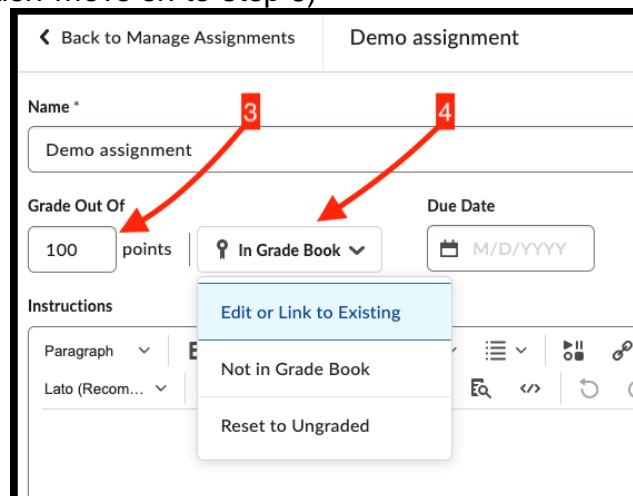


Creating a Brightspace Assignment

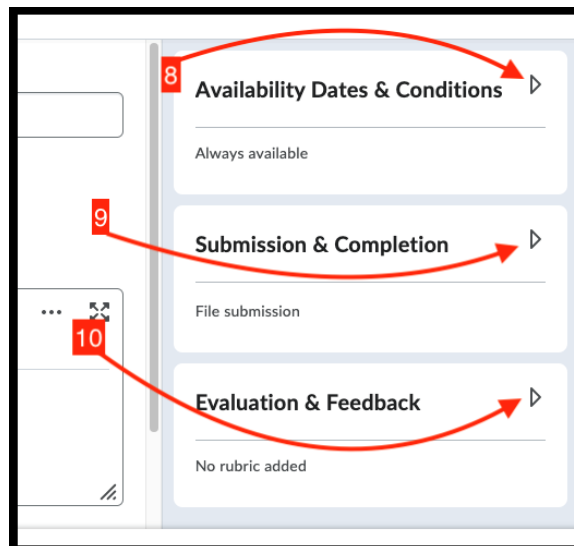
The recommended workflow for creating an assignment is to access the assignment tool from the navbar. Once you have done this:

1. Click **new assignment**
2. Enter an assignment name
3. To change from an ungraded to a graded assignment, click on **grade out of**
4. Choose from the resulting dropdown options
 - a. To tie to formal grading, click **edit or link to existing gradebook item** (if you choose this move on to step 5)
 - b. Choose **Not in gradebook** for items you want to give an evaluation to, but not have it affect course grade (if you choose this option move on to step 6)
 - c. **Reset to ungraded** if you have decided against grading (if you choose this option move on to step 6)



5. If working from step 4a, choose settings in the resulting window:
 - a. Either **create and link to new grade item** (including **choose grade category** and/ or **change grade type & scheme**)
 - b. OR **link to existing grade item**

6. Enter **due date** and **instructions**
7. Optional: add links, attachments, and video or audio
8. Move to the right column and **click Availability Dates & Conditions chevron**, then set:
 - a. Start and end dates
 - b. Release conditions
 - c. Special access
9. Set **Submission and Completion preferences**
 - a. Assignment type (individual or group)
 - b. Category in assignments list
 - c. Submission type
 - d. Files allowed per submission (unlimited or single)
 - e. Allowable file extensions
 - f. Choose if system will keep first, all, or last submission
 - g. Optionally, enter an email or emails that will get notification upon submissions
10. **Click Evaluation & Feedback preferences chevron**
 - a. Add rubric
 - b. Manage learning objectives
 - c. Activate/ deactivate annotation tools for grading
 - d. Activate/ deactivate anonymous assessment



11. At the bottom of the page:
 - a. Set **visibility**
 - b. Choose **Save and close, save, or cancel**