



Assignments

Quick-Start Guide: MMC Brightspace

Using **Assignments**, instructors can easily create and edit assignments. Grade and give feedback on student submissions, including audio or video feedback options and inline comments. You can also create group assignments.

In this guide

- [Create a basic assignment](#)
- [Advanced assignment options](#)
- [Grading assignments](#)
- [Additional resources and support](#)

Create a basic assignment

1. Navigate to **Assignments** in the blue navigation bar.
2. Select the blue “New Assignment” button.
3. Name your assignment.
4. Add a point value to the “Grade out of” field.
 - a. To connect the assignment to the gradebook, click on the ribbon icon “In Grades.”
 - b. Select “Edit or Link to Existing.”
 - c. Create and link to a new grade item, or link to a grade item you have previously created - see screenshots on the following page.
5. Add a due date and time.
6. Provide instructions for your assignment.
7. Save and close.

Name *

Week 2 Homework

Grade Out Of

10

points

 In Gradebook ▼

Due Date

 M/D/YYYY

Instructions

Paragraph ▼

Lato (Recom... ▼

B

Edit or Link to Existing

Not in Gradebook

Reset to Ungraded



Save and Close

Save


Cancel

 Visibility

Edit or Link to Existing



Create and link to a new grade item

 Week 2 Homework

Points: 10

[Choose Grade Category](#)

[Change Grade Type & Scheme](#)

Link to an existing grade item

OK

Cancel

Advanced assignment options

Availability dates & conditions

- Learners will be able to see, but cannot interact with and submit to, an assignment before a **Start date** or after an **End date**.
- **Release conditions** allow you to define how, and when, an assignment will display to students (for example, after a student completes a specific module in Content or previous Assignment.)
- Use **Special Access** to set different availability and due dates for specific users.

Submission & completion

- Assignments can be individual or group assignments. You will not see group assignments as an option unless you have created student groups in the **Groups tool**.
- The default **submission type** is “file submission.” Please note that the text box provided to students during assignment submission is for comments, not the full text of the assignment. Other submission types are “text submission,” “on paper submission,” and “Observed in person.”
- **File submissions** determines how many files and how many times a student can submit an assignment.

Evaluation & feedback

- Attach **Rubrics** and/or **Learning objectives** to evaluate an assignment.
- **Annotation tools** - which allows for inline commenting on submissions - is a default setting.
- You can choose to hide student names during assessment by selecting **Anonymous marking**.

Grading Assignments

You can access the grading panel for assignment submissions in multiple ways. From **Assignments**, you can click on the blue number under “New Submissions” column, or select “View Submissions” from the more options menu next to each assignment.

Assignments

The screenshot shows the 'Assignments' page interface. A 'New Assignment' button is on the left. A dropdown menu is open, with 'View Submissions' circled in purple. Below the menu is a table of assignments. The table has columns for 'New Submissions', 'Completed', 'Evaluated', 'Feedback Published', and 'Due Date'. The 'Midterm Essay' row has a '2' circled in purple in the 'New Submissions' column.

		New Submissions	Completed	Evaluated	Feedback Published	Due Date
<input type="checkbox"/>	No Category					
<input type="checkbox"/>	Group project		0/3	0/3	0/3	Oct 26, 2021 11:59 PM
<input type="checkbox"/>	Midterm Essay	2	3/3	3/3	3/3	Oct 26, 2021 12:59 AM
<input type="checkbox"/>	Final Essay		0/3	0/3	0/3	Nov 15, 2021 11:59 PM
<input type="checkbox"/>	Week 1 Homework		0/3	0/3	0/3	

You will be taken to the assignment grading panel. Click on a submission to open it. In the grading panel, you can:

- View and annotate the submission in the preview panel on the left. Annotations will be visible to students as **Inline feedback** when you publish the grade and feedback.
- Grade with a rubric, if you have one.
- Enter a score for the submission.
- Provide feedback via the rich-text editor. You can record video or audio feedback from here.

The screenshot shows the 'Midterm Essay' grading panel for 'Trevor Tester'. The submission text is visible, with a blue note box containing the text 'Great opening paragraph!'. The overall grade is shown as 98 / 100. The overall feedback section contains the text 'Great job'.

Save as draft, or publish to return submission to student with grade and feedback.

Contact Brightspace Support

Email: brightspace@mmm.edu

Additional Resources and Support

- **Brightspace help pages**

- [Create assignments and assess submissions](#) - our Brightspace uses the new Assignment experience.

- **Brightspace video tutorials**

- [Create an assignment](#)
- [Associate an assignment with a grade item](#)
- [Add restrictions to an assignment](#)
- [Grade submissions in assignments](#)

- **Brightspace Open Office Hours**

- Come ask questions during our open office hours - no need to make an appointment ahead of time
- Thursdays starting August 26, 10-11:30am
- [Zoom link](#)

- **Contact us**

- Email dmilano@mmm.edu with questions or to set up a one on one consultation