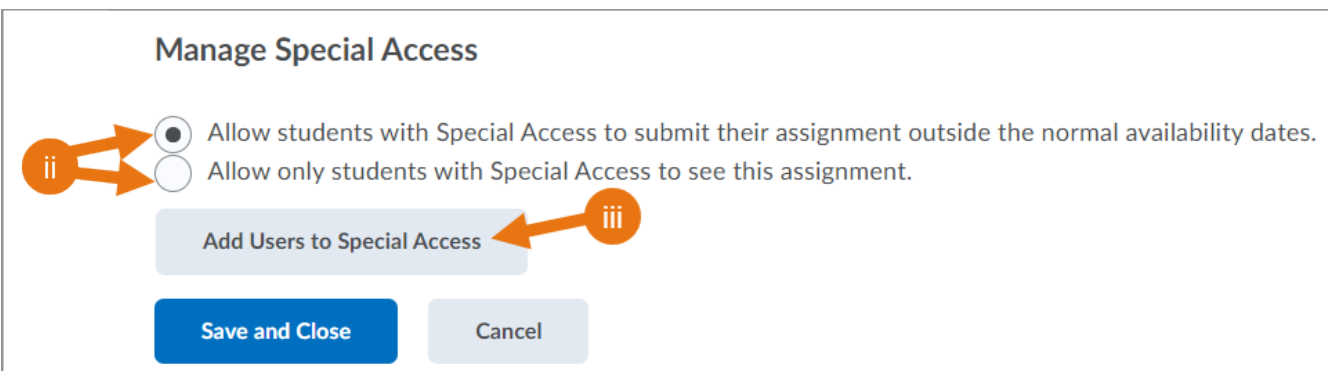
- Click “**Manage Special Access**”.



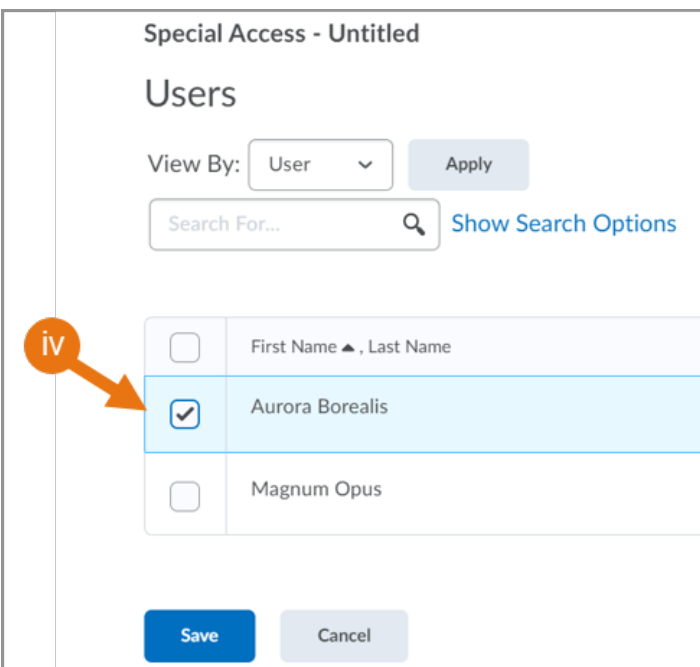
- Select from one of the following types of **Special Access**:

- “Allow students with Special Access to submit their assignment outside the normal availability dates” to give one or more students a unique **Start Date**, **End Date**, and/or **Due Date**.
- “Allow only students with Special Access to see this assignment” to make the **Assignment** folder only accessible to certain students.

iii. Once you have made your selections under **Manage Special Access**, click on the “**Add users to Special Access**” button.



iv. On the next page, you will be able to select the individuals that you want to grant **Special Access** to by checking off the box next to their name. **Important:** After the list is displayed and before making your selections, make sure to scroll down to the bottom of the page and set the number of users to display to the maximum so that all students in the list are displayed to carry out the selection process. If you have more than 200 students, you may need to repeat the above process more than once to ensure that the **Special Access** settings are applied to all the students you wish to apply it to.



Special Note on Sections and Groups: If the course has **Sections** or **Groups**, and you wish to assign **Special Access** to a particular **Section/Group** of students, use the drop-down next to “**View By:**” to select “**Sections**” or “**Groups**” and then click “**Apply**”. A new drop-down will appear where you can then select the specific “**Section**”/ “**Group**” that you wish to view the student list for. Scroll down to the bottom of the page and adjust the number of users to display. You can then check off the box next to the name of the student(s) that you wish to assign the **Special Access** to or click on the box in the header of the list to select all the students in the list.

v. You will also be able to modify the “**Availability**” dates, and the “**Due Date**”.

Special Access - Untitled

Properties

Due Date

Has Due Date

Availability

Has Start Date

Has End Date

vi. Click **“Save and Close”**, when you are done.

IV. ADJUST THE SUBMISSION & COMPLETION SETTINGS

The **Submission & Completion** settings allow you 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.). To adjust these settings:

