

Create Assignments

Last Modified on 01/28/2026 3:21 pm CST

Students submit their work to an assignment folder. Instructions you provide in the assignment folder appear to students in the **Folder Information** area on the **Submit Files** page.

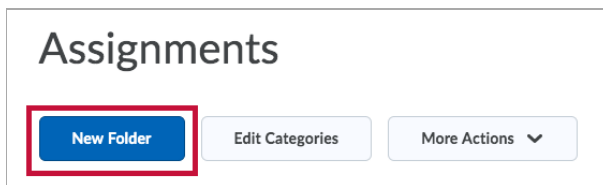
Instructions may include:

- Information about evaluation methodology
- Details about rubric assessments
- Associations with learning objectives
- Clarifications on work expectations

Create an Assignment

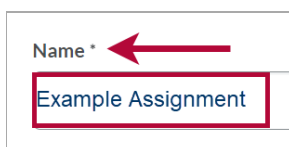
▶ Show Video Demo

1. Click the **[Course Activities]** menu in the navbar, then choose **[Assignments]**.
2. On the Assignments page, click the **[New Folder]** button.



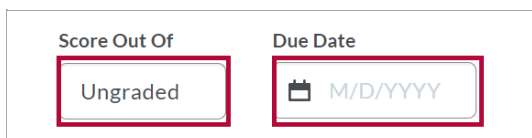
The screenshot shows the top section of the 'Assignments' page. It has a title 'Assignments' and three buttons: 'New Folder' (highlighted with a red box), 'Edit Categories', and 'More Actions' with a dropdown arrow.

3. Enter a **Name**.



The screenshot shows a form field labeled 'Name *'. A red arrow points to the input area, which contains the text 'Example Assignment' and is highlighted with a red box.

4. Enter the **Score Out Of** you want to grant to your project (for example, 100pts) and the **Due Date** for the assignment.



The screenshot shows two input fields side-by-side. The first is labeled 'Score Out Of' and contains the text 'Ungraded'. The second is labeled 'Due Date' and contains a calendar icon followed by the placeholder text 'M/D/YYYY'. Both fields are highlighted with red boxes.

- Once you enter a **Score Out Of** and a date, the ability to choose a grade option and the ability to choose a Due Date will appear.

Grade Out Of: 10 points

In Grade Book ▼

Due Date: 9/14/2024 11:59 PM

Instructions

Paragraph ▼

Edit or Link to Existing

Not in Grade Book

Reset to Ungraded

5. Add **Instructions** for students.

Instructions

Paragraph ▼ B I U ▼ A ▼ ■ ▼ ■ ▼ ■ ▼ ■ ▼ ■ ▼ + ▼

6. To include attachments such as a file, link, or existing activity, choose the appropriate icon below the instructions HTML box. For more details on adding **Attachments**, see [Add an Attachment to an Assignment \(https://vtac.lonestar.edu/help/add-attachment-to-assignment\)](https://vtac.lonestar.edu/help/add-attachment-to-assignment).

File Link Existing Activity

Record Audio Record Video

7. Toggle the **[Visibility]** of the Assignment off and on, depending on what works for your class. To do that, click the **[Eyeball Icon]** along the save bar. (The assignment is not visible by default.)

Save and Close Save Cancel

Visibility

Availability Dates & Conditions

1. To set restrictions, click on the **[Availability Dates & Conditions]** in the right-hand column. Enter a **Start Date** and/or an **End Date** according to your preferences.

Availability Dates & Conditions

Start Date

M/D/YYYY

End Date

M/D/YYYY

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

- Upon choosing a **Start Date** you will see an option titled **Before Start** and upon choosing an **End Date** you will see an option titled **After End**, these allow you to choose how the assignment appears to students before and after the visibility dates.

Availability Dates & Conditions

Start Date

6/13/2023

12:01 AM

Before start:

Visible with access restricted

End Date

6/14/2023

11:59 PM

After end:

Visible with access restricted

- There is also a **[Checkbox]** to set whether the **Start Date** and **End Date** appear in the **Course Calendar**. When done choosing the desired settings, click **[Done]** to return to **Availability Dates & Conditions**.

You can choose one of the following availability dates settings:

- A. **[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.
- B. **[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 or mark it as complete. Learners can see all details about the assignment, including description, attachments, and rubrics, but they cannot upload files, enter comments, or mark the assignment as complete (for observed in person / on paper submission).
- C. **[Hidden]**: The assignment is hidden to learners until the start date is reached or after the end date passes. Learners can not see the assignment anywhere, including corresponding **Calendar** events and **Notifications**.

Availability: Start Date [X]

The following settings determine how the assignment appears to learners before the start date

☒ Visible with access restricted

☐ Visible with submission restricted

☐ Hidden

☐ Add availability dates to Calendar

Done Cancel

Submission & Completion

To input the submission settings, click on **[Submission & Completion]** in the right-hand column.

1. Choose the assignment type:
 - **Individual** or **Group** Assignment.
2. Select a Submission Type:
 - **File submission:** Select this type if you want students to submit a file to the assignment folder.
 - **Text submission:** Select this type if you want students to type their submission into the Assignment text box and not submit a file.
 - **On paper submission:** Select this type for papers that will be submitted in person. (You must indicate whether it will be manually marked complete by students, upon evaluation, or by due date.)
 - **Observed in Person:** Select this type if you are observing an assignment in person. (You must indicate whether it will be manually marked complete by students, upon evaluation, or by due date.)

