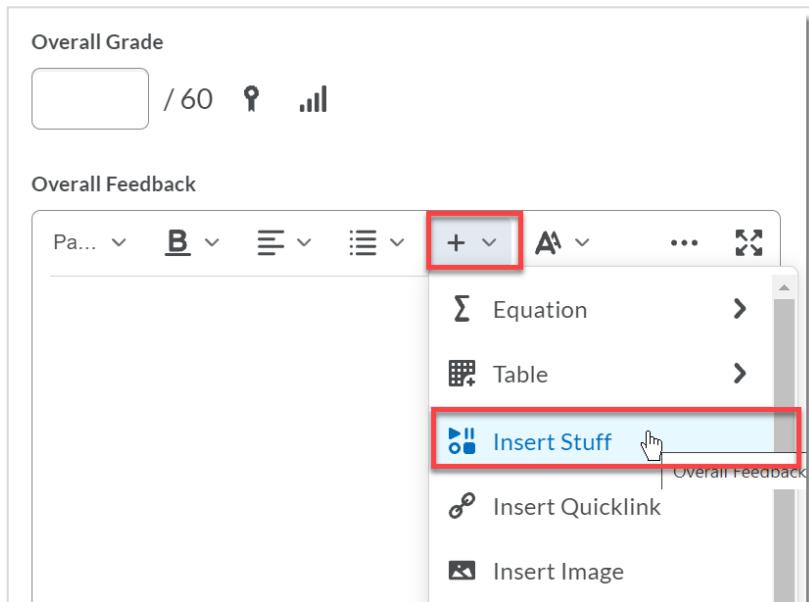


# Brightspace Assignments Tool FAQ

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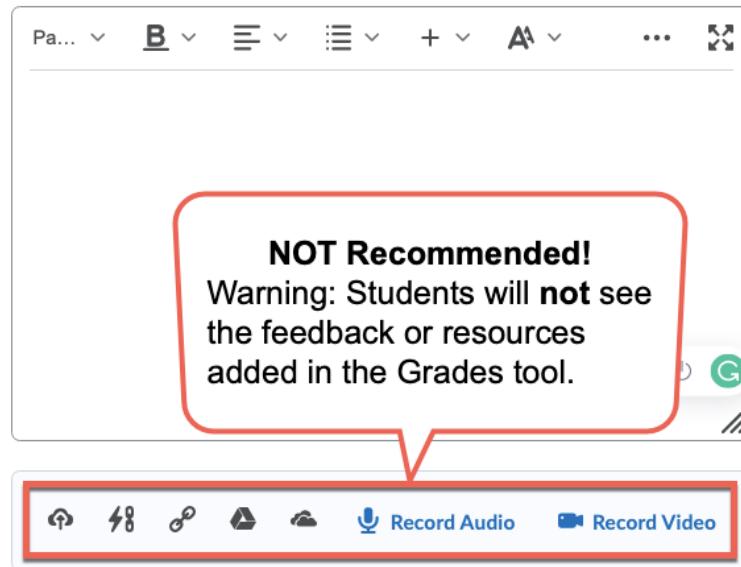
## Q: Why can my students NOT see my video feedback in Grades?

A: If you use the video note tool, make sure you use the “**Insert Stuff**” button within the feedback editor (see screenshot below). The insert button also allows you to record a video note or add any Kaltura media in your feedback in the **Grades** tool.



Please note, we do not recommend that you use the feedback tools below the editor (see screenshot below). The feedback provided through those tools is not viewable in Grades. Students need to go to Course Tools>Assignments to access any feedback added through those tools.

#### Overall Feedback



### Q: How can I set up group assignments?

A: To create a group assignment, create groups first. Go to **Course Tools>Groups** to get started. Please refer to the [Group enrollment types article](#) to see which one you should use. After the group is created, you can change the submission and completion to Group Assignments. In the Assignment creation or editing process, find the **Submission & Completion** panel on the right side. Then choose **Group Assignments**.

### Q: I want to enroll the demo student to preview a group assignment, but why can I NOT find the demo student in Enroll Users?

