

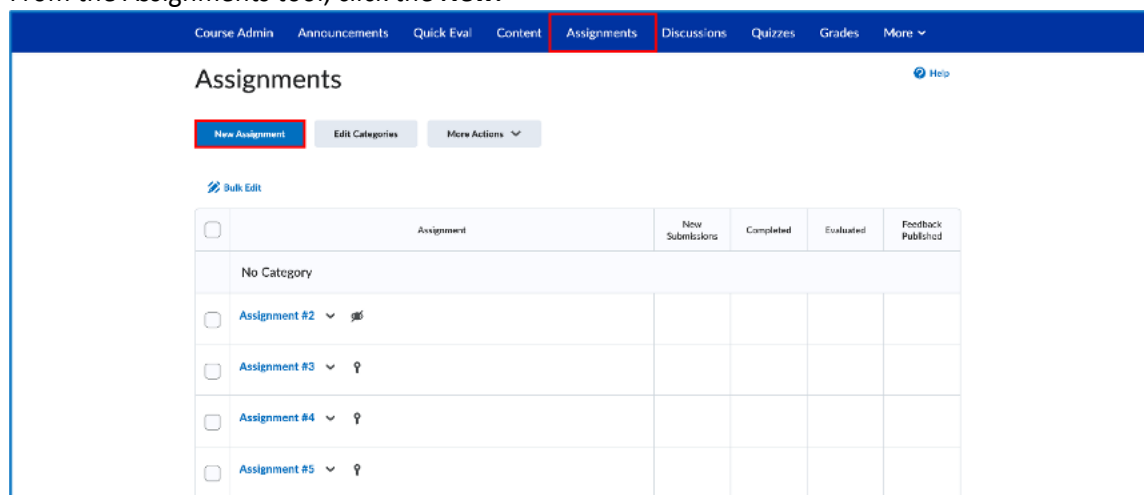


Using the Assignments Tool

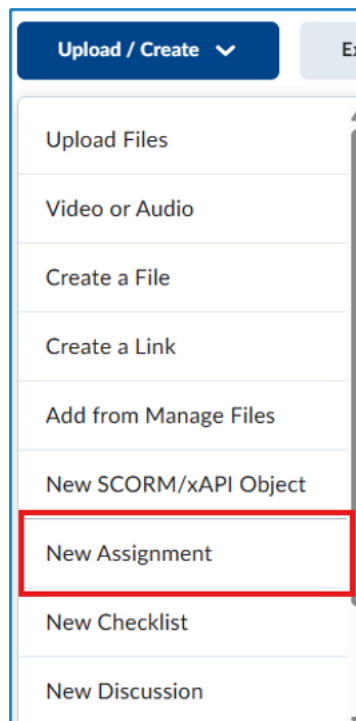
The Assignments tool helps you create and manage written assignments and file submissions within Brightspace. When you use the tool, you will create instructions, connect the assignment to gradebook to automatically create a column, and create or modify additional conditions for assignments such as adding group assignments or providing special access. Some additional features, such as the ability to use Turnitin, are also more easily managed within the Assignments tool. It is also important to note that students also have access to Assignments on their home Navbar.

Creating an Assignment

- To begin creating an assignment, click on the **Assignments** tool on the Navbar.
- From the Assignments tool, click the **New**.



- You can also create an assignment within a module by clicking the **Upload/Create** button and selecting **New Assignment**. An assignment you create in this way will be linked directly to the module where you created it. Note: you also create a direct link from any module to an Assignment. The process for doing this will be explained further below in [Adding an Assignment to a Module](#).



- The Assignment tool opens directly in a new Assignment, as seen in the screen shot below. The left-side of the tool contains basic set up details. Begin by adding the assignment details. Provide a title (1), total number of points for this assignment (2), select whether you want to add your Assignment to Gradebook (3), add a Due Date (4) and Instructions in the input area (5).
- Toggling visibility (6), makes your Assignment visible to students and completes the basic set-up.

Adding Grades to Assignments

It is a best practice to add Assignments to your gradebook as you create them in the Assignments tool. This ensures that they are properly associated with a column and grade scheme in your Gradebook. The

steps below assume that you have already run the Gradebook set-up Wizard.

- Click **Edit or Link to Existing** in the Assignments window.
- Click the Choose Grade Category link.

Edit or Link to Existing [X]

☒ Create and link to a new grade item

🔑 First Essay
Points: 100

Choose Grade Category Change Grade Type & Scheme

☐ Link to an existing grade item

OK Cancel

- Select a grade category from the drop-down list.
- Click **OK**.