1. Click on the arrow next to **“Submission & Completion”**.

Submission & Completion

Assignment Type

Individual Assignment
 Group Assignment

Submission Type

File submission

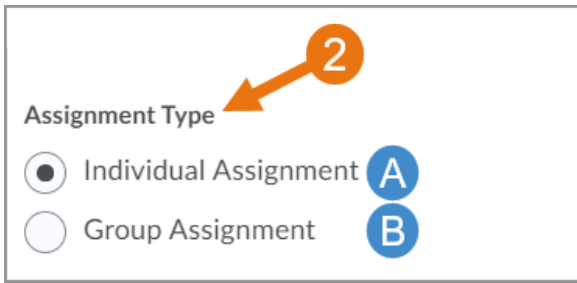
Files Allowed Per Submission

Unlimited
 One File

2. Under **Assignment Type**, you have two options:

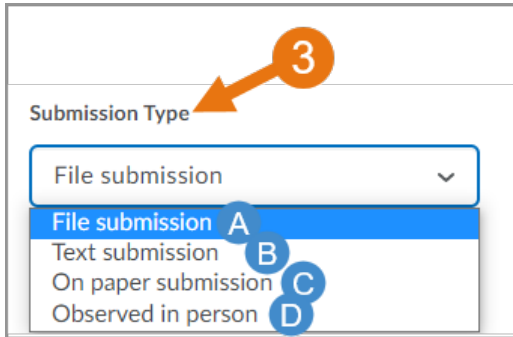
- A. **“Individual Assignment”** (Default) – One submission is expected per student. Feedback and grades are only visible to the student who submitted.
- B. **“Group Assignment”** – Only one submission is expected per group. Any group member can submit files. All feedback and grades are available to all members of the group, but the same grades and feedback are awarded to the group as whole. **Tip:** The **Gradebook** can be used to assign different grades and feedback to

members of a group.

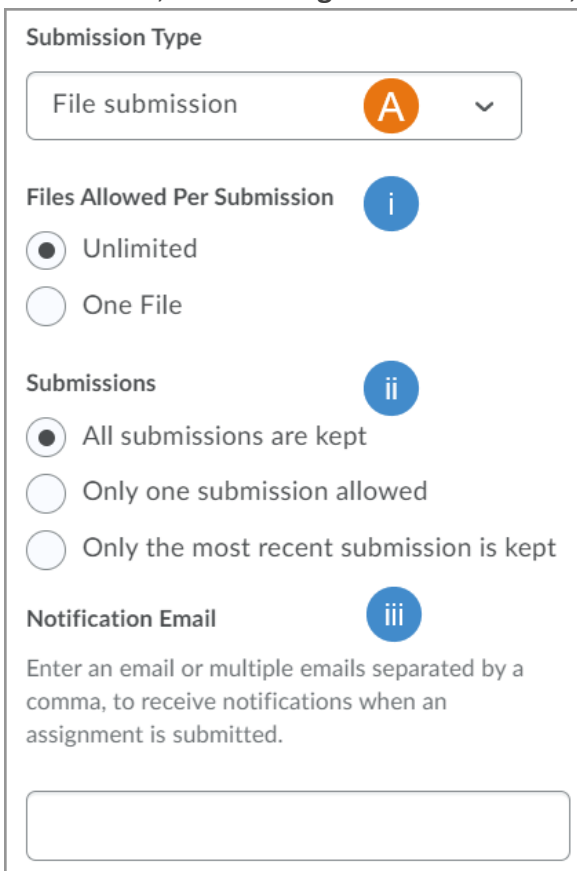


Note: **Group Assignment** is only available once groups have been created. If **Group Assignment** is selected, use the “**Group Category**” drop-down to link the group to the **Assignment**.

3. Under **Submission Type**, indicate what will be accepted. There are four options:



A. “**File Submission**” (Default) – Use this option to allow students to submit documents (e.g., PDF, Word, MP4, or PPT, max size 2GB/file) as their **Assignment** submission. This option allows you to provide **Assignment** instructions, tie the **Assignment** to a **Rubric**, and grade using the inline annotation and feedback features.



If you select “**File Submission**” you will need to indicate:

- i. The number of **Files Allowed Per Submission** – dictates the number of files that a student can attach as part of a submission.
 - **“Unlimited”** (default) - means that a student can submit as many files as they wish as their submission.
 - **“One file per submission”** - means that a student can submit one file as a submission.
- ii. What **Submissions** are retained – dictates how many times a student is permitted to submit.
 - **“All submissions are kept”** (default) – means that a student can submit as many times as they like and all submissions are retained by the system.
 - **“Only the most recent submission is kept”** – means that a student can submit as many times as they like, but only the most recent submission is retained by the system.
 - **“Only one submission allowed”** – means that a student can only submit once. Once a student has submitted their document(s), they cannot add to or replace that submission.

Note: If a student uploads the wrong file in error, they will not be permitted to upload another if **“One file per submission”** and **“Only one submission allowed”** is selected. Accordingly, we do not recommend selecting the **“Only one submission allowed”** option.
- iii. **“Notification Email”**– Enter email addresses for individuals who should receive a notification when a new submission is received.

B. **“Text Submission”** – Use this option to provide students with a text box where they can enter some brief text as their **Assignment** submission.

Tip: This is useful when students need to provide only a small text, like a web link or a few lines of text. Students cannot upload documents with this option.

Note: The **Assignment** tool has an inline annotation feature, a built in Rubric feature, and a general comment area, which allows you to easily grade submissions. If you select the **“Text Submission”** option, you will not be able to use the inline annotation feature when evaluating.

The screenshot displays a submission interface with the following sections:

- Instructions:** Enter 5 words to describe yourself.
- Submissions:** No Submissions
- Text Submission:** A rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), Underline (U), Strikethrough (A), Bulleted List, Numbered List, Link, Unlink, Table, and a plus sign for more options. The font is set to Lato (Recom...). A blue Submit button is located at the bottom left of the editor area.

Submission Type

Text submission B ▾

Submissions i

All submissions are kept

Only one submission allowed

Only the most recent submission is kept

Notification Email ii

Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.

If you select “Text Submission”, you will need to indicate:

- i. What **Submissions** are retained – dictates how many times a student is permitted to submit.
 - “**All submissions are kept**” (default) – means that a student can submit as many times as they like and all submissions are retained by the system.
 - “**Only the most recent submission is kept**” – means that a student can submit as many times as they like, but only the most recent submission is retained by the system.
 - “**Only one submission allowed**” – means that a student can only submit once. Once a student has made a submission, they cannot add to or replace that submission.

Note: If a student submits the wrong information, they will not be permitted to resubmit if “**Only one submission allowed**” is selected. Accordingly, we do not recommend selecting this option.