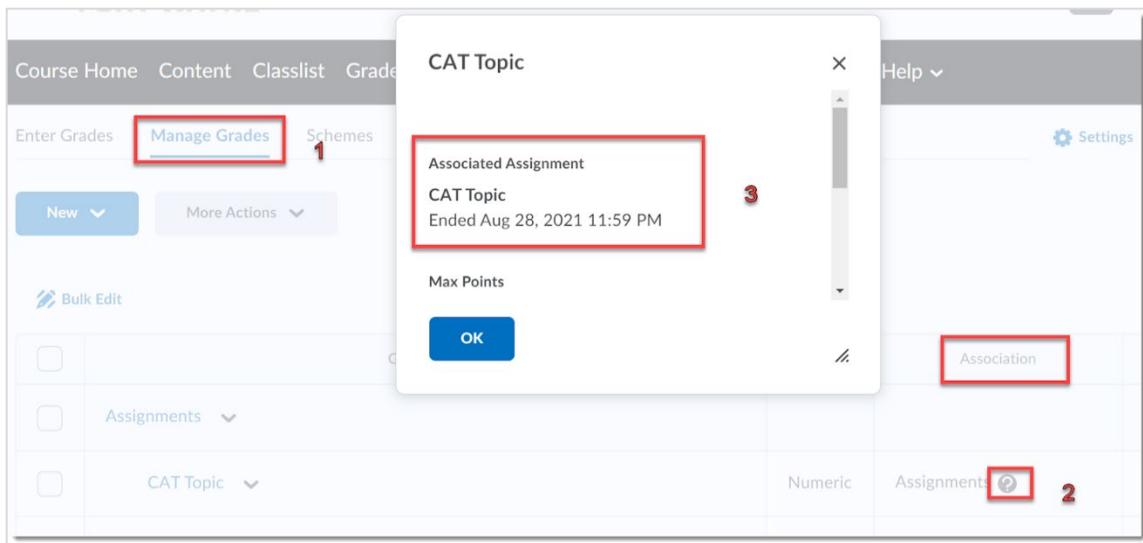
A: Please check the settings of your group to see if you restricted group enrollment to a section. Note that the Demo Student is not enrolled in any sections of a course. If the group category has a restriction condition with course sections, the Demo Student will not be added to a group in that group category.

### Q: How do I turn on/add Turnitin to an assignment?

A: In the assignment creation and editing process, find the **“Evaluation & Feedback”** panel and click **“Manage Turnitin.”**

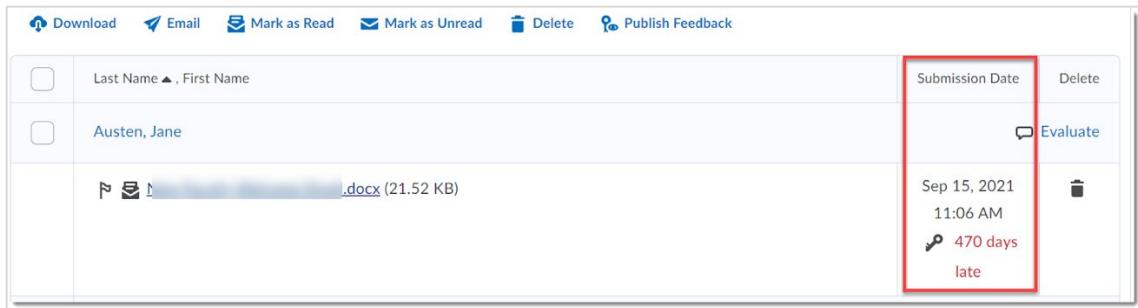
### Q: How can I tell an assignment from a grade item?

A: An assignment name generally captures the activity. It will show in **Course Tools>Assignments**. If you link the assignment in a module, the assignment name will also show in the module. You can name the assignment and the grade item with the same name. A Grade Item is visible to students only in the **Grades** tool. In the **Manage Grades** view, you can view its associated assignment by clicking on the question mark in the **Association** column.



## Q: How can I track when assignments were submitted?

A: In the Assignments tool, click the assignment title to enter the **Submissions** view. Then, you can find the **Submission Date** column. If Due Date is added, late assignments will also be labeled on the assignment evaluation page.

