Assignments

Students use the Assignments tool to upload and submit assignments, eliminating the need to mail, fax, or email their work. Instructors can view/download submissions, check for plagiarism (via Turnitin), associate rubrics, and return submissions with grades and feedback. Instructors can also restrict access to assignment submission folders by date and time, group membership, or special access permissions.
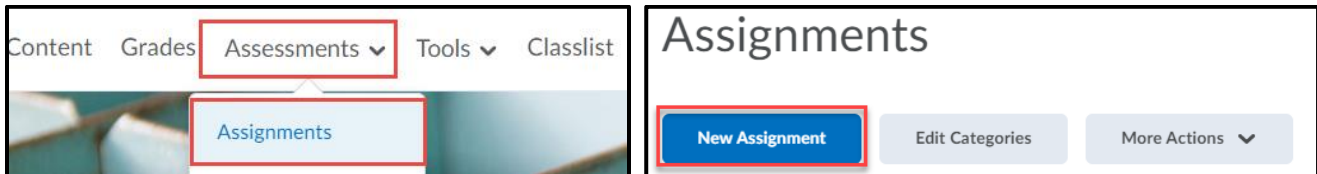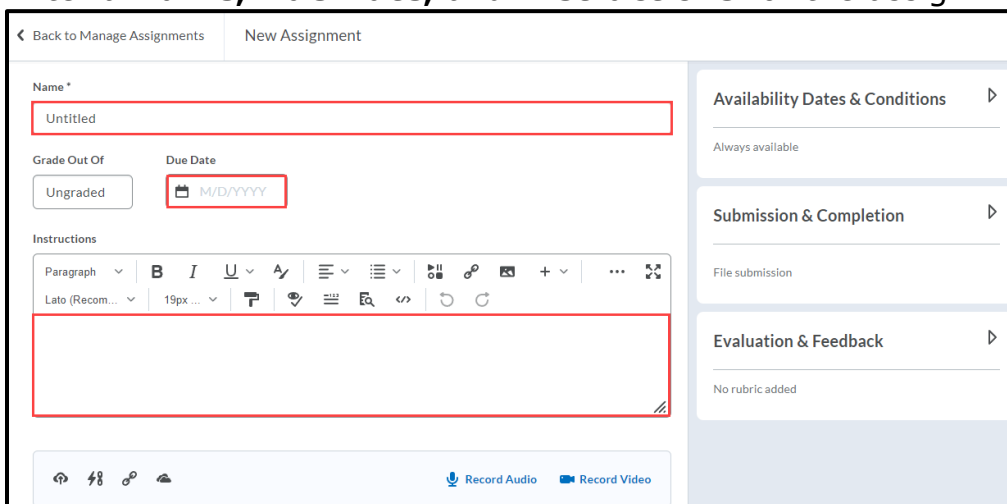
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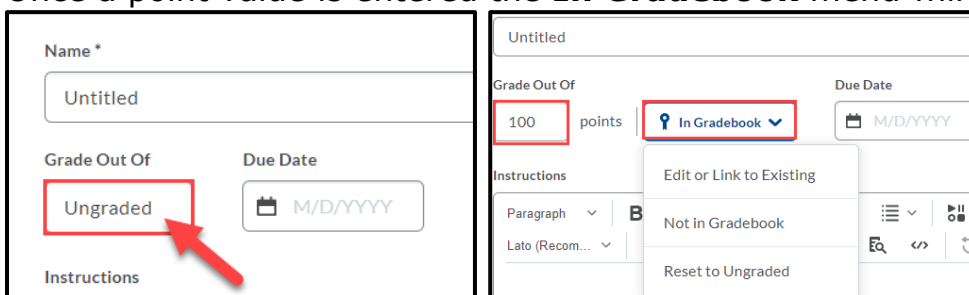- [Annotating an Assignment](#)

Create a New Assignment

1. From the course navbar, click **Assessments**>**Assignments** from the drop-down menu. Then click **New Assignment**.
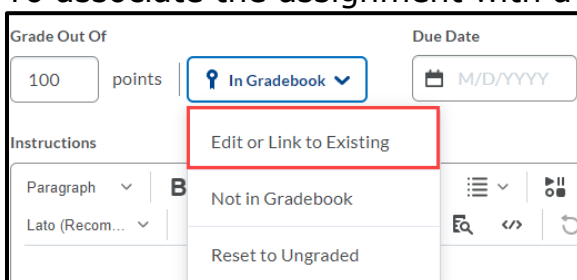

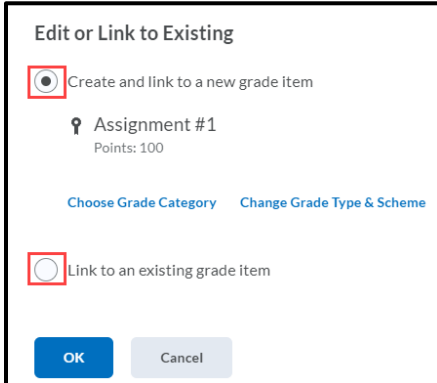2. Enter a **Name, Due Date,** and **Instructions** for the assignment.