- ii. “**Notification Email**” – Enter email addresses for individuals who should receive a notification when a new submission is received.

- C. “**On paper submission**” – Use this option when students will be submitting a paper copy of their work in person, but you wish to have a space where you can use a rubric and provide feedback on the submission.

Submission Type

On paper submission C ▾

Marked as completed

Manually by learners i ▾

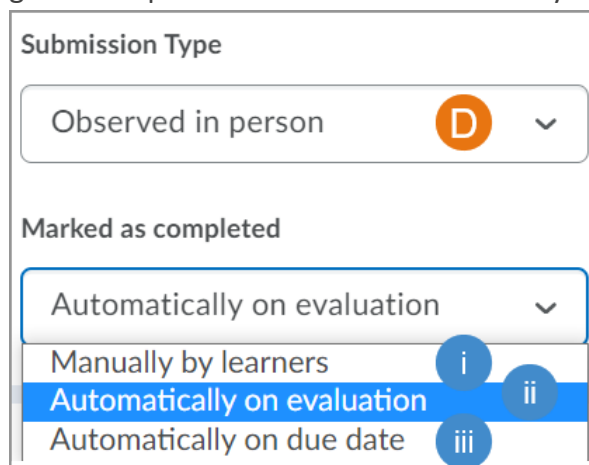
Manually by learners ii

Automatically on evaluation iii

Automatically on due date iii

If you select **“On paper submission”** you will need to indicate how the **Assignment** will be **Marked as completed**. You have the following three options:

- i. **“Manually by learners”** – Within the **Assignment** interface, students must click **“Mark as Complete”** to indicate completion of the activity.
 - ii. **“Automatically on evaluation”** – Activity is marked as complete only once a grade has been published.
 - iii. **“Automatically on due date”** (Default) – Activity is automatically marked as complete on due date, regardless of receipt of student submission.
- D. **“Observed in person”** – Use this option when students will be carrying out work in person (e.g. an oral presentation), and for which no submission will be made online, but you wish to have a space where you can grade and provide feedback on the activity.



Submission Type

Observed in person D ▾

Marked as completed

Automatically on evaluation ▾

Manually by learners i

Automatically on evaluation ii

Automatically on due date iii

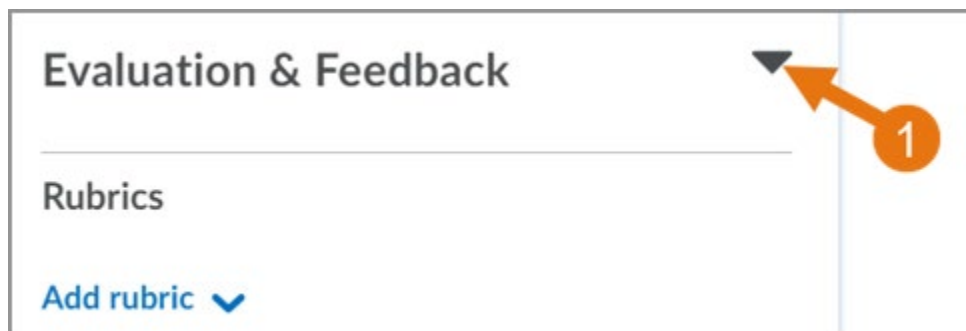
If you select **“Observed in person”** you will need to indicate how the **Assignment** will be marked as complete. You have the following three options:

- i. **“Manually by learners”** – Within the **Assignment** interface, students must click **“Mark as Complete”** to indicate completion of the activity.
- ii. **“Automatically on evaluation”** – Activity is marked as complete only once a grade has been published.
- iii. **“Automatically on due date”** (Default) – Activity is automatically marked as complete on due date, regardless of receipt of student submission.

V. ADJUST EVALUATION & FEEDBACK SETTINGS

The **Evaluation & Feedback** settings allow you 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**. To adjust these settings:

1. Click on the arrow next to **“Evaluation & Feedback”**.

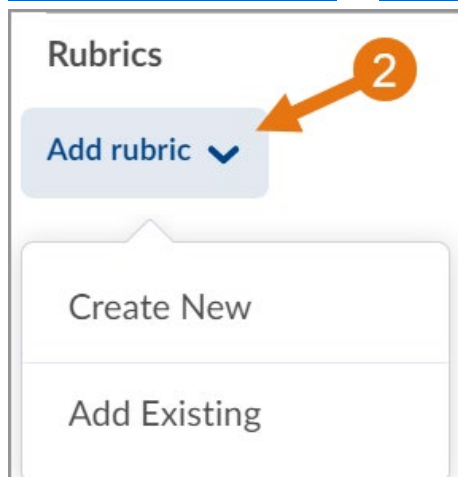


Evaluation & Feedback

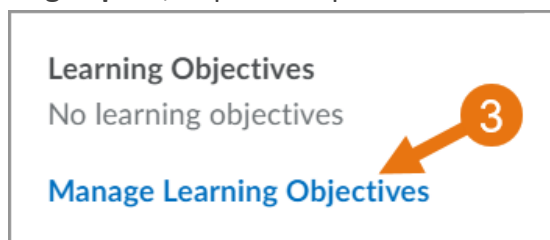
Rubrics

[Add rubric](#) ▾

2. Click “**Add rubric**” to attach rubrics you have previously created, or to create a new rubric. Consult the [TLSS’s guide on creating Rubrics](#) or [Brightspace’s Rubric Guide](#) for more information on creating rubrics.



3. If you have previously defined **Learning Objectives** for this course in **Brightspace**, you can link those objectives to this **Assignment** using “**Manage Learning Objectives**”. If you are not leveraging “**Learning Objectives**” in **Brightspace**, skip this step.



