

Create an Assignment in Content - New Assignments Experience

This document provides a step-by-step guide for using the new assignments experience. Assignments can also be created using the Assignments tool. Although assignments can also be created through Content or Course Tools, some settings are only accessed/editable one way. Note specific instructions below. When new updates are available, a new guide will be created and shared.

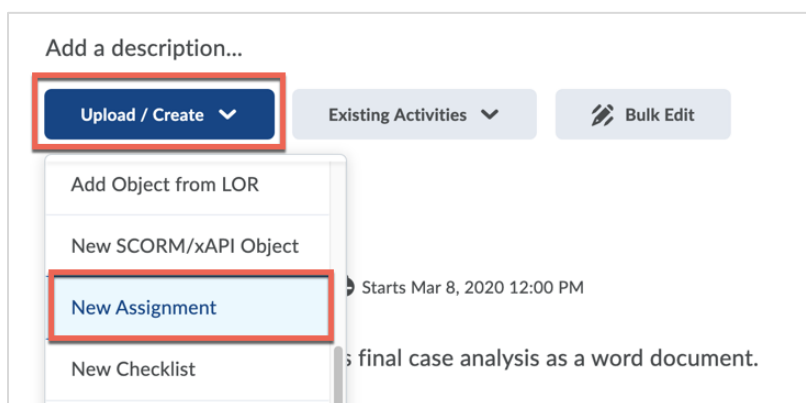
Objective

By following the guide, you will be able to:

1. Create an Assignment in Content
2. Update the Assignment instructions with HTML Editor
3. Change the Assignment Point Value
4. Edit Special Access Settings
5. Edit Assessment Settings (Rubrics, Annotation Tools, Anonymous Marking or Turnitin)
6. Add Exemptions

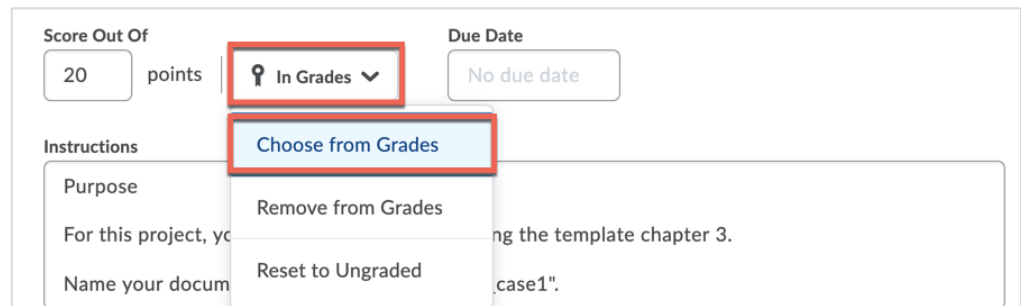
Part 1: Create an Assignment in Content

1. Click **Content** in the black navigation bar.
2. From Content, identify the module in which you want to add content.
3. On the left panel, click the module. (For example: Week 1)
4. Click the **Upload/Create** button.
5. In the dropdown menu, select **New Assignment**.



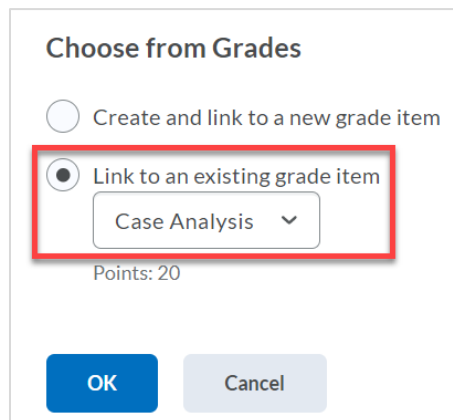
6. Click in the **Name** field and type the assignment name. (For example: Case Analysis #1)
7. Click in the **Instructions** field and type your instructions for completing the assignment.
[Please note, the HTML editor is not available at this step yet.]