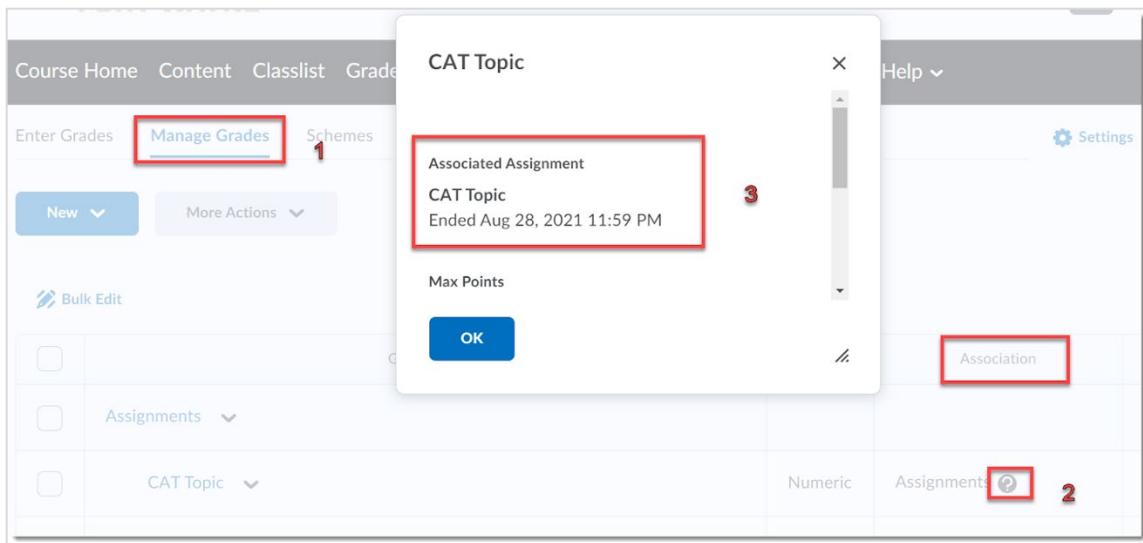


## Q: What is the difference between Due Date and End Date?

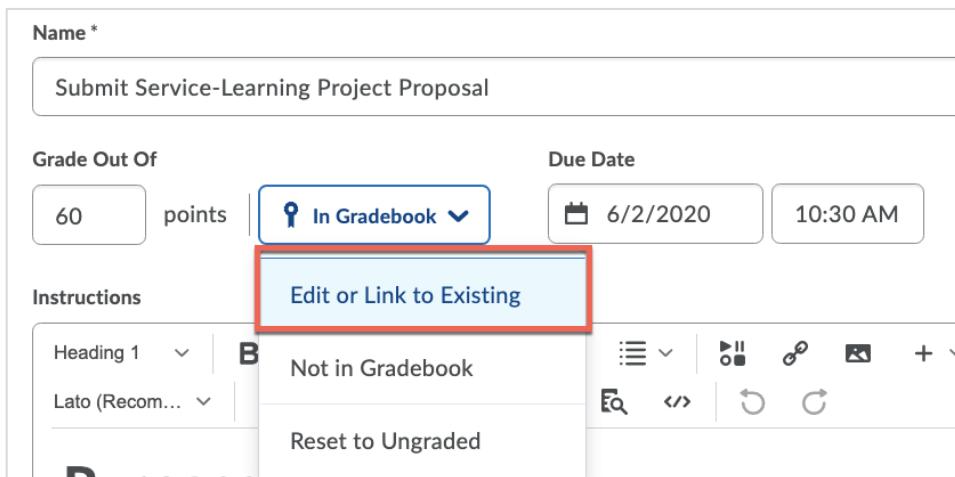
A: Due dates specify the latest date the assignment **should** be turned in. End dates specify when students can no longer access the assignment. An End Date should always be the same or later than the Due Date.

## Q: How can I confirm what grade item that my assignment is linked to?

A: Option 1: Go to **Grades>Manage Grades**. Then click the question mark for the assignment in the **Association** column. The pop-up window will list the associated assignment.



Option 2: In the Assignment Editing view, click In **Gradebook>Edit or Link Existing**. The associated gradebook item will be displayed in the pop-up window.