4. If you wish to use the inline **Annotation Tools** when grading the submissions, check off the box next to “**Make annotation tools available for assessment**”. **Note:** The inline grading tool can only be used to grade PDF and Word documents. However, Overall Feedback, audio, and video feedback, as well as the **Rubric** can be used to grade other types of submissions (e.g. MP4, Excel, image files) items. In addition, the upload documents option provides a way to provide other types of feedback. We also recommend asking students to submit Word and image files as PDFs when possible as this eases the inline annotation grading process.

VI. MAKE THE ASSIGNMENT VISIBLE

1. When you have finished creating the **Assignment**, you can make it visible through the **visibility** control at the bottom of the **Create Assignment window** (see screenshots under Point A and Point B below). The **Assignment** must be visible for students to access the instructions or complete a submission; however, you can also adjust visibility once you have added the **Assignment** into your “**Course Content**” (see section [Make the Assignment accessible to students](#)). **Important:** Visibility should only be adjusted once the **Availability Dates & Conditions**, as well as all other items have been set.

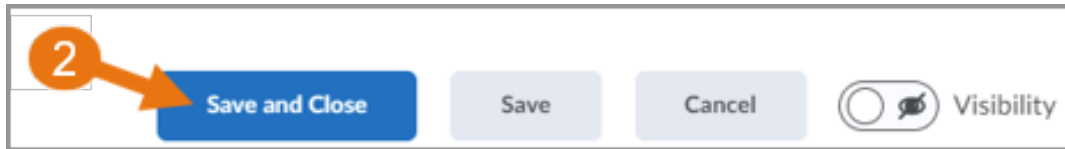
- A. The Assignment is not visible (by default).



- B. The Assignment is visible.



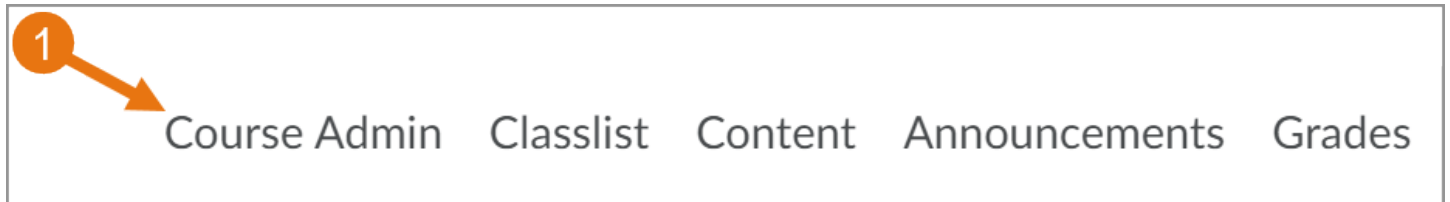
- When you have completed the settings for your **Assignment**, click “**Save and Close**”.



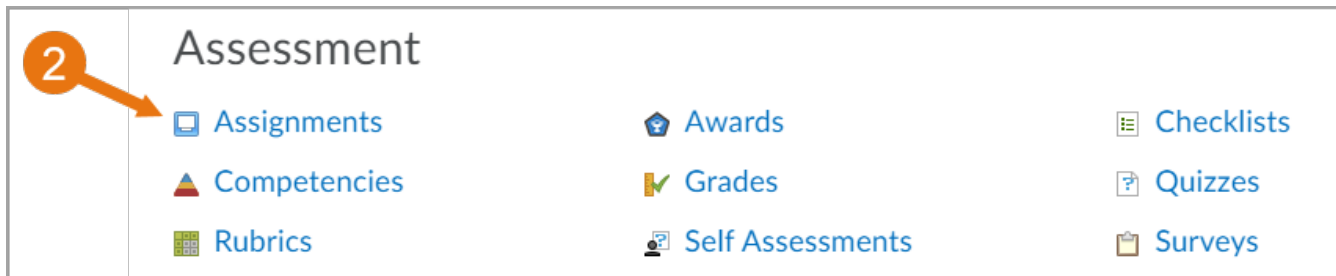
VII.PREVIEW AN ASSIGNMENT

You can preview an **Assignment** to see what your students will see. You can also preview what the **Assignment** evaluation process looks like. To preview an **Assignment**, complete the following steps:

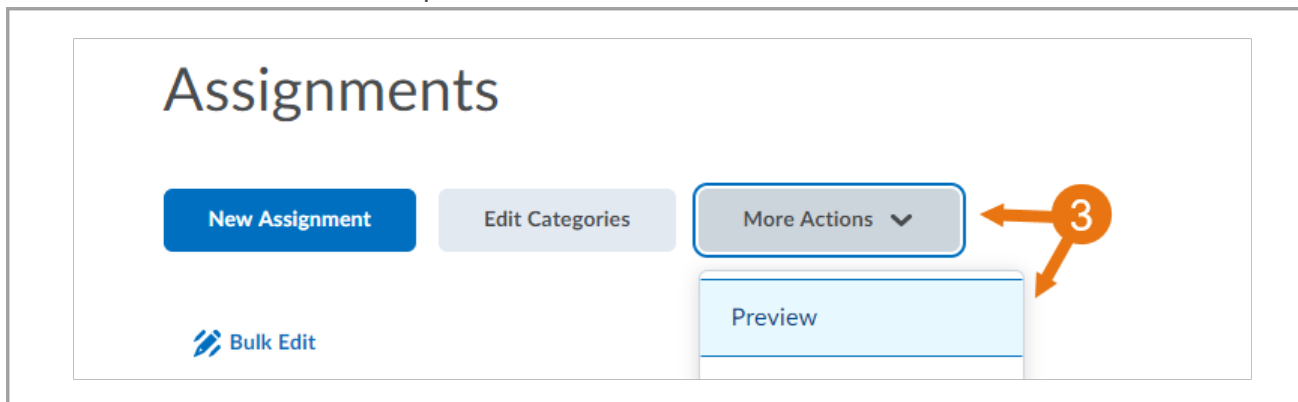
- Via the navigation bar for the course, click on “**Course Admin**”.