8. Click in the **Score out of** field to enter a point value for the assignment.
 - Note: If you are using a Points calculation in Grades, this will automatically create a new grade item with the same out of points and Maximum points in Grades linked to this assignment. (If you are using a Weighted calculation in Grades, you will still need to confirm the Weight value in the Grades tool.)
 - Alternatively, to link the new assignment with an existing grade item in Grades:
 1. Click **In Grades** and select **Choose from Grades**.



The screenshot shows the 'Score Out Of' field set to '20 points' and the 'Due Date' field set to 'No due date'. The 'In Grades' dropdown menu is open, showing three options: 'Choose from Grades' (highlighted in blue), 'Remove from Grades', and 'Reset to Ungraded'. The 'Instructions' field contains text: 'Purpose For this project, you are to write a paper on the template chapter 3. Name your document "Case Analysis" case1".'

2. Select **Link to an existing grade item**.



The 'Choose from Grades' dialog box is shown. It has two radio buttons: 'Create and link to a new grade item' (unselected) and 'Link to an existing grade item' (selected). Below the selected radio button is a dropdown menu with 'Case Analysis' selected. Below the dropdown is the text 'Points: 20'. At the bottom are 'OK' and 'Cancel' buttons.

3. Click the dropdown arrow to expand a list of non-associated grade items and select the appropriate name.
 4. Click **OK**.
9. Click in the **Due Date** field to add a due date to the new assignment.

10. In the right panel, click **Availability Dates & Conditions** to expand the settings.
- Add a **Start Date** to control when a student can first click and view the assignment. (Note: The link to the assignment is inactive UNTIL the start date. Students can still see the title in the Table of Contents. If the start date is left blank, the assignment is immediately available.)
 - Add an **End Date** to control when a student can no longer click and view the assignment. (Note: The link to the assignment is inactive AFTER the end date. Students can still see the title in the Table of Contents.)
 - To restrict access based on a condition, click **Add Release Condition**.
 - To add special access for a student or group, click the link **Manage Special Access**.

Availability Dates & Conditions ▼

Start Date

End Date

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

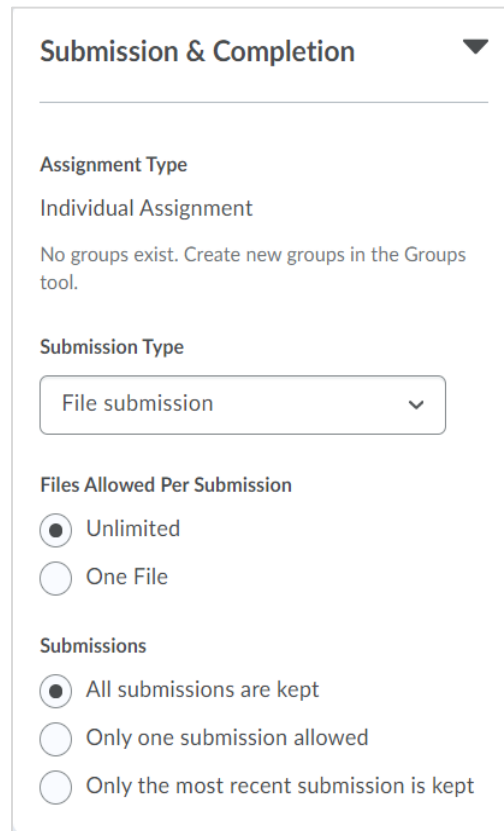
[Add Release Condition ▼](#)

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](#)

11. In the right panel, click **Submission & Completion**, to set the **Assignment Type** and **Submission Details**.



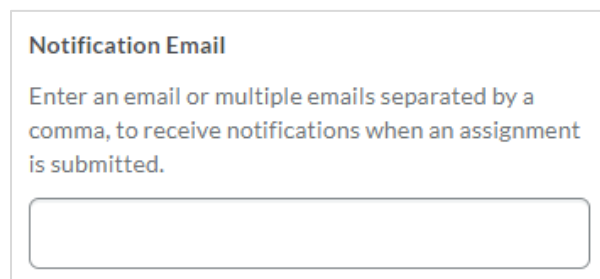
The screenshot shows the 'Submission & Completion' settings panel. It includes the following sections:

