

Create an Assignment in Brightspace (content)

This document provides step by step instructions for creating Assignments in Brightspace.

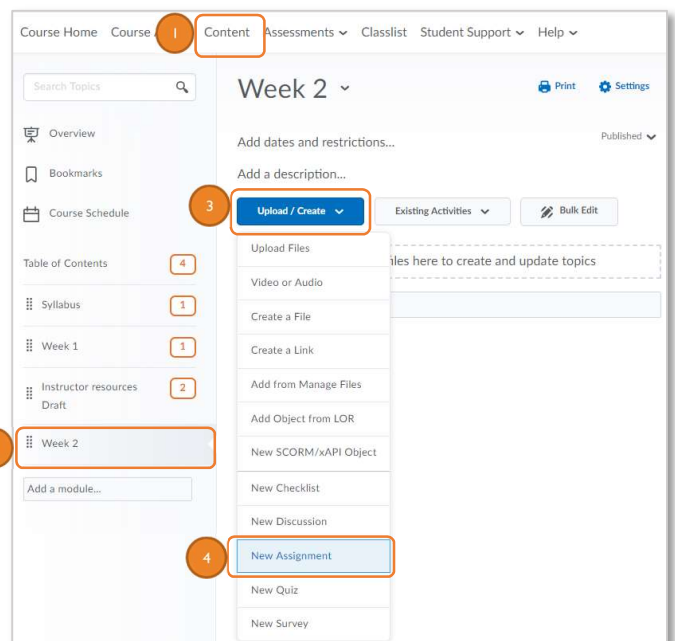
Assignments in Brightspace are typically used for student submissions of papers, presentations, files online for evaluation. However, Brightspace also allows you to create an assignment for in-class activities as well (no submission) when you want to include instructions for students within Brightspace but don't want them to submit anything online.

Create an Assignment from a Content Module

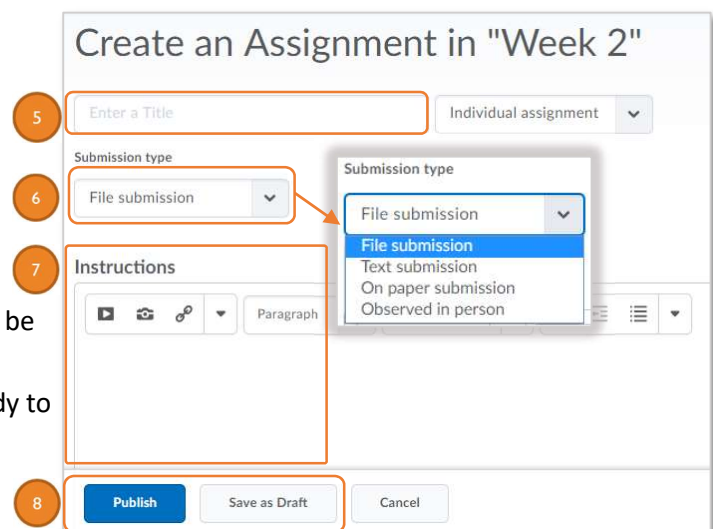
1. Inside your course, navigate to **Content** on your navbar.
2. Click on the **module** on the left navigation pane where you want to add a new assignment.

*If you don't have a module yet, click on **add a module** to create one.*

3. Click on **Upload/Create**
4. Select **New Assignment** from the dropdown.



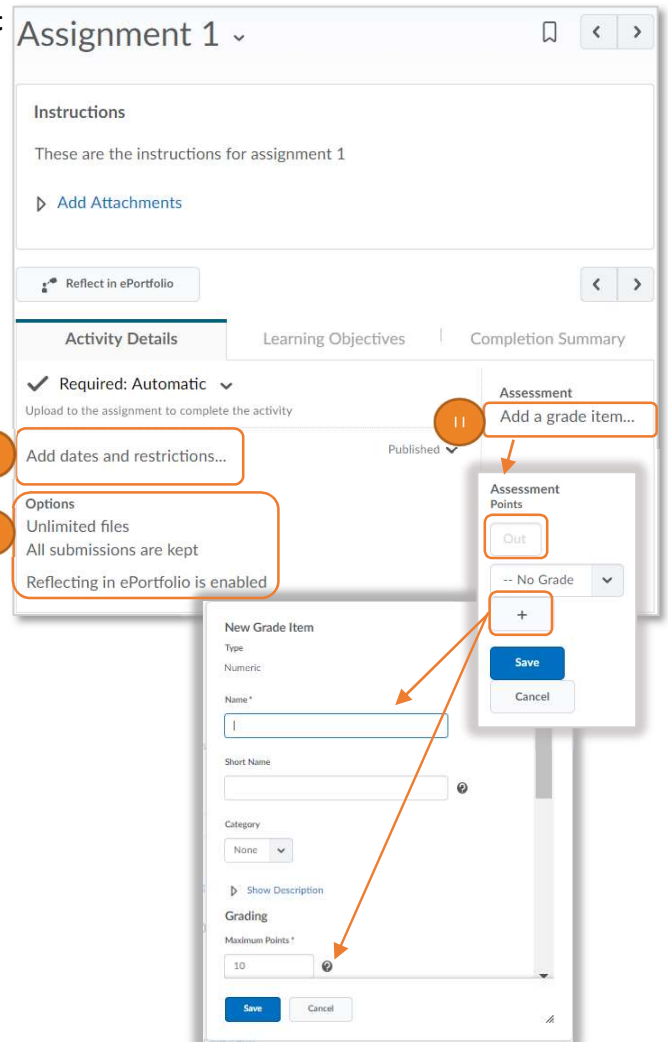
5. Enter a **Title** for the assignment.
6. **Submission Type:** File Submission
7. Add **instructions** for the assignment.
8. **Publish** or **Save as Draft**
 - a. Click **Publish** if you are ready for it to be available to students.
 - b. Click **Save as Draft** if you are not ready to make it available to students.



9. Click on **Add dates and restrictions...** to add a **Start Date**, **Due Date**, and **End Date**

10. Click on any of the options to change the defaults
 - a. **Unlimited files** or **One file**
 - b. **All submissions are kept**, **Only the most recent**, or **Only one submission allowed**

11. Click on **Add a grade item** to tie it to the gradebook
 - a. Add a point value to the **Out** box
 - b. Click the **plus** icon to add a grade item
 - c. In the pop-up window, name the grade item the same name as the assignment and enter the same point value in the **Maximum Points** box.
 - d. Click **Save**



The screenshot shows the 'Assignment 1' configuration page. Step 9 points to the 'Add dates and restrictions...' button. Step 10 points to the 'Options' section, specifically 'Unlimited files', 'All submissions are kept', and 'Reflecting in ePortfolio is enabled'. Step 11 points to the 'Add a grade item...' button in the 'Assessment' section, which opens a 'New Grade Item' pop-up window. In this window, the 'Maximum Points' field is highlighted with a point value of 10.