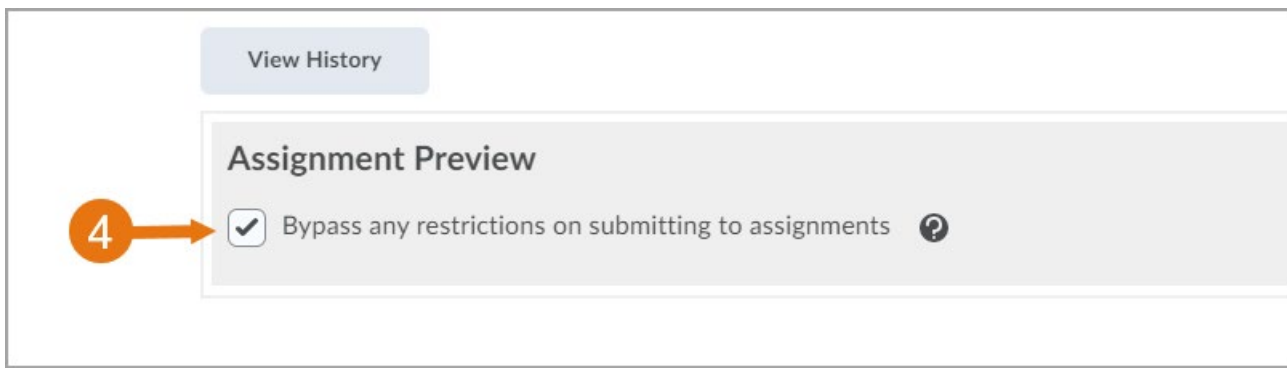
- Next, click on “**Assignments**”. You will be presented with a list of the created Assignments.



- Click on the “**More Actions**” drop-down menu and select “**Preview**”.



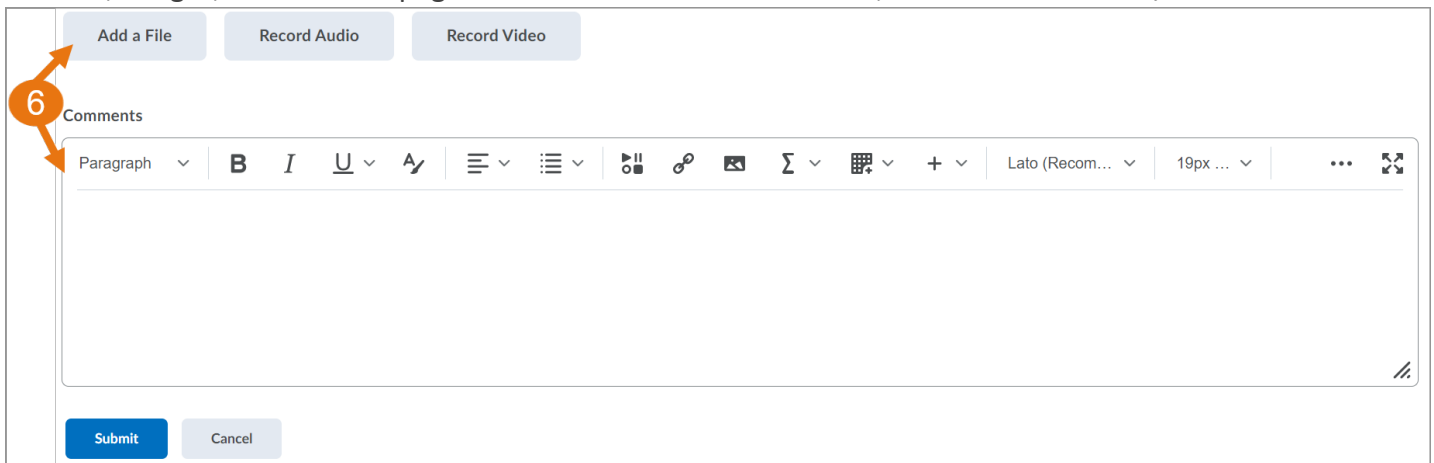
- Check off the “**Bypass any restrictions on submitting to assignments**” option. When this option is checked off, any restrictions (e.g. **Availability** settings, Release Conditions, or) on accessing an assignment are bypassed. **Note:** When this setting is unchecked, any restrictions (e.g. **Availability** settings, **Release Conditions**, or **Special Access** settings, etc.) on accessing the **Assignment** will be in effect and you may not be able to access the **Assignment**. For example, if there is a **Release Condition** in place that students cannot access the **Assignment** until they have viewed the module 2 content, then, you (i.e. the professor) will not be able to access the **Assignment** even if you view that specific module 2 course content, because the system is not able to record professor activity the way it records activity for a student. Accordingly, if this setting is unchecked, you will be able to see what it would be like for a student trying to access an **Assignment**, when they have not met the necessary requirements.



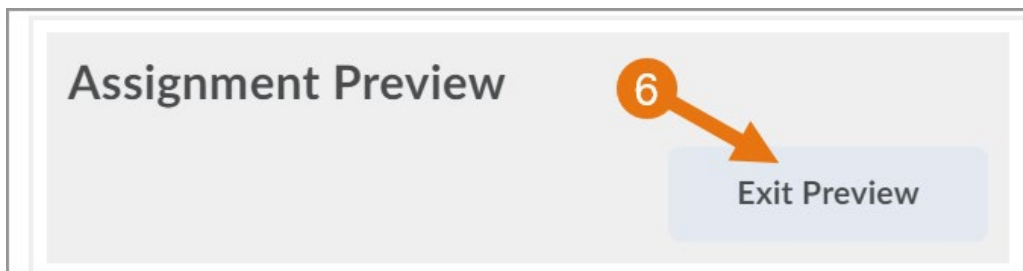
5. Click on the “**Assignment**” that you wish to preview.