- Assignment Type:** Individual Assignment. A note states: 'No groups exist. Create new groups in the Groups tool.'
- Submission Type:** A dropdown menu currently set to 'File submission'.
- Files Allowed Per Submission:** Radio buttons for 'Unlimited' (selected) and 'One File'.
- Submissions:** Radio buttons for 'All submissions are kept' (selected), 'Only one submission allowed', and 'Only the most recent submission is kept'.

Submission Types:

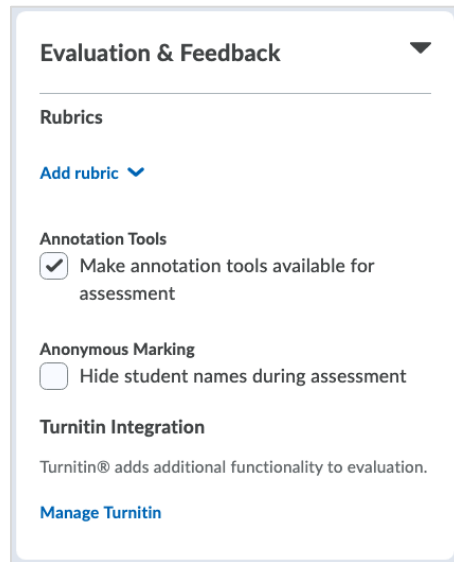
- File submission: Students attach a file in Brightspace.
- Text submission: Students type a response using the HTML Editor.
- On paper submission: Students turn in a paper in class.
- Observed in person: Students demonstrate the assignment in class.

Note: Only use 'Notification Email' if you would like to receive an email notification for each submission.

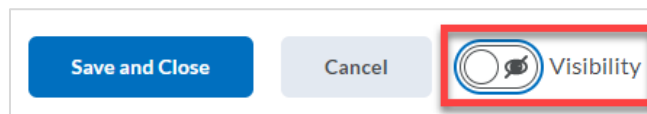


The screenshot shows the 'Notification Email' field. It contains the text: 'Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.' Below the text is an empty text input box.

In the right panel, click **Evaluation & Feedback** to add assessment tools.



12. [Optional] To make the assignment **hidden** from students, toggle the Visibility switch at the bottom of the screen. An icon of an 'eye crossed out' will indicate that it is hidden.



13. Click the **Save and Close** button to complete.

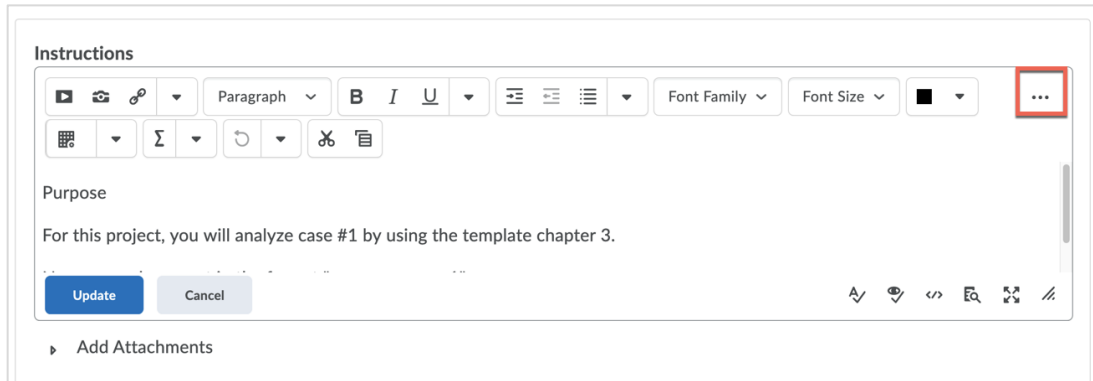
Part 2: Update the Assignment Instructions with HTML Editor (Only Available Using Content)

Note: You must first create an assignment before the HTML Editor is available. After the assignment is created, you must use the Content tool and return to edit the assignment. Follow these instructions to access the HTML Editor.

