



Create an Assignment in Brightspace (tool)

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 fro	om the Assignment Tool	
1. Inside your course, navigat	e to the Assignment	Course Home Course Admin Cort Assessments
tool.		Assignments
This is located under the Assess Course Admin.	sments dropdown or in	2 Discussions New Assignment More Actions Quizzes Rubrics
2. Click New Assignment		Click New Assignment to start.
Properties		New Assignment
On the properties tab:		Properties Restrictions Objectives Turnitin® Name*
 Add a Name and Instruction You can also include an att 	-	Instructions ■ 20 0° • Paragraph • B I U • Ξ Ξ Ξ •
4. Assignment Type: Individu	al Assignment	

Add Attachment V Record Audio Record Video
Submission, Completion and Categorization

0

Assignment Type

 Individual assignment

Group Category





5. Submission Type: File Submission Submission type Submission type ~ File submissio File submission ~ 6. Files Allowed Per Submission: Unlimited Files Allowed Per Subm Unlimited a. Allows students to upload multiple files at once such One file Text submission On paper submission as multiple Word documents or a Word document Observed in person and a PowerPoint presentation) All submissions are kept Only the most recent submission is kept Only one submission allowed Submissions: All submissions are kept New Grade Item Notification Email b. Allows students to submit multiple times up until the End Date and all submissions are kept for the Category instructor to view No Category [New Category] Notification Email: OPTIONAL **Evaluation and Feedback** c. Enter your email address If you wanted to be Score Out Of D Show 0 notified by email every time a student submits to Grading this assignment. Grade Item None ✓ [New Grade Item] Category: Assignment Category Student View Preview d. Allows you to associate a category for your assignments such as "Reading Reflections", "Essays", Save and New Cancel Save and Close Save "Summaries", etc.

IMPORTANT NOTE: these assignment categories are **different** from your grade categories.

- 7. Score Out Of: Enter a point value for the assignment
- 8. **Grade Item**: Click **New Grade Item** to associate this assignment with an item in the gradebook.
 - a. Make sure you enter the same name and point value that you gave this assignment.
 - b. Click **Save** when done.

Restrictions

On the restrictions tab:

- 9. Hidden from Users: uncheck to make visible.
- 10. Due Date, Start Date, End Date
 - a. Add a due date, start date and end date.
- 11. Click Save and Close

Hidden from user	s		
Due Date			
Has Due Date			
4/1/2019	9:05 PM	Now	
	United States - 0	Chicago	
Availability			
Has Start Date			
3/25/2019	4:05 PM	Now	
Has End Date	United States - (Chicago	
4/1/2019	9:05 PM	Now	
	United States - (Chicago	
Release Conditions			
Attach Existing	Create and Attach	Remove All Co	onditions
There are no condition	ons attached to this	item.	
 Allow users with s this folder 	special access to sub	mit outside the norr	mal availability dates f

Edit Assignment - Assignment 1 -

CCC Helpdesk Phone: (312) 553-2600 - Email: cohelpdesk@ccc.edu