Assignment	Completion Status	Score	Evaluation Status
No Category			
Assignment 1 Attachments Assignment 1.pdf (474.6 KB)	Not Submitted	- / 20	

6. You will then be presented with the **Assignment** as if you were a student. You can explore all the functions. For example, students can leave a comment under the “**Comments**” text box, or via the HTML editor, link to course content, images, external webpages. Students can also “**Add a file**”, “**Record Audio**” and/or “**Record Video**”.



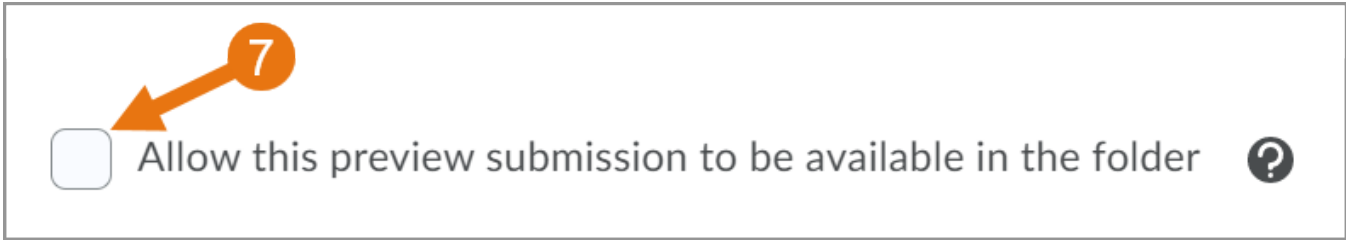
Note: You can click “**Exit Preview**” at the top of the window at any point to exit the preview before completing a submission.



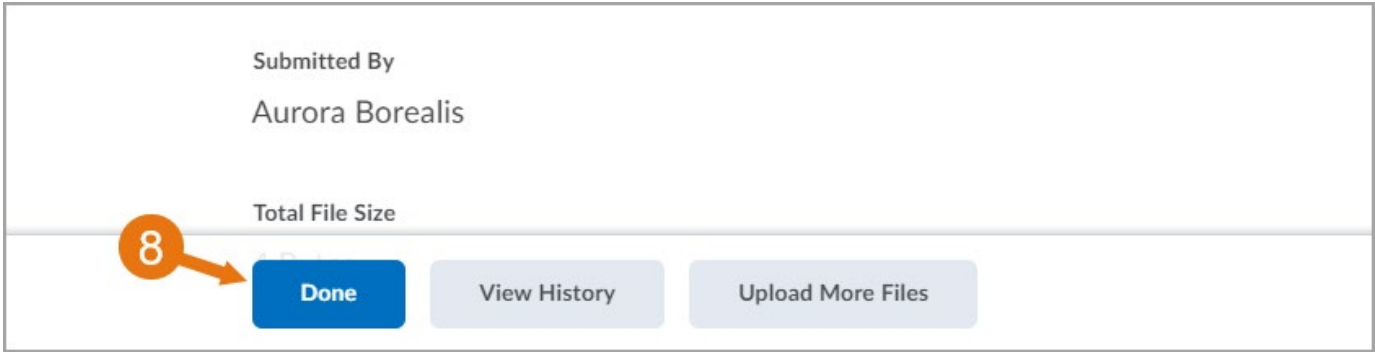
7. When you are done, click “**Submit**”.

Note: checking off the “**Allow this preview submission to be available in the folder**” option will create a

preview submission that allows professors to explore the evaluation functionalities.



8. On the next page, you will be presented with a summary of your submission. Click “Done” to complete the preview experience.

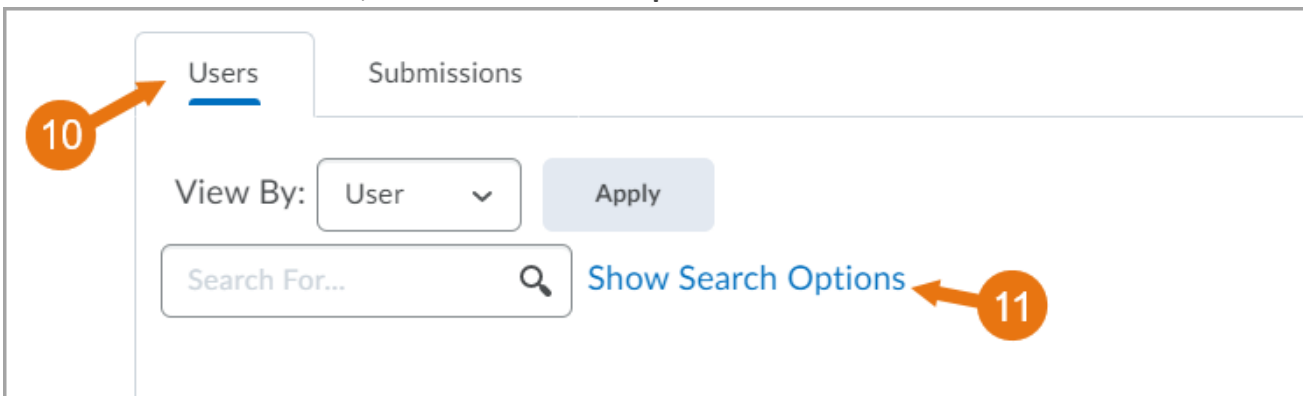


9. If you selected the **Allow this preview submission to be available in the folder** option during the submission of the preview (see Step 7), you can access the submission to review/grade it. To do so, complete steps 1-2 in this section and then click on the name of the **Assignment** that you want to review the **Preview** submission for.