1. From Content, click the link to the assignment.
2. Click directly on the instructions text to edit with the HTML editor.



3. Click the three dots in the HTML editor to show more editing tools.

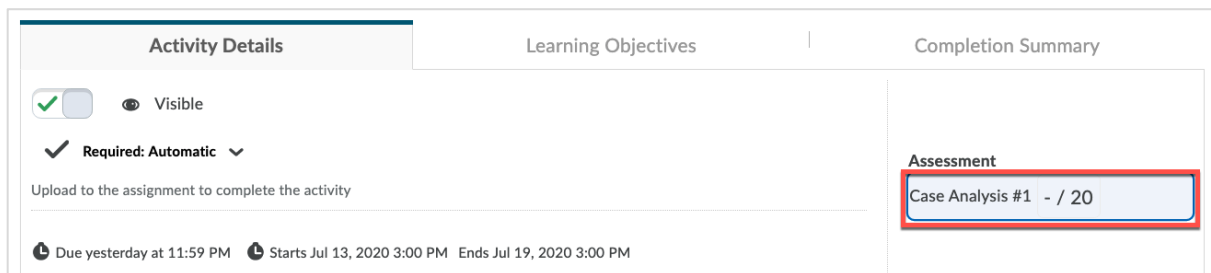


4. Click the **Update** button.

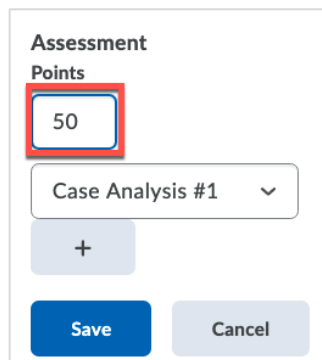
Part 3: Change the Assignment Point Value

Note: Updating the points is a two-part process because there is a point value associated with the assignment, and another point value associated with the grade item.

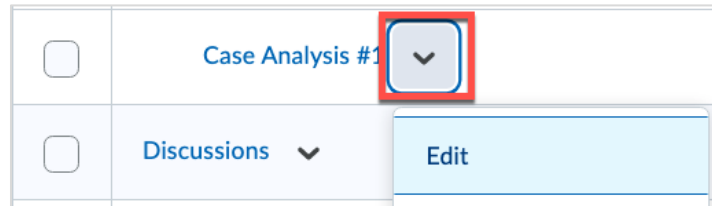
1. From Content, click the link to the assignment.
2. Scroll down, and locate **Activity Details** tab.
3. On the right, locate the **Assessment** area.
4. Click directly on the name of the grade item and point value.



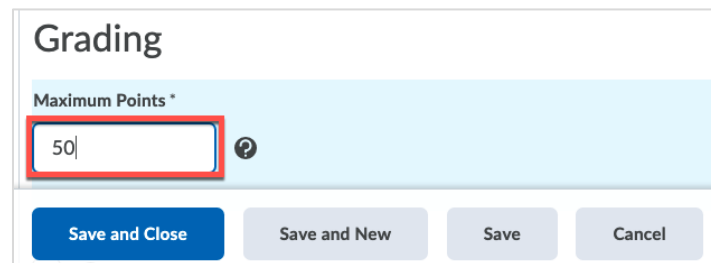
5. Type the new point value for the assignment.



6. Click **Save**. [Note: This changes the out of points, but not the Maximum Points, associated in **Grades**.]
7. Go to **Grades** in the course navigation bar.
8. Click **Manage Grade** and find the grade item for the assignment.
9. Click the down arrow beside the grade item and select **Edit** from the drop-down menu.