3. To assign a score, click the default **Ungraded** button and enter the assignment point value in the **Grade Out Of** field.
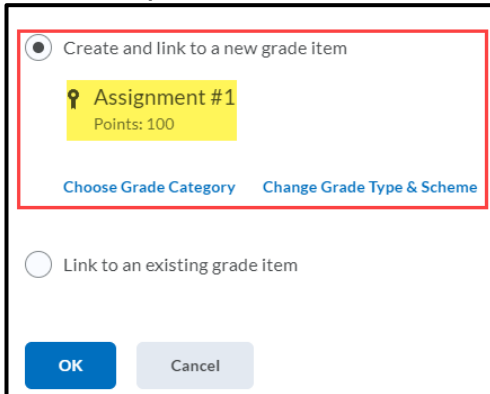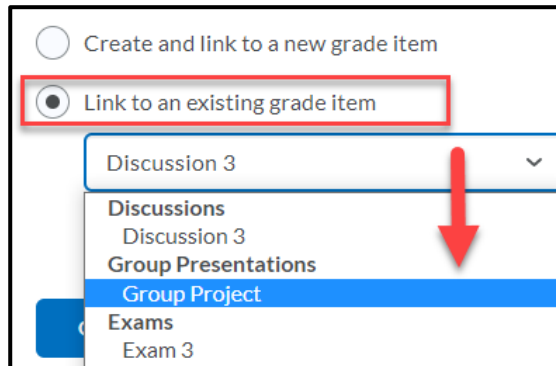4. Once a point value is entered the **In Gradebook** menu will display.

5. To associate the assignment with a grade item, select **Edit or Link to Existing**.

6. A pop-up window will ask if you want to **Create and link to a new grade item** or **Link to an existing grade item.**

Edit or Link to Existing

⦿ Create and link to a new grade item

　♀ Assignment #1
　　Points: 100

　Choose Grade Category　　**Change Grade Type & Scheme**

◯ Link to an existing grade item

[OK]　[Cancel]

   a. If you **Create and link to a new grade item**, the grade item title will default to match the name and point value of the assignment. If desired, you may **Choose Grade Category** for the new grade item and click **OK**. You may also **Change the Grade Type** (Numeric by default) **& Scheme**.
   b. If you **Link to an existing grade item**, choose the correct grade item from the drop-down menu and click **OK**.
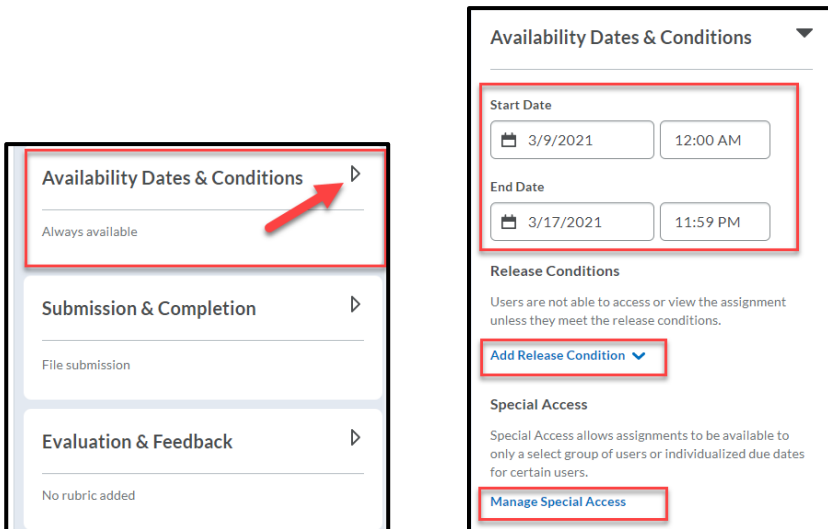
⦿ Create and link to a new grade item

　♀ Assignment #1
　　Points: 100

　Choose Grade Category　　**Change Grade Type & Scheme**

◯ Link to an existing grade item

[OK]　[Cancel]

◯ Create and link to a new grade item

⦿ Link to an existing grade item

　Discussion 3　　⌄

　Discussions
　　Discussion 3
　Group Presentations
　　Group Project
　Exams
　　Exam 3

7. Optional: In the **attachment toolbar,** select applicable attachments:
   a. File Upload (My Computer)
   b. Attach Link to Existing Activity
   c. Attach Weblink
   d. Attach from OneDrive
   e. Record Audio
   f. Record Video
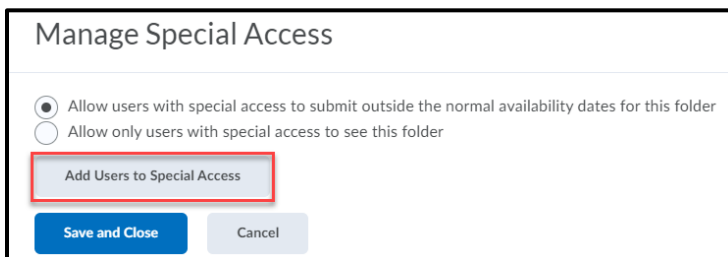
🎤 Record Audio　　📹 Record Video

ⓐ　ⓑ　ⓒ　ⓓ　　　　ⓔ　　　ⓕ
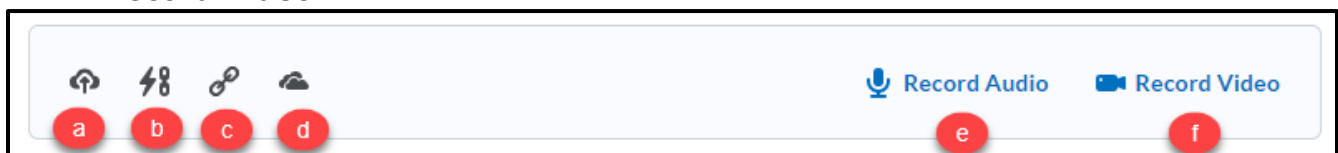
Availability Dates, Release Conditions, and Special Access

1. Expand **Availability Dates & Conditions**.
2. Set a **Start Date** and an **End Date**. Note: Start and End Dates limit when users can submit to the assignment folder. The Due Date is a reminder to submit but does not limit access.
3. Add applicable Release Conditions and/or **Special Access**. Note: Special Access allows assignments to be available to only select users or to have individualized due dates for certain users.