Edit or Link to Existing [X]

☒ Create and link to a new grade item

🔑 First Essay
Points: 100

Change Grade Type & Scheme

Grade Category

- ✓ No Category
- Final Writing Project
- Graded Discussion Posts
- Reflection and Reading Response Entries**
- Quizzes

OK Cancel

- Click **Change Grade Type & Scheme** to select options for the grade type and scheme.

Edit or Link to Existing [X]

☒ Create and link to a new grade item

🔑 **Untitled**
Points: 100

Change Grade Type & Scheme

Grade Category
Reflection and Reading Response Entries ▾

☐ Link to an existing grade item

OK **Cancel**

- Choose a **Grade Type**, either **Numeric** or **Select Box** and a **Grade Scheme**. Note that additional types of grades are available within Gradebook. See Gradebook FAQs for additional information.
- Click **Ok** when done.

Edit or Link to Existing [X]

☒ Create and link to a new grade item

🔑 **Untitled**
Points: 100

Grade Category
Reflection and Reading Response Entries ▾

Grade Type

☒ **Numeric**
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10

☐ **Selectbox**
Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"

Grade Scheme
Kingsborough Grade Schema ▾

☐ Link to an existing grade item

OK **Cancel**

- If you have already created items or categories in your gradebook and want to include the current assignment in one of these categories, select the Link to an existing grade item (4) radio button.

Edit or Link to Existing [X]

☒ Create and link to a new grade item **1**

🔑 **First Essay**
Points: 100

[Choose Grade Category](#) **2** [Change Grade Type & Scheme](#) **3**

☐ Link to an existing grade item **4**

OK **Cancel**

- Select your grade item from the drop-down list and click **OK**.

Edit or Link to Existing [X]

☐ Create and link to a new grade item

☒ Link to an existing grade item

Discussion 1(1) **2** [v]

Points: 1 • Weight: 2.78 %

OK **Cancel**

Setting Assignment Options

The steps above allow you to create and deploy an assignment. The right-hand panel of the Assignments tool contains additional configuration options grouped in three panels:

- **Availability Dates and Conditions** – Allows you to configure availability dates, as well as special access and release conditions.
- **Submission and Completion** – Allows you to specify assignment types, file types (including file extensions), number of submissions to keep and notification emails.
- **Evaluation and Feedback:** Allows you to add a rubric, control annotation tools, provide anonymous marking, add evaluators (note at Kingsborough additional evaluators can't be added to the course) and manage Turnitin.

Managing Assignment Dates

There are three basic types of dates that you need to consider in setting up your Assignments:

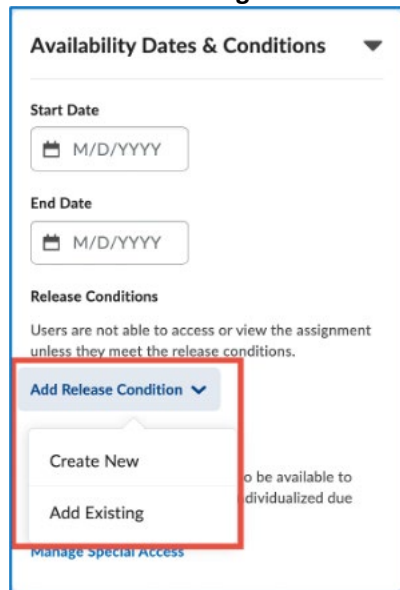
- **Due Date** – the date when a student is expected to submit an Assignment. Setting a due date is important for students. You have the flexibility to automatically accept Assignments beyond the Due Date by setting Start and End dates.
- **Start Date** – the first date the Assignment is available to students. When you set a start date and time, by default the option **Visible with access restricted** is displayed offering additional options:

- **Visible with access restricted:** The assignment will be visible to learners before the **Start Date** or after the **End Date**, but they cannot click or open it. Learners can see the name, dates, and restrictions but cannot see the assignment description or attachments.
- **Visible with submission restricted:** The assignment will be visible to learners before the **Start Date** or after the **End Date**, and they can click or open it, but they cannot submit it. Learners see the details of the assignment, including description, attachments, and rubrics, but they cannot upload files, or enter comments.
- **Hidden:** The assignment is hidden from learners until the start date is reached or after the end date passes. **Add availability dates to the Calendar** adds the availability dates to the Brightspace Calendar.