10. Scroll down to the section for **Grading**.
11. Change the value for **Maximum Points**.

A screenshot of the 'Grading' section. The title 'Grading' is at the top. Below it is a light blue header with the text 'Maximum Points *'. Underneath is an input field containing the number '50'. To the right of the input field is a question mark icon. At the bottom, there are four buttons: 'Save and Close' (dark blue), 'Save and New' (light blue), 'Save' (light blue), and 'Cancel' (light blue).

12. Click **Save and Close**.

Part 4: Edit Assessment Settings (Only Available Using Course Tools)

Note: Once an assignment has been created, the assessment settings are only editable through Course Tools. Follow these instructions to access Rubrics, Annotation Tools, Anonymous Marking, and Turnitin.

1. Click **Course Tools** in the black navigation bar.
2. Select **Assignments** in the dropdown menu.
3. Next to the assignment, click the dropdown arrow and select **Edit Assignment**.
4. In the right panel, click **Evaluation & Feedback** to expand the settings.
5. Click **Save and Close**.

Part 5: Edit Special Access (Only Available Using Course Tools)

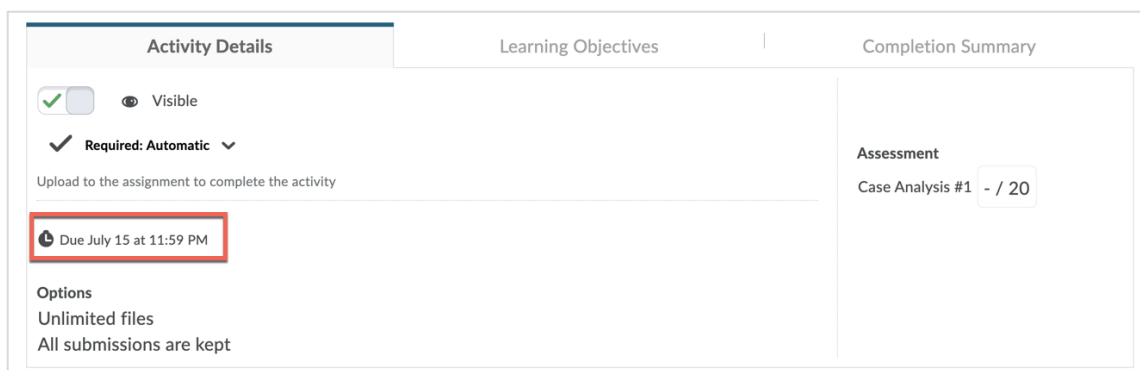
Note: Once an assignment has been created, the Special Access settings are only editable through Course Tools. Follow these instructions to access Special Access.

1. Click **Course Tools** in the black navigation bar.
2. Select **Assignments** in the dropdown menu.
3. Next to the assignment, click the dropdown arrow and select **Edit Assignment**.
4. In the right panel, click **Availability Dates & Conditions** to expand the settings.
5. Click **Manage Special Access**.
6. Click **Add Users to Special Access**.
7. Select the user in the list by clicking the checkbox next to student's name.
8. Edit the start and end dates to control access. (Note: You cannot delete a special access after it has been created. Use **End Date** to end the special access setting for the student.)
9. Click **Save**.
10. Click **Save and Close**.

Part 6: Add Exemptions (Only Available Using Content)

Note: You must first create an assignment before the Exemptions settings are available. After the assignment is created, you must use the Content tool and return to edit the assignment to find these settings. Follow these instructions to add Exemptions to the assignment.

1. Click **Content** in the black navigation bar.
2. Click the link to the assignment.
3. Scroll down to the **Activity Details** tab.
4. Click the due date to see other dates and conditions settings. [If you did not set any dates previously, you will see 'Add dates and restrictions...']



5. Scroll down and click the **Manage Exemptions** button to add exemptions.