4. Set Special Access by clicking **Manage Special Access** and choosing to:
   a. **Allow users with special access to submit outside the normal availability dates for this folder**. This option will set individualized due dates for select users.
   b. **Allow only users with special access to see this folder.** This option will allow only the selected users to see and access the assignment folder.
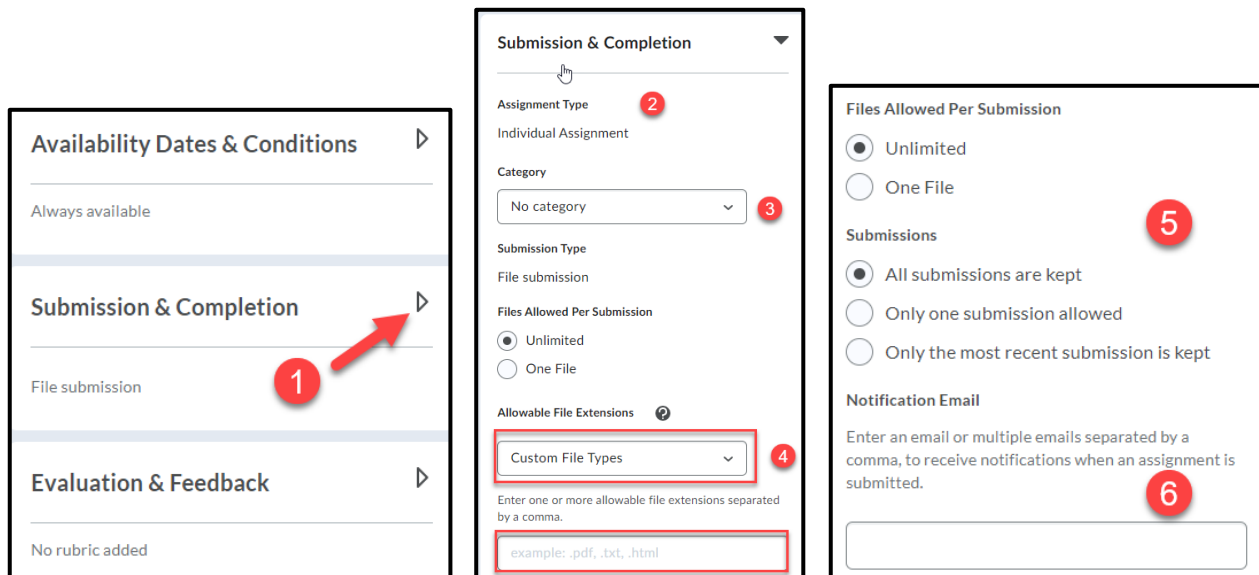
5. Add the **Properties** (Due Date, Availability Start and End Date) and select the **User(s)**. Then, click **Save**.

6. Double-check that the selections are accurate and then click **Save and Close**.

Submission Types

1. Expand **Submission & Completion**.
2. For the **Assignment Type**, specify if this is an **Individual Assignment** or **Group Assignment**. Note: You must set up groups before setting an assignment as a group assignment.
3. To associate the assignment with a category (optional), select an existing **Category** from the drop-down menu or click **New Category**.
4. Select a **Submission Type** from the drop-down menu:
   a. For **File submissions**, set the number of Files Allowed Per Submission and the Submissions rules. Please review the section on Supported File Types for a list of supported file types. Note: Allowable File Extensions may be set for File submissions. If a student attempts to upload a file for an assignment of a file extension type that the instructor has restricted, an error message appears.
   b. Other **File Submission** types are:
      i. No Restrictions
      ii. PDF Only
      iii. Annotatable Files
      iv. Files that can be previewed without conversion
      v. Images and Videos
      vi. Cusom File types
      vii. Compatible with Turnitin
5. Set the **Files Allowed Per Submission** and which **Submissions** are kept.
6. To receive email notifications when an assignment is submitted, under **Notification Email**, enter an email address or multiple email addresses separated by a comma. Note: This field is only available when the assignment Submission Type is set to File submissions or Text submissions.

Evaluation & Feedback

1. Expand **Evaluation & Feedback**.
2. Click **Add rubric** and either create and attach a new rubric or add an existing one. See the [Rubrics Guide](#) for more details.
3. To display annotation tools in the document viewer, under **Annotation Tools**, select the Make annotation tools available for assessment check box. See the section on [Annotations](#) for more information.
4. To enable anonymous marking, under **Anonymous Marking**, select the "Hide student names during assessment" check box. See the section on [Anonymous Marking](#) for more information.
5. Under **Turnitin Integration**, click **Manage Turnitin** to enable Turnitin. See section on [using Turnitin](#) for additional steps.
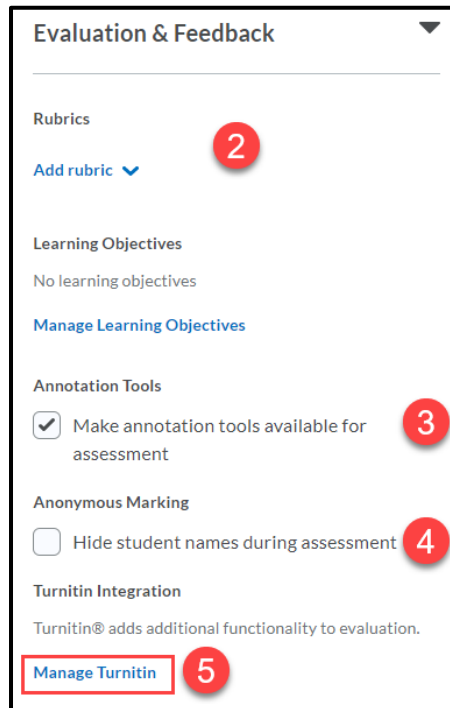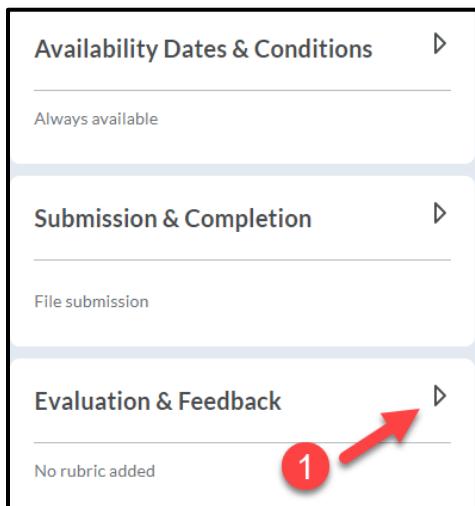
Set Assignment Folder Visibility

