

Create Assignments

Last Modified on 04/27/2022 11:51 am CDT

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.

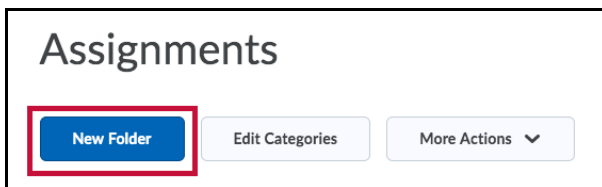
Instructions may include:

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

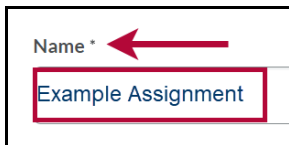
Create an Assignment

Show Video Walkthrough

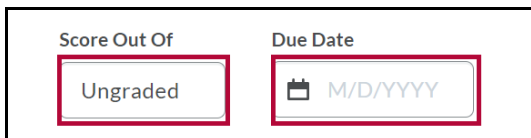
1. Click the **Course Activities** menu in the navbar, then choose **Assignments**.
2. On the Assignments page, click the **New Folder** button.



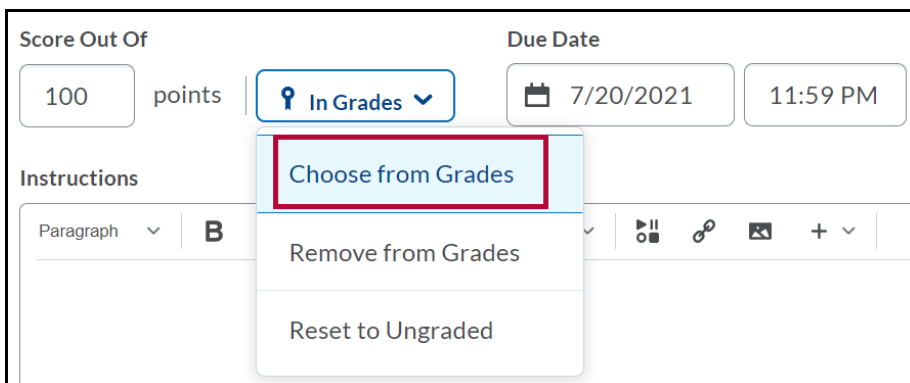
3. Enter a **Name**.



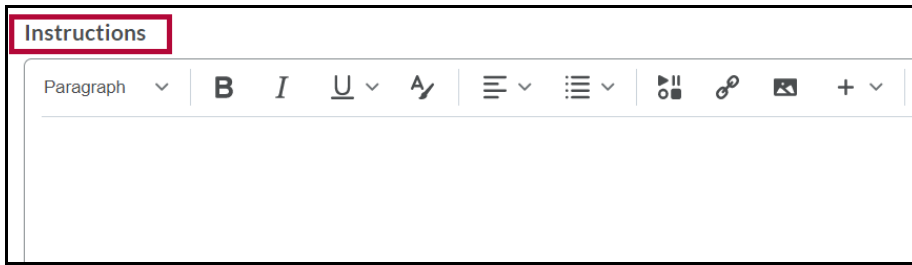
4. Enter the Score Out Of you want to grant to your project (for example, 100pts) and the Due Date for the assignment.



Once you enter a Score Out Of and a date, the ability to choose a grade option and the ability to choose a time will appear.



5. Add **Instructions** for students.



6. To include attachments such as a file, link, or existing activity, choose the appropriate icon below the instructions HTML box.



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.)




Availability Dates & Conditions


1. To set restrictions, click on the "Availability Dates & Conditions" in the right-hand column. Complete the fields.

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 assignments to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)

Submission & Completion

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

1. Choose the assignment type:
 - Individual or Group.
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 learners, 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 learners, 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://documentation.brightspace.com/EN/le/assignments/learner/annotations_supported_file_types.htm)

- 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, learners are presented with a list of acceptable file extensions for their assignments.

When a learner attempts to upload a file submission other than that which the instructor has restricted, an error message appears.

Allowable File Extensions ?