Managing Release Conditions for Assignments

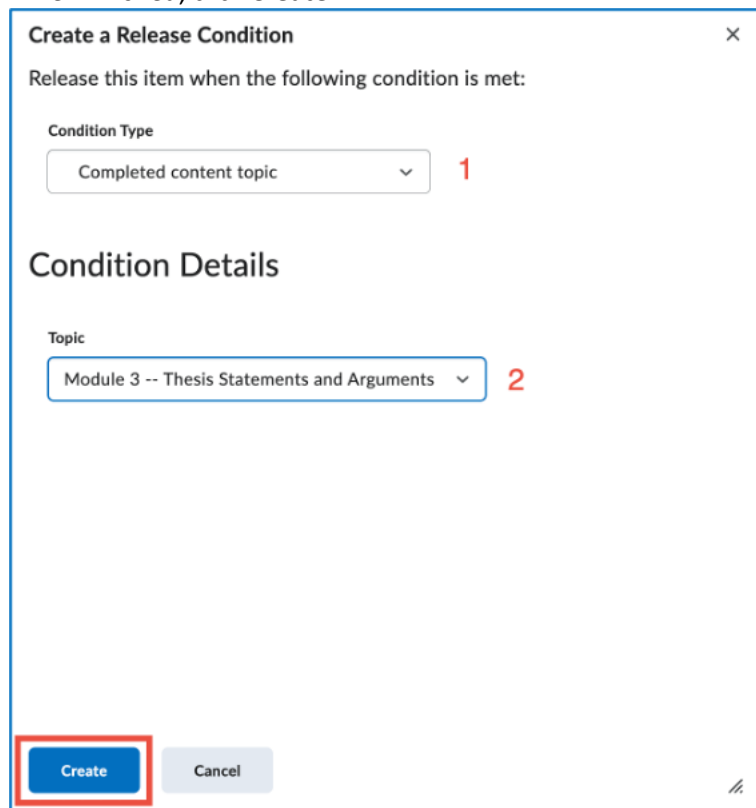
Release conditions allow you to customize a student's learning path by making content visible only when specific criteria are met. You can think of them as "if this, then that" logic for your course materials.

- To add a Release Condition to an Assignment when you create it, click **Release Conditions** and select **Create New or Add Existing** from the dropdown menu.



The screenshot shows the 'Availability Dates & Conditions' panel. It includes fields for 'Start Date' and 'End Date', both with 'M/D/YYYY' placeholders. Below these is the 'Release Conditions' section, which states: 'Users are not able to access or view the assignment unless they meet the release conditions.' A dropdown menu labeled 'Add Release Condition' is open, showing two options: 'Create New' and 'Add Existing'. The 'Create New' option is highlighted with a red box. Below the dropdown is a link that says 'Manage Special Access'.

- In the dialogue box, you will select a **Condition Type** (1) from the dropdown list and **Condition Details** (2). For example, you might want the Assignment to open when a student has completed reading the material in a specific module.
- When finished, click **Create**.

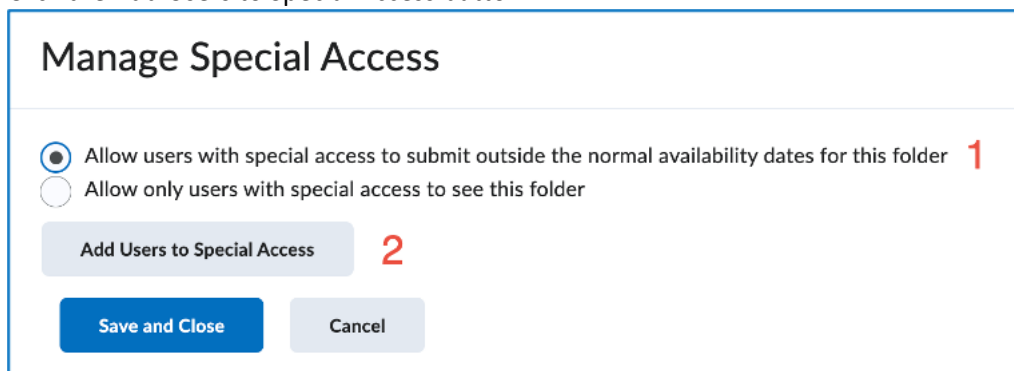


The screenshot shows the 'Create a Release Condition' dialog box. It has a title bar with a close button (X). The main text says 'Release this item when the following condition is met:'. Below this is the 'Condition Type' section, which has a dropdown menu set to 'Completed content topic' (labeled 1). Below that is the 'Condition Details' section, which has a 'Topic' dropdown menu set to 'Module 3 -- Thesis Statements and Arguments' (labeled 2). At the bottom left, there is a 'Create' button (highlighted with a red box) and a 'Cancel' button. At the bottom right, there is a small icon of a pencil.