When a new assignment is created, it is hidden to users by default (noted by the crossed-out eye icon). If the assignment does not show a crossed-out eye icon, the assignment is visible to users.

1. To make the folder visible to users, toggle the **Visibility icon** at the bottom of the assignment set-up page.
2. Click **Save and Close**.
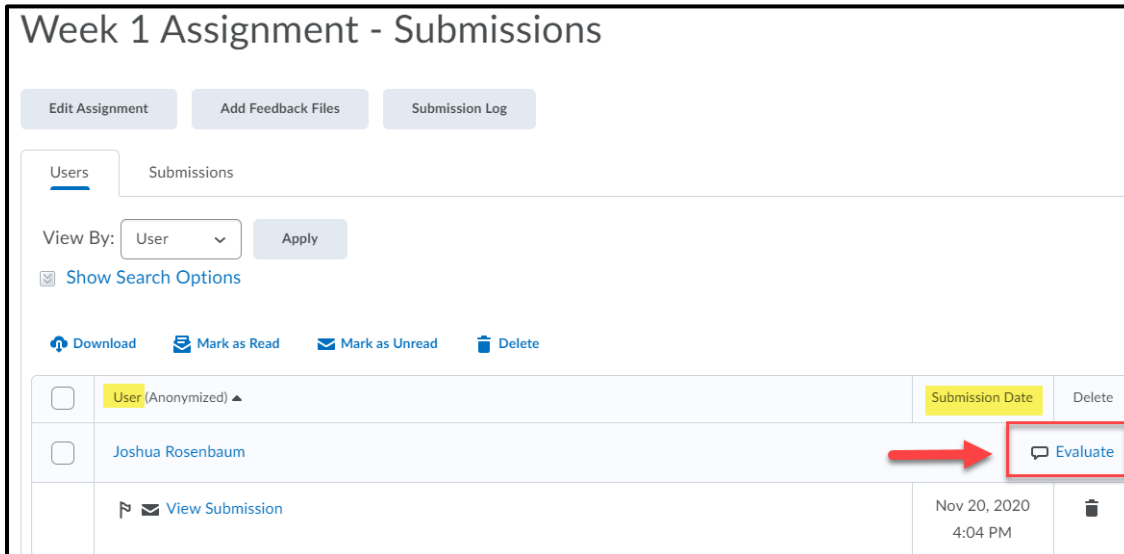
Evaluate Assignment Submissions

The Submissions page enables you to evaluate and leave feedback for user submissions.

1. The **Assignments** page lists all assignment folders and shows the number of new submissions. Click on the **title** of the assignment to view submissions.

2. On the **Submissions** page, usernames, submissions, and submission dates are visible.
3. Click the **Evaluate** to assess the student submission.