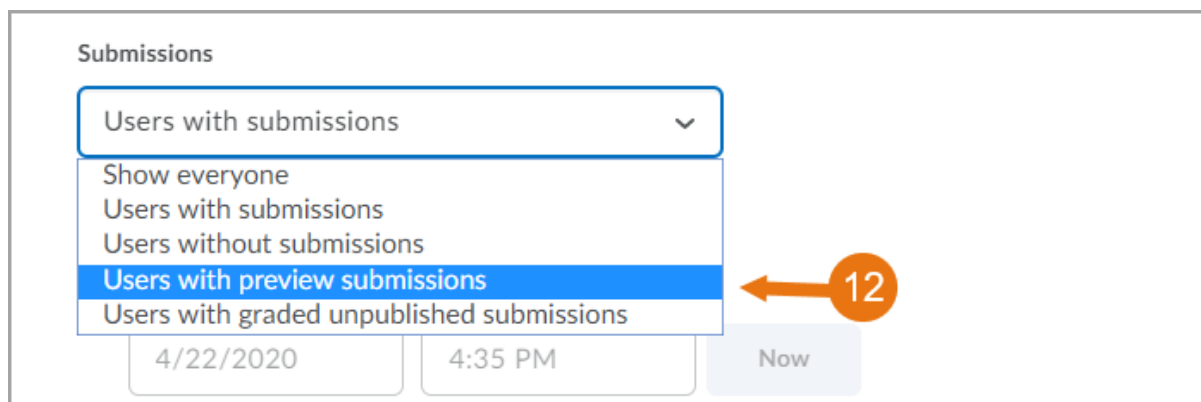
<input type="checkbox"/>	Assignment	New	Completed	Evaluated	Feedback Published
<input type="checkbox"/>	No Category				
<input type="checkbox"/>	Assignment 1		16/23	16/23	16/23
<input type="checkbox"/>	Assignment 2		15/23	15/23	15/23

10. Select the “Users” tab.

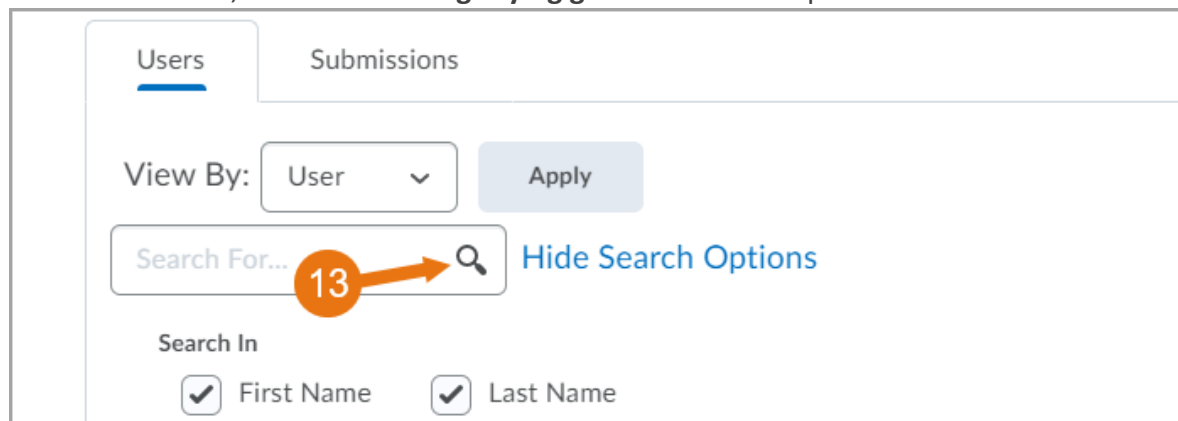
11. Next to the search field box, click “Show Search Options”.



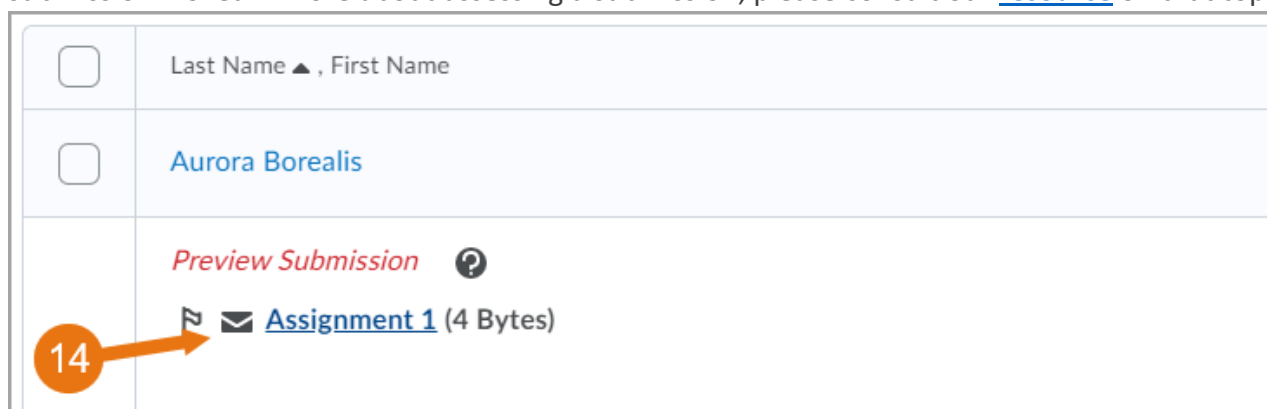
12. Using the “Submissions” drop-down, select “Users with preview submissions”.