Managing Special Access for Assignments

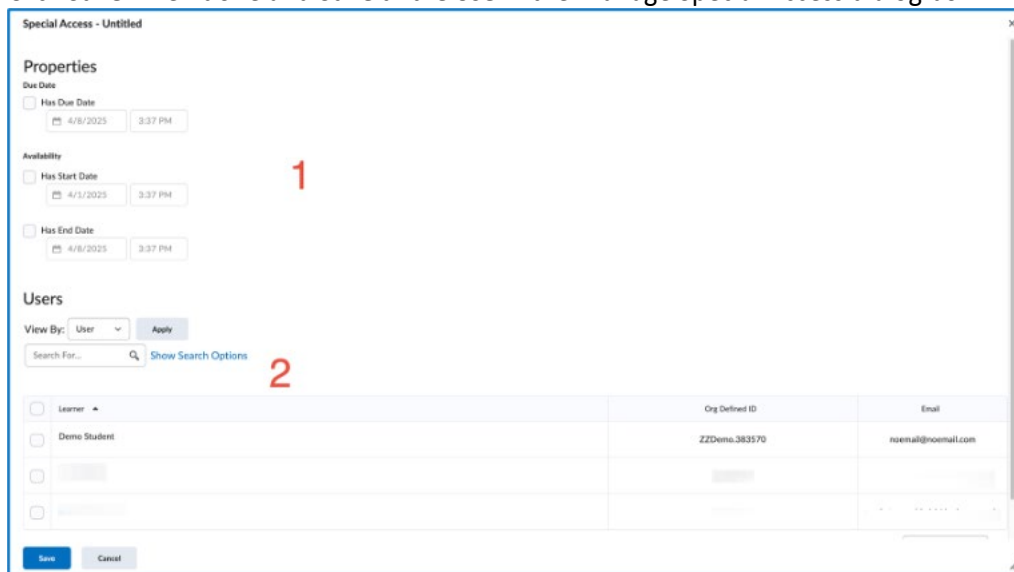
The Special Access link within Availability Dates & Conditions allows you to provide special access to the Assignment to individual users beyond the date range you have specified, or access limited to specific groups. You might for example provide extended time to an individual student for an assignment, or you might give a group within your class an assignment that is unique to them.

- Click the **Manage Special Access** link to begin.
- Select Allow users with special access to submit outside the normal availability dates for this folder OR Allow only users with special access to see this folder (1).
- Click the Add Users to Special Access button. 2



The 'Manage Special Access' dialog box has a title bar. Below the title, there are two radio button options. The first option, 'Allow users with special access to submit outside the normal availability dates for this folder', is selected and marked with a red '1'. The second option is 'Allow only users with special access to see this folder'. Below these options is a button labeled 'Add Users to Special Access' with a red '2' next to it. At the bottom are two buttons: 'Save and Close' and 'Cancel'.

- Set the desired availability dates (1).
- Select the students you wish to include in the group (2).
- Click **Save** when done and **Save and Close** in the Manage Special Access dialog box.



The 'Special Access - Untitled' dialog box has a title bar. It contains three sections: 'Properties', 'Availability', and 'Users'. The 'Availability' section has three checkboxes for 'Has Due Date', 'Has Start Date', and 'Has End Date', each with a date and time picker. A red '1' is next to the 'Has Start Date' section. The 'Users' section has a 'View By:' dropdown set to 'User' and an 'Apply' button. Below this is a search bar with a magnifying glass icon and a 'Show Search Options' link. A red '2' is next to the search bar. Below the search bar is a table with columns for 'Learner', 'Org Defined ID', and 'Email'. The table has one row with 'Demo Student', 'ZZDemo.363570', and 'noemail@noemail.com'. At the bottom are 'Save' and 'Cancel' buttons.

Managing Submissions

The Submission & Completion block in Assignments allows you to specify *Assignment type* (individual or group) (1), *Category* (2), *Submission type* (text, observation, on paper) (3), *Files allowed per submission* (unlimited or one file) (4), *Allowable file extensions* (no restrictions, PDF, annotatable files only, Files that can be previewed without conversion, Images and Videos, Custom File Types, Compatible with Turnitin) (5), *Submissions* (all are kept, only one allowed, only the most recent is kept) (6), and email notifications (7).

- Expand the Submission & Completion block in the right-hand menu to begin making selections.

