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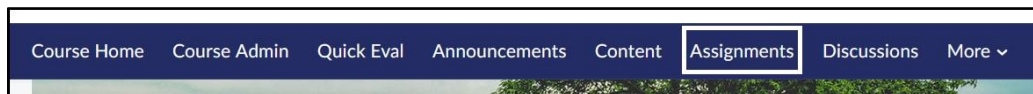
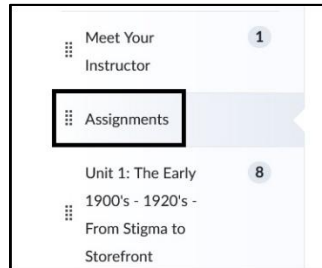2. On the Assignment page, select **the New Assignment** button.

## 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.
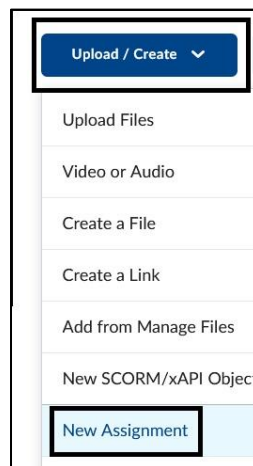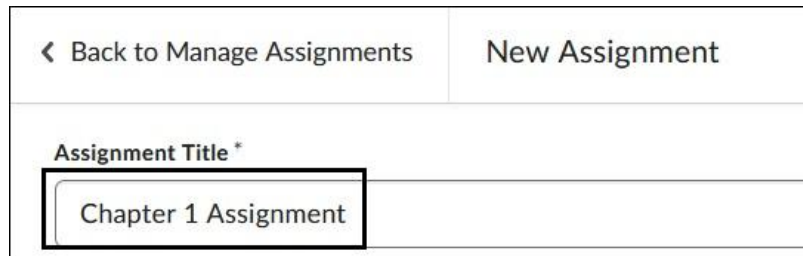

Note: When creating a new assignment within **Content**, the assignment will be linked to the Assignments tool page. Creating assignments using the Assignment tool will *not* automatically link the assignment in Content. To link an existing assignment in a content module, select **Existing Activities**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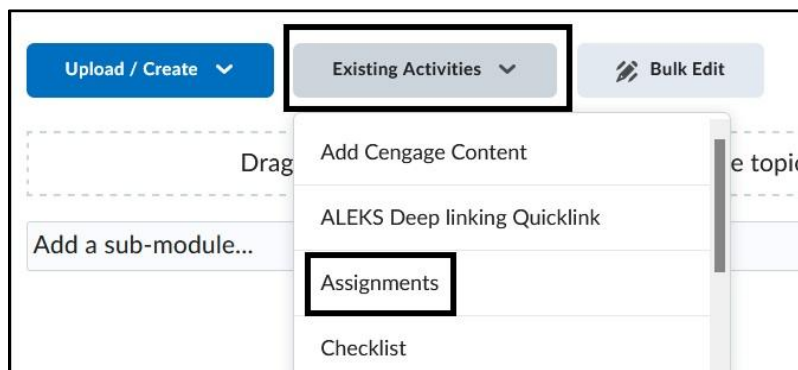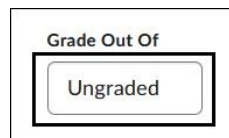
New Assignment page

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.
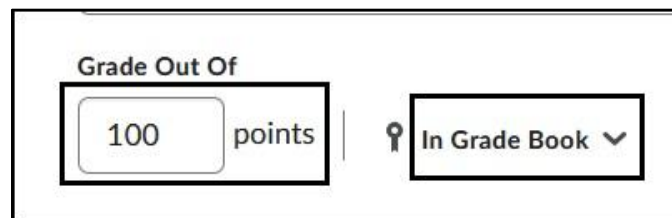

2. Under **Grade out of**, select the **Ungraded box** and assign a point value for the assignment. Once the points are entered, this will automatically connect the assignment to the Grade Book and create a Grade item by the same name.