4. From the submission evaluation screen, you can:
   a. **View** the submission. For file submissions, click on the file name to view the document.
   b. **Resize** the submission display (left) and evaluation pane (right) by clicking and dragging the draggable divider.
   c. Click the three-dot menu to **Edit the Activity** (Note: Some settings are locked because submissions have been received.) or adjust **Special Access Dates** for the user currently being evaluated.
   d. Easily navigate to the **next submission** by clicking the arrow in the upper right-hand corner.
   e. Return to all submissions by clicking **Back to Submissions** in the upper left-hand corner.
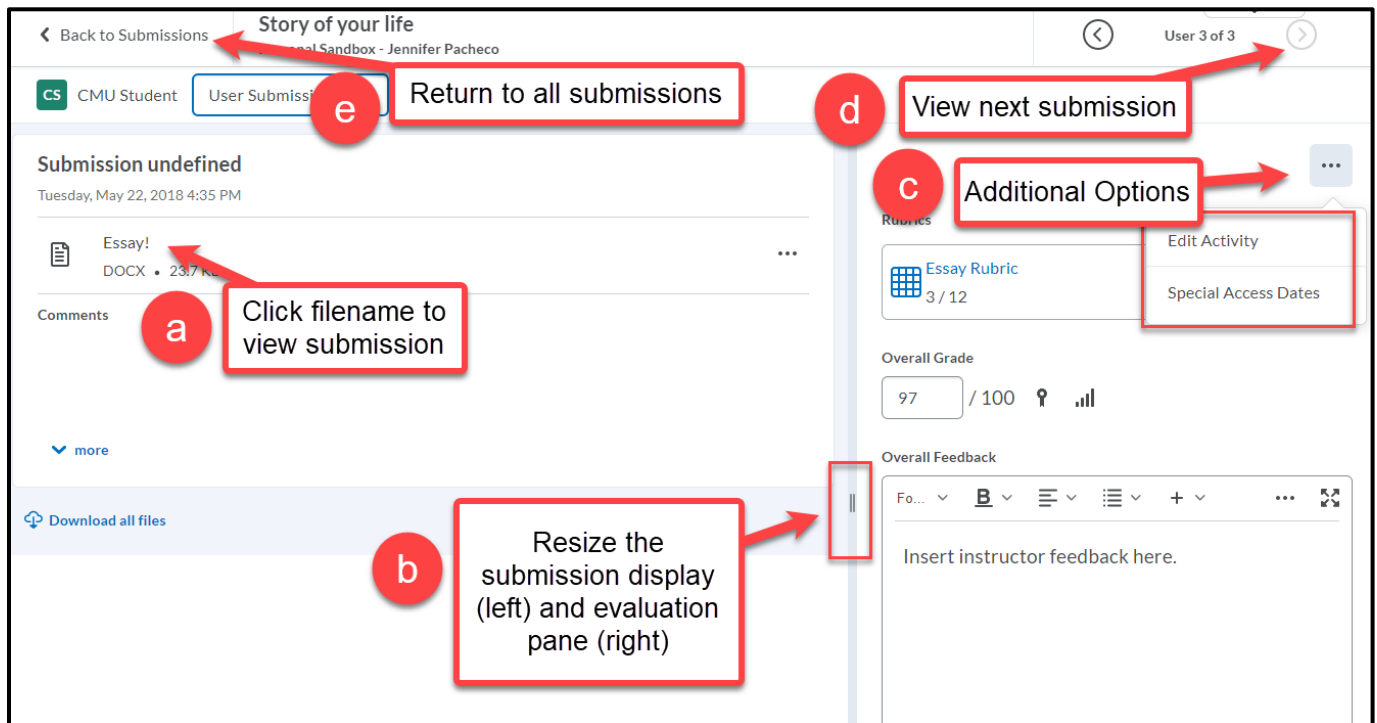
f. Enter an **Overall Grade** and **Overall Feedback** for the submission.

g. Add additional feedback, by uploading a **file** or recording **audio** or **video**.

h. By clicking on the **Rubric** title, the rubric criteria will expand down within the evaluation panel allowing the evaluator to see both the rubric and the submission at the same time. Clicking the rubric title again will collapse the rubric panel. **Note:** Evaluators can choose to pop out the rubric into a larger view using the button in the top right of the screen.

i. Click **Publish** (or Update) when you are finished or **Save Draft** to continue working.
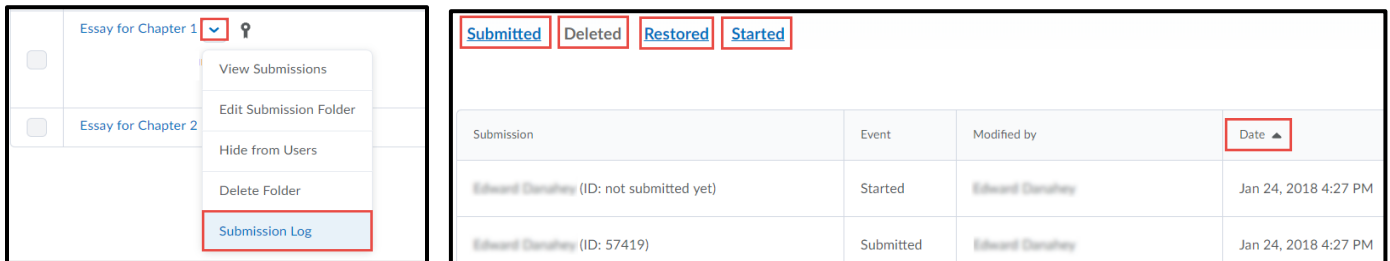
View Submission Log

The assignment submission log can be filtered to determine when a user submitted, started to submit, or deleted a file. Instructors can also restore deleted submissions.

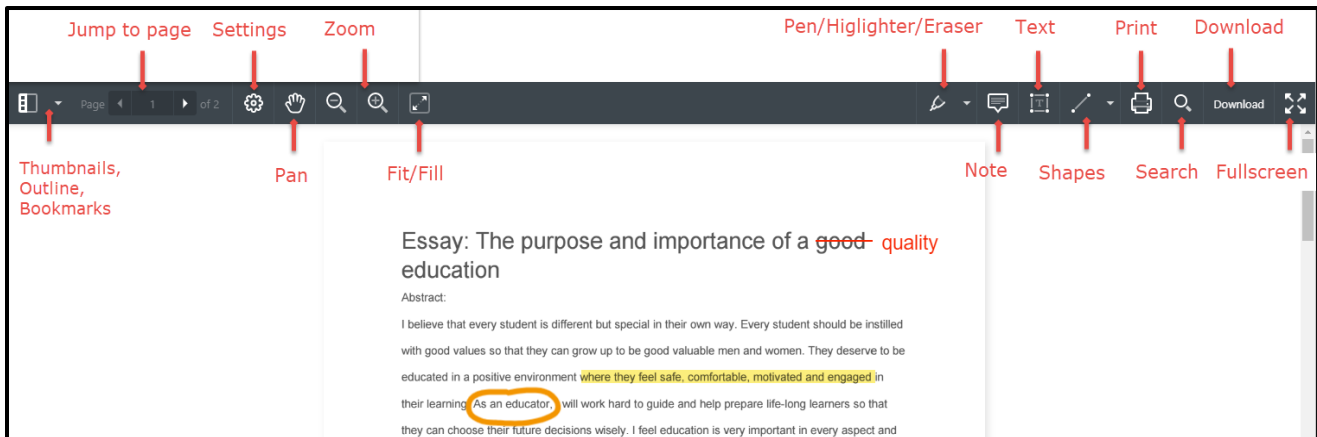1. On the **Assignments** page click the drop-down menu next to the folder you want to view. Select **Submission Log.**
2. Filter the log as applicable, by **Submitted** (shows all submissions), **Deleted**, **Restored**, or **Started**. Click **Date** to sort by date.