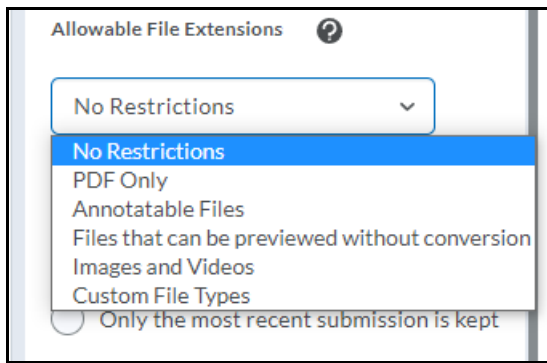
No Restrictions

Submissions

All submissions are kept

Only one submission allowed

Only the most recent submission is kept



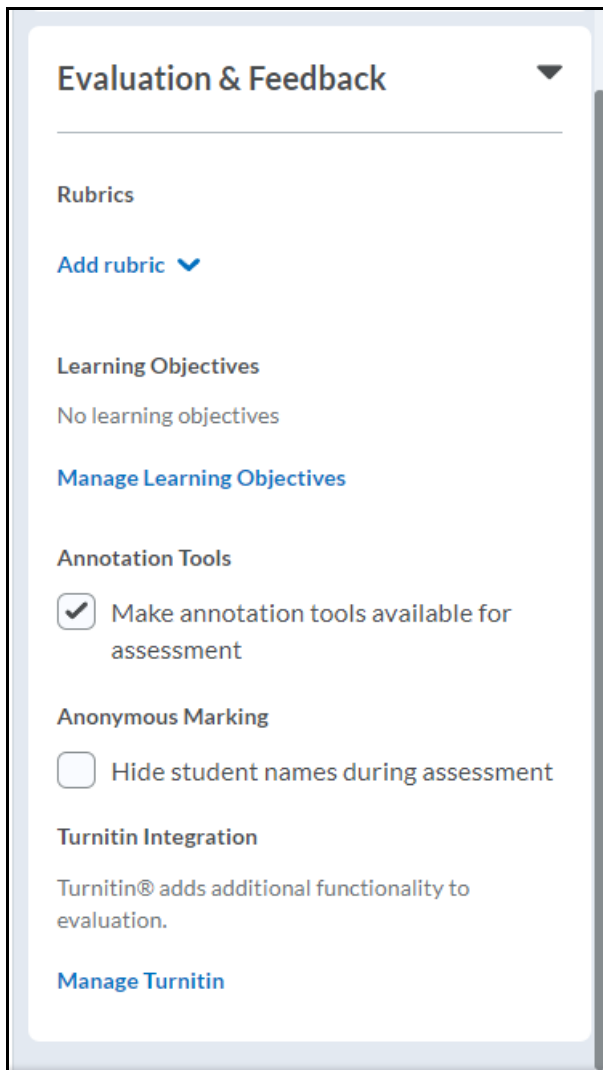
6. You may also enter an email address to be notified whenever a new submission is uploaded to this folder.

A screenshot of a web interface showing a section titled 'Notification Email'. Below the title, there is a text box with the instruction: 'Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.' Below the text box is a large, empty rectangular input field.

Evaluation & Feedback

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

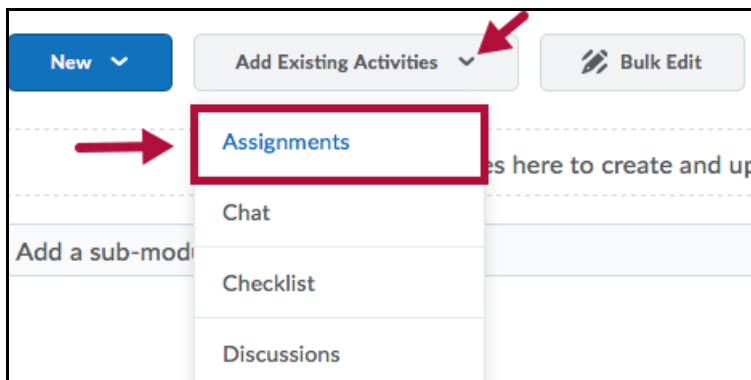
1. For instructions on the **Restrictions** tab, see [Setting Availability and Due Dates for an Assignment](https://vtac.lonestar.edu/help/a046) (<https://vtac.lonestar.edu/help/a046>).
2. For instructions on the **Turnitin** tab, see [Using Turnitin with Assignments](https://vtac.lonestar.edu/help/use-turnitin-with-assignments)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



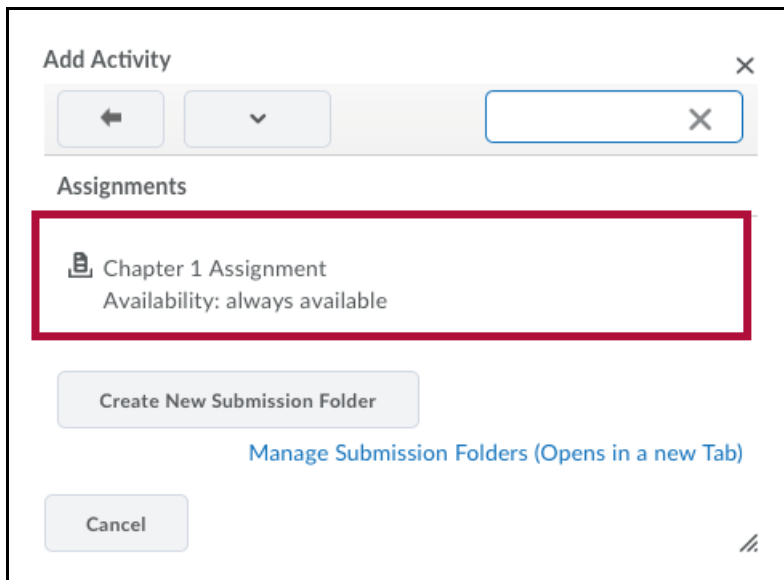
NOTE: If you associate the folder with a grade item, maintain consistency and avoid confusion for your students by matching the value of the Out Of field to the grade item's Maximum Points value and naming the grade item the same as the activity.

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.



- 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.