3. Enter a **Due Date.**

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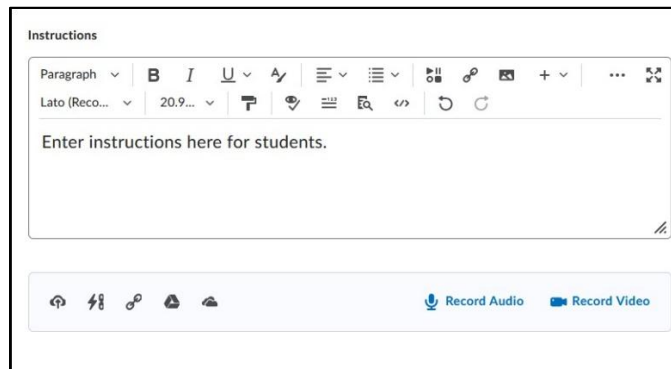
Access [About Brightspace Editor](#) for more information.

Availability Date and Conditions
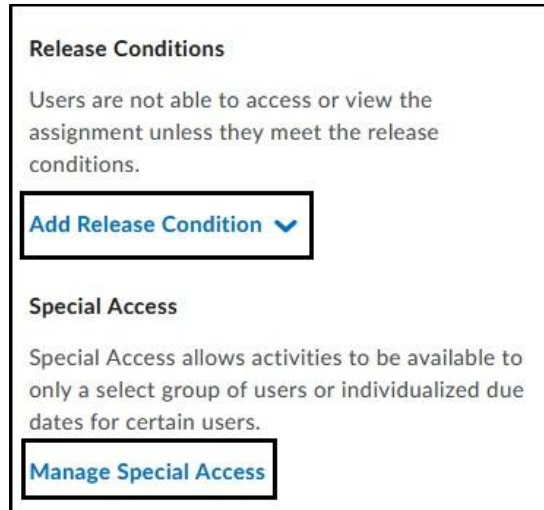
5. Select a **Start** and **End Date**. The Start and End Date is the timeframe during which the students can submit their assignment. Select **Visible with access restricted** to change how the assignment link displays before and after the set dates.
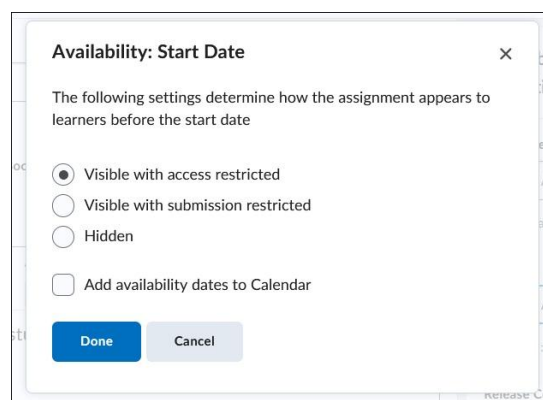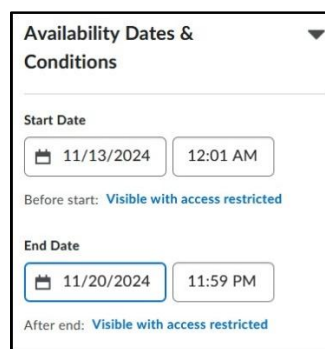
6. Select **Release Conditions** if you want to apply criteria to restrict the assignment until that criterion is met. Select **Manage Special Access** to restrict access by user for a specific date. This can be used if you need to give access to an assignment for a student before or after the main Start/End Date or restrict the entire assignment to a particular user.
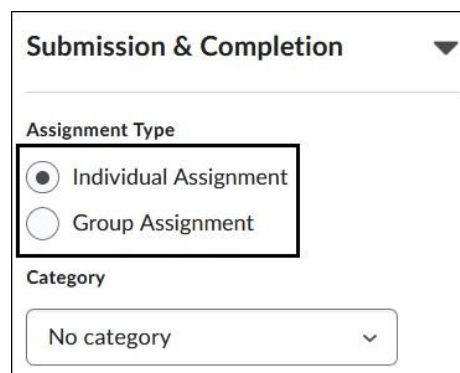
Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

[Add Release Condition ∨]

Special Access

Special Access allows activities to be available to only a select group of users or individualized due dates for certain users.