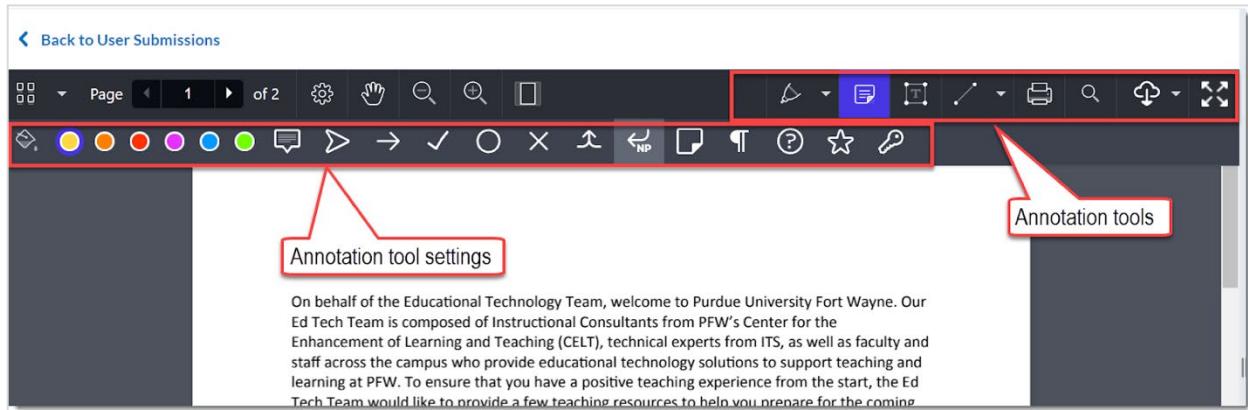
## Q: How do I give a student more time to turn in an assignment?

A: This can be done in different ways. If you do not have an end date, students can submit after the due date.

## Q: How do I use the annotation tools to provide feedback on an assignment?

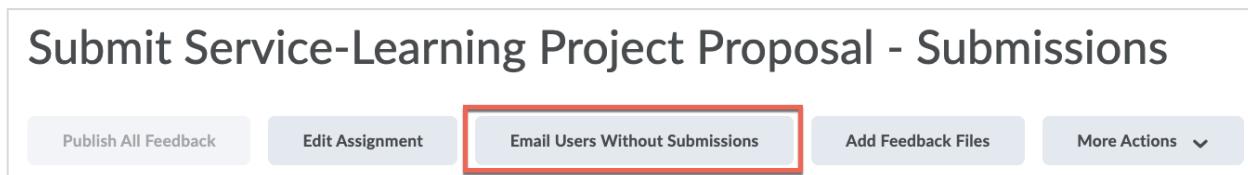
The Annotation toolbar will appear at the top of the page when you view a submission. Annotations allow you to markup student work and provide detailed comments online. Features of the Annotation tool include highlighting, striking through, and underlining. You can also highlight and comment on a specific portion of an online submission or draw free hand on the assignment. Please Be Aware: Feedback given in the Annotation Tool does not meet standards for digital accessibility, and may not give equitable

feedback for students with disabilities. There are alternative ways to provide detailed feedback (e.g. text comments, video notes, track changes in Word).



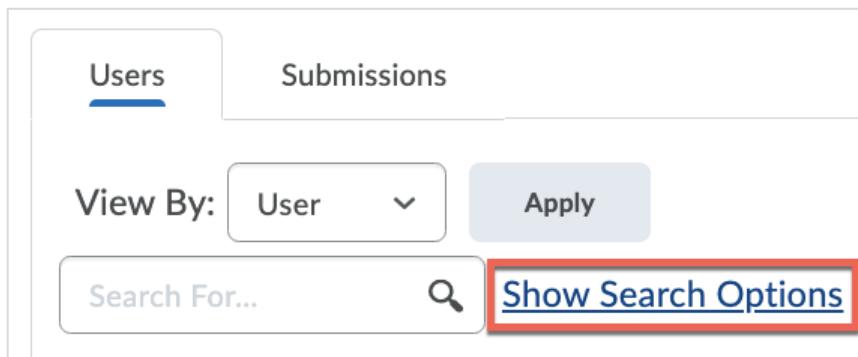
## Q: How do I identify students who have not submitted to an assignment?

A: If you want to email students who have not yet submitted an assignment, you can go to **Course Tools>Assignment**. Then click the assignment title. On top of the assignment Submissions view, you can click the **Email Users Without Submissions** button.



If you want to only view the users without submissions, follow the steps below:

1. Click the **Show Search Options** button.



2. Under Submissions, choose the filter "**User without submissions**".
3. Click the magnifying glass icon for the search box to complete.

Users Submissions

View By: User

Search For...  Hide Search Options

Search In  First Name  Last Name

Submissions

Users without submissions