Submission & Completion

Assignment Type

☒ Individual Assignment **1**
☐ Group Assignment

Category

No category **2**

Submission Type

File submission **3**

Files Allowed Per Submission

☒ Unlimited **4**
☐ One File

Allowable File Extensions ?

No Restrictions **5**

Submissions

☒ All submissions are kept **6**
☐ Only one submission allowed
☐ Only the most recent submission is kept

Notification Email **7**

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

Managing Feedback

The Evaluation & Feedback block of the right-hand menu allows you to create and manage your feedback to students. In this section you will find dropdown lists to:

- Add a Rubric (Create New, or Add Existing) (1),
- Manage Learning Objectives (not currently available at CUNY) (2),
- Make Annotation tools available for assessment (3),
- use Anonymous Marking (Hide student names during assessment) (4),
- add Evaluators (note that evaluators must be enrolled in the course as instructors) (5),
- integrate Turnitin (manage Turnitin) (6).

Note that Turnitin may also be added as an LTI within a module. When you use the Turnitin LTI, you can't manage the Turnitin assignments in the Assignment tool.

Evaluation & Feedback

Rubrics

Add Rubric
1

Learning Objectives

No learning objectives
2

Manage Learning Objectives

Annotation Tools

☒ Make annotation tools available for assessment
3

Anonymous Marking

☐ Hide student names during assessment
4

Evaluators

Evaluators have not been selected
5

Select Evaluators

Turnitin Integration

Turnitin™ adds additional functionality to evaluation.

Manage Turnitin
6

Adding an Assignment to a Module

Any Assignment you create is available within the Assignment tool, accessed from your Navbar, from Course Admin and to students from their Navbar as Assignments. If you want to add an Assignment to a particular module as well:

- Navigate to the module of your choosing and click the Add Existing Activities button (1).
- Select Assignments (2) from the dropdown menu.

Topics: Prewriting, drafting, revising, editing

Reading: Chapter 1 from "They Say, I Say"

Assignment: Draft an essay on a provided topic
1

Upload / Create
Existing Activities
Bulk Edit

Add Cengage Content

Assignments
2

Checklist
Discussions
External Learning Tools
Google Drive

Persuasive Essay for

Assignment

Objective:

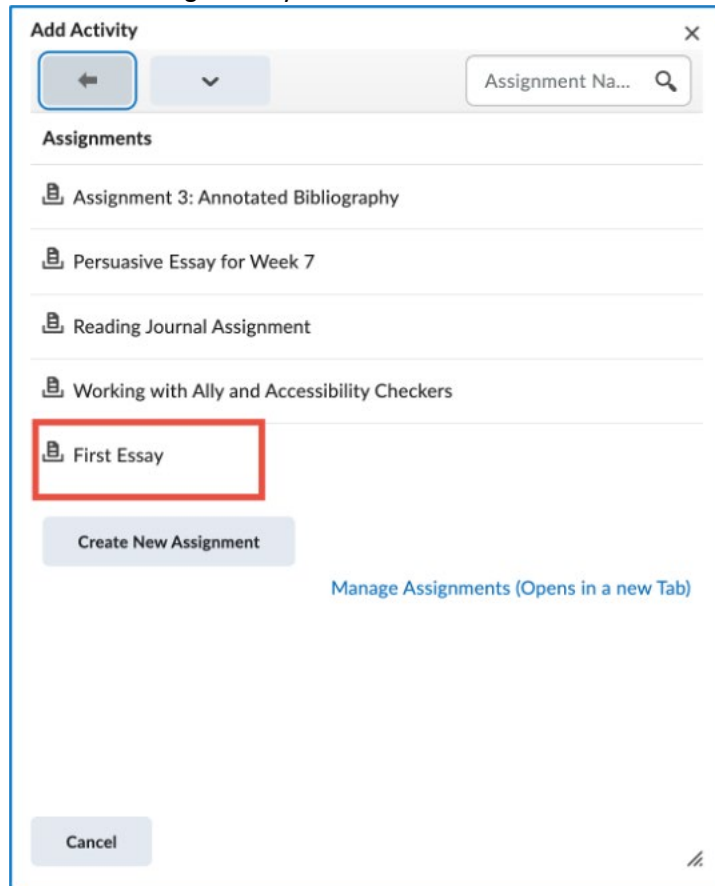
To write a persuasive
supporting evidence.

Prompt:

"Should voting be m

using logical reasoning and

- Locate the Assignment you wish to add and click it.



- Your Assignment will display at the bottom of the module contents. Use the handles (dots to the right of the title) or the chevron and dropdown menu (Move Up or Move To) to move it to a desired location.