[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.
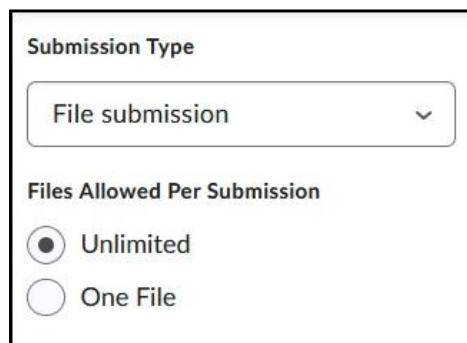
Submission & Completion ▼

Assignment Type
◉ Individual Assignment
○ Group Assignment

Category
No category ⌄

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

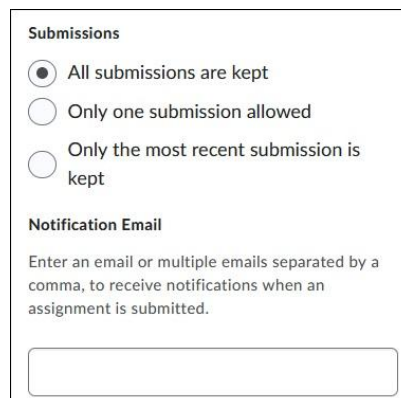Access Create and manage categories and groups for more information.

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.

Submission Type

File submission ⌄

Files Allowed Per Submission

⦿ Unlimited

◯ 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.

Submissions

⦿ All submissions are kept

◯ Only one submission allowed

◯ Only the most recent submission is kept

Notification Email

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

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.
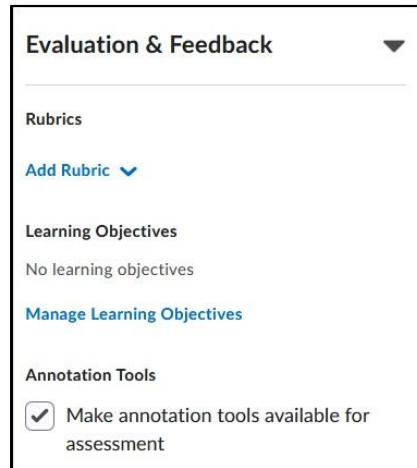
Access Create a rubric using the Rubrics tool for more information.

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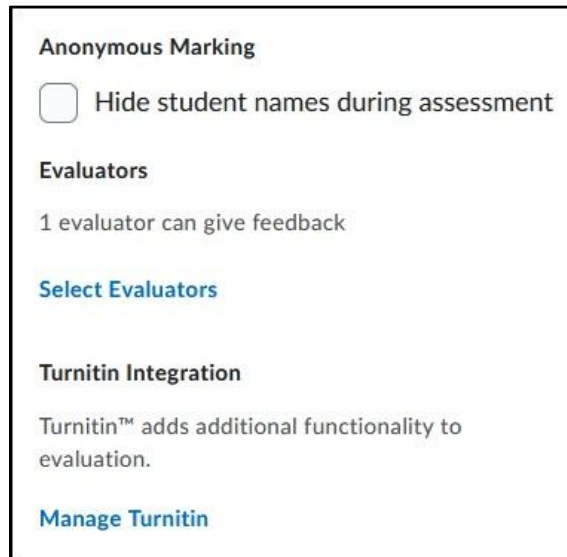
Evaluators – Instructors can assign evaluators such as Teaching Assistants to evaluate and publish a select amount of student submissions.

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.

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.
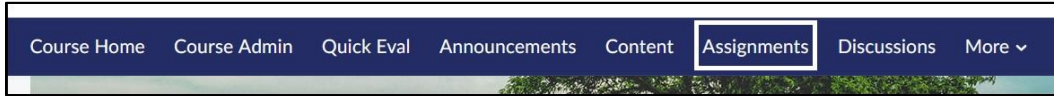
Save and Close   Save   Cancel   ◯ 🚫 Hidden

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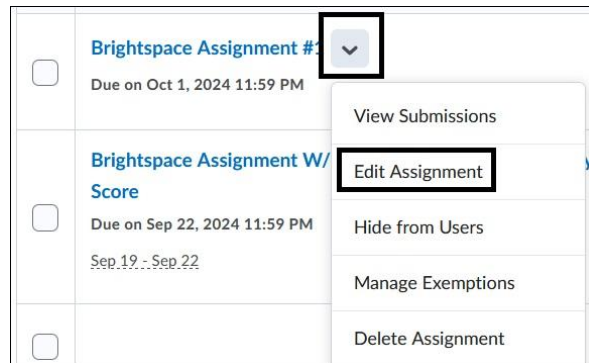
Note: Any changes made to the assignment on the **Assignments tool page** will reflect in **Content** within the module if the assignment is linked.

For additional information access Create an assignment.

For Assignment Grading access Grade Assignments.

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