Annotate an Assignment

Add feedback directly in submitted assignments using annotation tools. The **Annotations Toolbar** appears above the assignment submission within the **Evaluate Submission** screen. If additional feedback needs to be added after publishing, the instructor can update annotations and re-publish them.

Assess Anonymous Assignments

If **Anonymous Marking** is enabled on an assignment, instructors only see an anonymized learner name on the assignment. The Publish button is disabled on the evaluation page and instructors can only publish feedback/scores using Publish All Feedback to prevent identifying user submissions.

1. Click on the **title** of the assignment you wish to assess. The **icon** next to the assignment title will show if anonymous marking has been enabled.
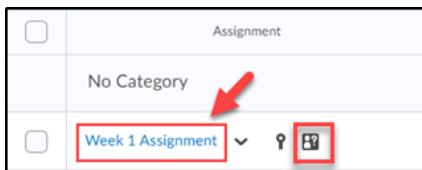
2. The list of submissions will appear to be submitted under anonymous users.
3. Evaluate the assignments as you would normally. The **Publish** button will be greyed out on the evaluate submission screen. Click the **Save Draft** button.
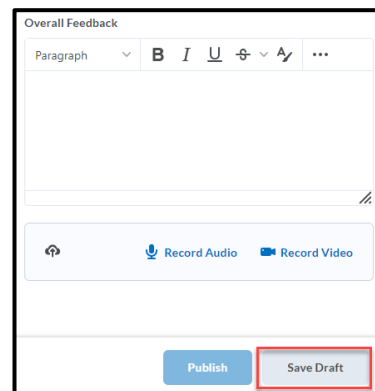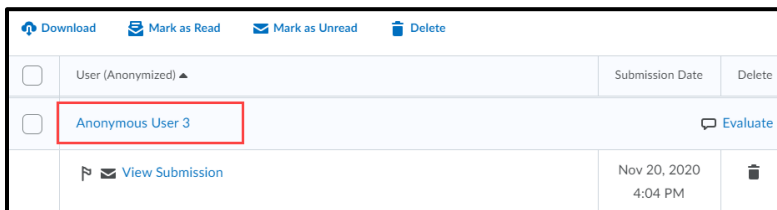

4. When you are finished evaluating the submissions, return to the list of submissions and click the top left checkbox to select all students. Select **Publish Feedback** to make all scores (and usernames) visible.
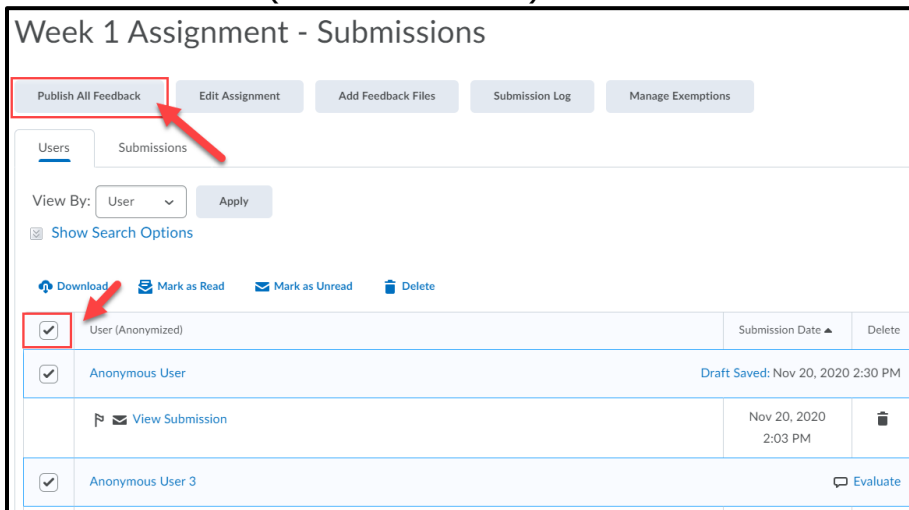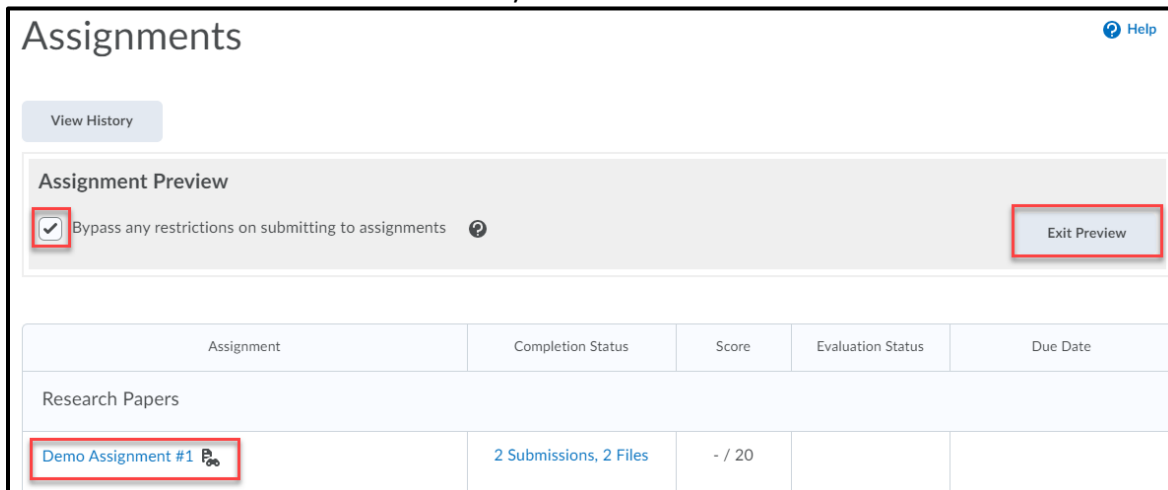
Manage Assignments