13. In the search box, click on the “magnifying glass” icon to complete the search.



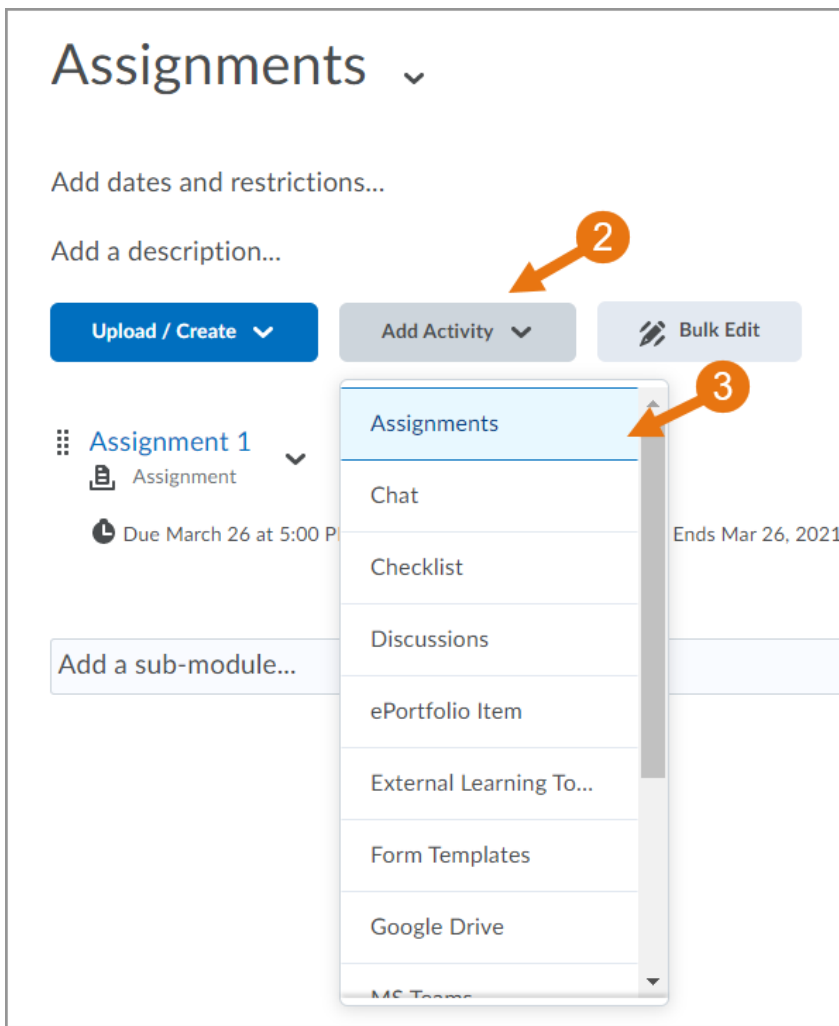
14. Scroll down to see the list of submissions that have been carried out in **Preview** mode. Click on the title of the submission to access it. You can then review/assess the submission just as would be done for a student’s submission. To learn more about assessing a submission, please consult our [resource](#) on that topic.



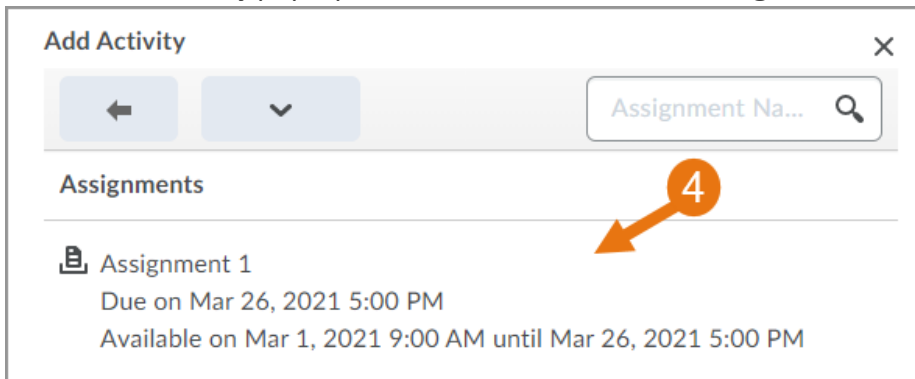
VIII. MAKE THE ASSIGNMENT ACCESSIBLE TO STUDENTS - ADD ASSIGNMENT TO THE CONTENT

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. We strongly recommend adding **Assignments** directly into **Course content** as this strategy follows best practices and is more effective for students.

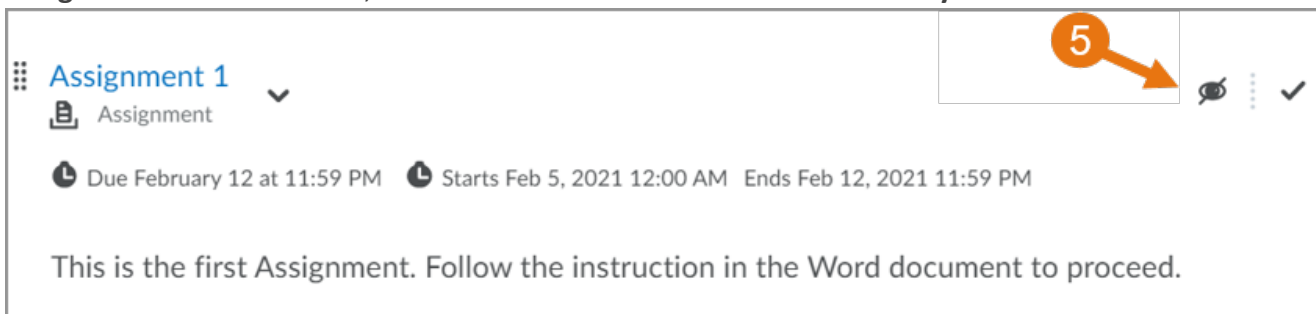
1. In the navigation bar of the course, click on “**Content**”.
2. Navigate to an appropriate module in your course content, or [create a module](#), and click on “**Add Activity**”.
3. Then, click on “**Assignments**”.



- In the **Add Activity** pop-up, click on the name of the “**Assignment**” that you want to add to the content area.



- 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.



- Once the **Assignment** has been added to course content, you can also add a **Description** by clicking on the **“Additional Actions”** drop-down menu and selecting **“Edit Properties in Place”**. Unlike **Assignment Instructions**, which students cannot access before the **Start Date**, information in the **Description** can be seen by students if the **Assignment** is visible and not hidden by restrictions. This field can be useful to provide guidance before the **Assignment** is active/accessible.