4. Select Submission options:

- Choose how many files you will allow per submission and whether those files are kept or discarded.

Submission & Completion

Assignment Type

☒ Individual Assignment

☐ Group Assignment

Submission Type

File submission

Files Allowed Per Submission

☒ Unlimited

☐ One File

5. You may restrict the file type that can be submitted.
Choices include:

- **PDF Only**
- **Annotatable files**, which include all file types that are supported by the Annotation tool in Assignments.

[File types supported by Annotations](#)

<https://community.d2l.com/brightspace/kb/articles/3632-file-types-supported-by-annotations>

- **Files that can be previewed without conversion**
- **Images and Videos**
- **Custom File Types**

If an instructor chooses **Custom File Extensions**, they can then enter file extensions that are allowed for file submissions. When this restriction is set, students are presented with a list of acceptable file extensions for their assignments. When a student attempts to upload a file submission other than that which the instructor has restricted, an error message appears.

Allowable File Extensions

No Restrictions

Submissions

☒ All submissions are kept

☐ Only one submission allowed

☐ Only the most recent submission is kept

The screenshot shows a dropdown menu titled "Allowable File Extensions" with a help icon. The menu is open, displaying several options: "No Restrictions" (highlighted in blue), "PDF Only", "Annotatable Files", "Files that can be previewed without conversion", "Images and Videos", and "Custom File Types". Below the dropdown, there is a radio button and the text "Only the most recent submission is kept".

6. You may also enter an email address to be notified whenever a new submission is uploaded to this folder.

The screenshot shows a section titled "Notification Email". Below the title, there is a text prompt: "Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted." Below this prompt is a large, empty rectangular input field.

Evaluation & Feedback

To input feedback settings, click on **[Evaluation & Feedback]** in the right-hand column.

1. For instructions on the **Restrictions** tab, see [Setting Availability and Due Dates for an Assignment \(https://vtac.lonestar.edu/help/a046\)](https://vtac.lonestar.edu/help/a046).
2. For instructions on the **Turnitin** tab, see [Using Turnitin with Assignments \(https://vtac.lonestar.edu/help/use-turnitin-with-assignments\)](https://vtac.lonestar.edu/help/use-turnitin-with-assignments).

Evaluation & Feedback

Rubrics

[Add rubric](#) ▼

Learning Objectives

No learning objectives

[Manage Learning Objectives](#)

Annotation Tools

☒ Make annotation tools available for assessment

Anonymous Marking

☐ Hide student names during assessment

Turnitin Integration

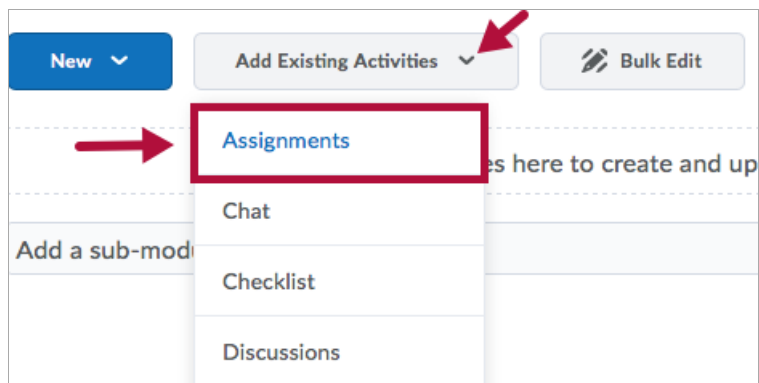
Turnitin® adds additional functionality to evaluation.

[Manage Turnitin](#)

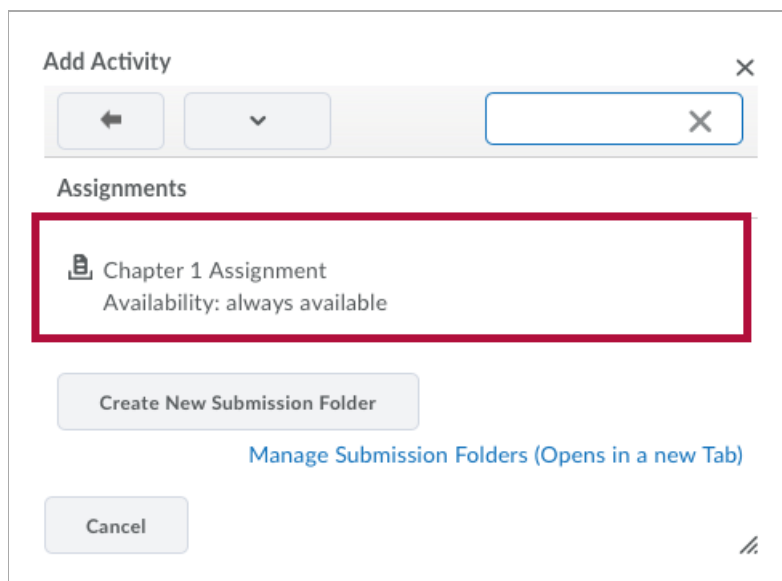
NOTE: If you associate the folder with a grade item, maintain consistency and avoid confusion for your students by matching the value of the Out Of field to the grade item's Maximum Points value and naming the grade item the same as the activity.

Add the Assignment to Your Content

1. Go to a module on **[Content]**.
2. Click the **[Add Existing Activities]** button.
3. Choose **[Assignments]**.



4. Choose the specific assignment to add.



5. The link to the assignment will be added to the module. Change the status of the link to **Published** to make it available to students.