Preview Assignments

1. To preview what assignments look like to students, select **More Actions** and then **Preview** from on the assignment's page.
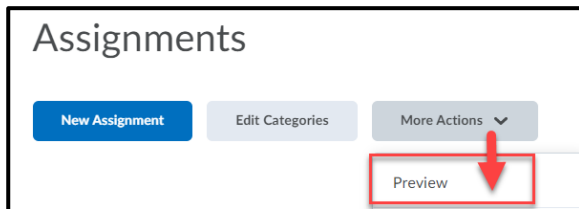

2. You can override any restrictions by selecting **Bypass any restrictions on submitting to assignments.**
3. Click on the assignment title to view it as a student would.
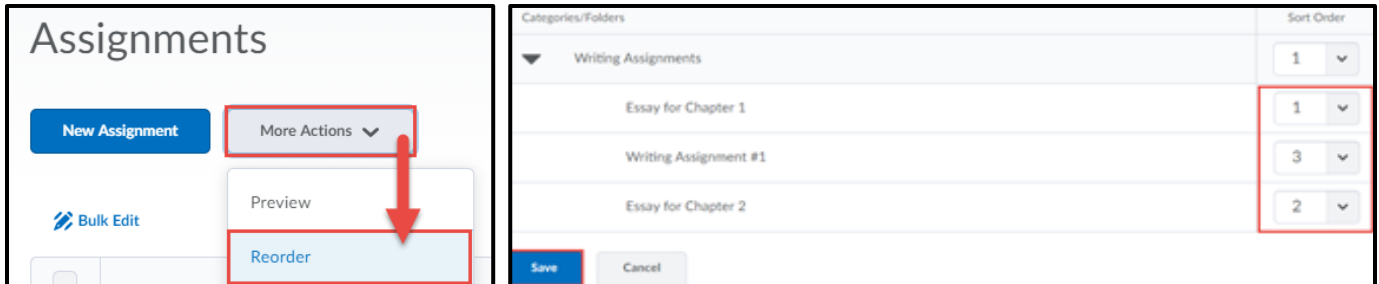4. To return to the instructor view, select **Exit Preview**.

Edit or Delete Assignments

1. From the assignment folder dropdown menu, choose **Edit Assignment** to make changes, or **Delete Assignment** (confirm your action in the pop-up window).
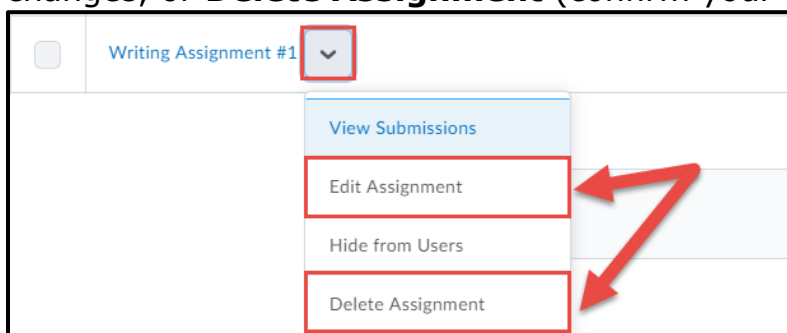
Reorder Assignment Folders

1. Click **Reorder** from the **More Actions** drop-down menu.
2. Use the **Sort Order** drop-down lists to change the order in which your categories and folders display. Click **Save**.
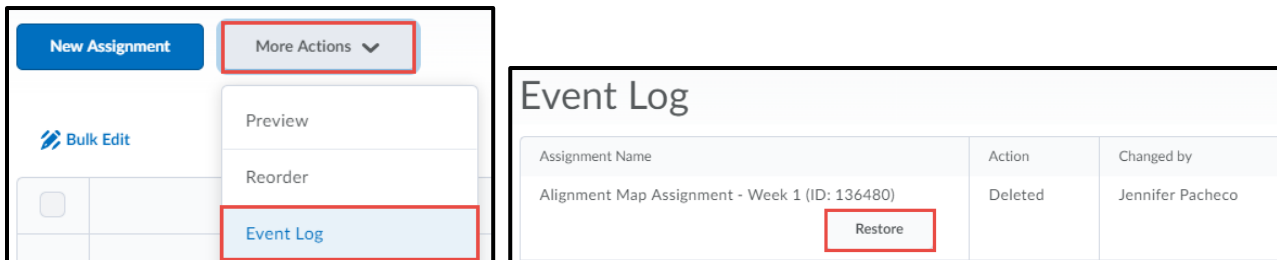

Restore Deleted Assignment Folders

1. Click **Event Log** from the **More Actions** drop-down menu.
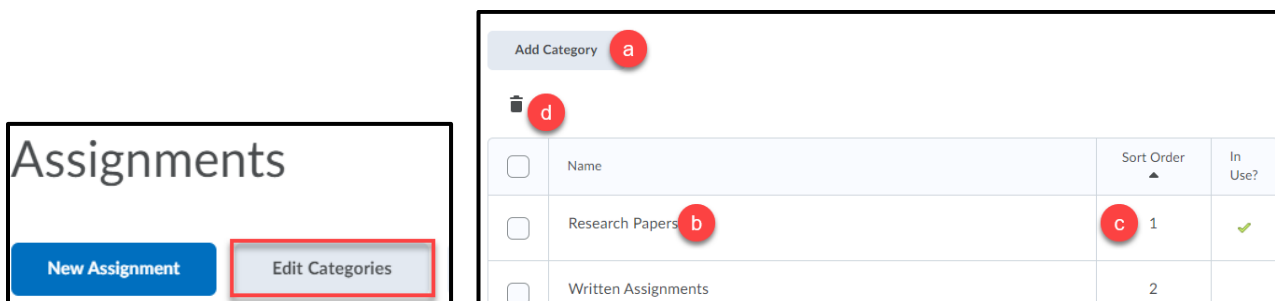2. For every folder you want to restore, click the **Restore** button.

Create Assignment Folder Categories

1. To organize your assignments into categories click **Edit Categories** on the Assignments page.
2. Do any of the following:
   a. Click **Add Category** to create a new category.
   b. **Click the name** of an existing category to modify it.
   c. Adjust the Sort Order by **clicking the number** to change the order.
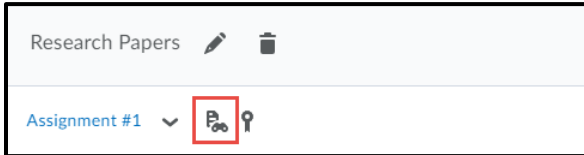   d. To **delete** a category, select the check box next to its name, and click the delete icon.

Assignments and Turnitin

If **Turnitin** is enabled on an assignment, instructors can use the Turnitin Originality Check to identify cases of potential plagiarism and GradeMark tools to add feedback. The **icon** next to the assignment title will show if Turnitin has been enabled.

Manage Turnitin Settings

1. When editing or creating an assignment, in the **Evaluation & Feedback** menu, select **Manage Turnitin.**
2. A pop-up window will appear allowing you to adjust the Turnitin settings:
   a. Check **Enable GradeMark for this folder**.
   b. Choose to **Automatically** or **Manually** sync grades entered in Turnitin with Brightspace (D2L).
   c. If desired, click to **Enable Originality Check for this folder** to enable Turnitin's similarity report. Select the **Display** and **Frequency** settings.
   d. To set advanced options, click **More Options in Turnitin**.
   e. Click **Save and Close**.
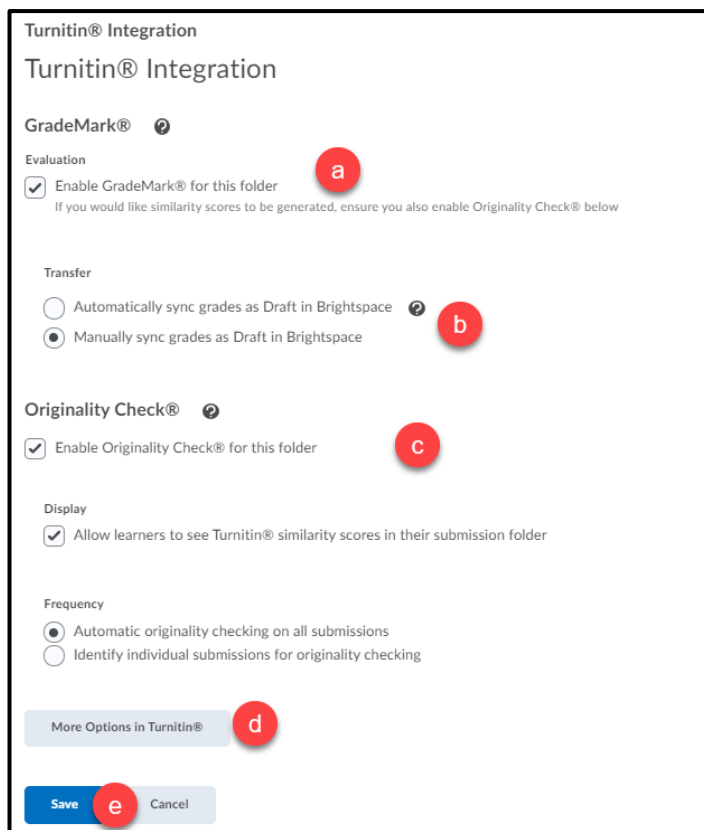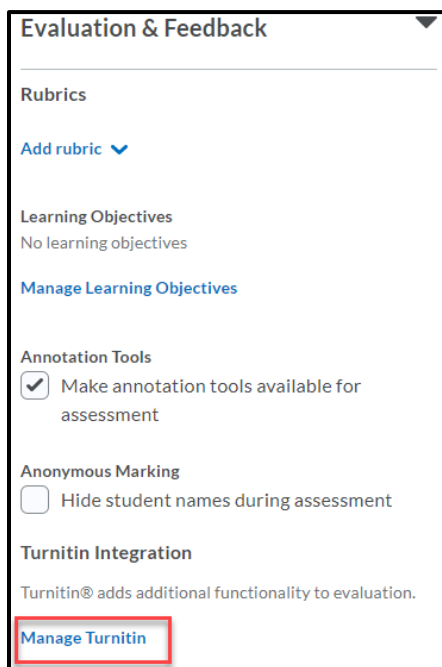
View Similarity Reports

View Similarity Reports from the Assignment Submissions page. When a report is available, the status changes from **In-Progress** to a percentage rating, which indicates the level of matching content.

1. On the **Assignments** page, click **View Submissions** from the drop-down menu of the appropriate folder.
2. Click the colored percentage rating to view the associated Similarity Report in a new window.

For more information on using Turnitin, visit our Turnitin Feedback Studio Resource page (link opens in a new window).