May 26, 2022

Brightspace Instructor Guide Assignments





Contents

A	Assignments	2
	How to setup an Assignment in Brightspace	2
	Viewing Assignment Submissions	8
	Evaluating Submissions	.11
	Annotation Tools	. 14
	Publishing Assignment Feedback	.16
	Using Quick Eval	. 18
	How do students find Assignment Feedback?	.21
	Supported file types in Assignment	. 22
	Annotation Tools Publishing Assignment Feedback Using Quick Eval How do students find Assignment Feedback?	.14 .16 .18 .21



Assignments

How to setup an Assignment in Brightspace

- 1. Navigate to your course.
- 2. On the Navigation Bar (NavBar) click on Assessments > Assignments.



3. Click on New Assignment.

New Assignment	Edit Categories	More Actions 🗸

4. Name the assignment

Name*	
Untitled	

5. Under Grade Out Of, you can leave it as ungraded or enter a points value.

Grade Out Of	
Ungraded	

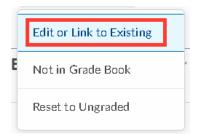
Once a points value has been entered, you have a few options:



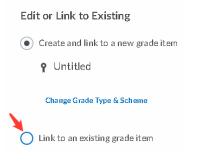
a. **Connect to Pre-existing Grade Item:** If you already have a gradebook set up and want to connect the assignment to a pre-existing gradebook item, click on **In Grade Book**.



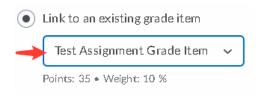
Select Edit or Link to Existing.



Select the second option, Link to an existing grade item,



• and select the grade item from the **drop down**.

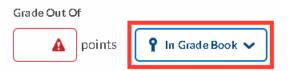


Click OK.





- b. **Create a new Grade Item:** If you want a grade item to be created and named the same as the assignment, you don't need to do anything at this step. Once the assignment is saved a grade item will automatically be generated.
- c. Don't connect to Gradebook: Click on In Grade Book then,



 Select Not in Grade Book. This option will allow you to grade the assignments, but those grades will not be published into the gradebook.



- d. Reset to ungraded:
- Click on In Grade Book.



• Select **Reset to ungraded**.



Edit or Link to Existing
Not in Grade Book
Reset to Ungraded

To continue with the Assignment setup:

6. Enter a **Due Date**.



7. Under **Availability Dates & Conditions**, you can set start and end dates (**Availability**) that will allow the up students to have access to the Assignment folder. Leaving the dates blank means that students always have access to the folder.

Availability Dat	tes & Conditions
Start Date	
M/D/YYYY	
End Date	
M/D/YYYY	

You can also set **Special Access**, which can allow certain students to have a different due date or availability window.

- 8. Under Submission & Completion
- set up the Assignment type (Individual or Group),



Assignment Type



Group Assignment

Submission Type,

Submission Type

File submission	~
File submission	
Text submission	
On paper submission	
Observed in person	

• Files allowed per submission,

Files Allowed Per Submission

- Unlimited
- 🔵 One File
- and # of submissions kept.

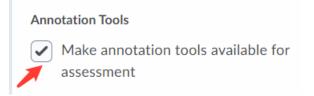
Submissions

- All submissions are kept
- Only one submission allowed
- Only the most recent submission is kept
- 9. Under **Evaluation & Feedback**, you will have the option to connect a **Rubric**,

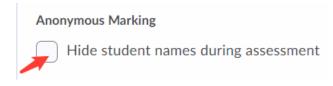


Rubrics
Add Rubric 🗸
Create New
Add Existing
Annotation loois

turn on/off Annotation tools for Assessing,



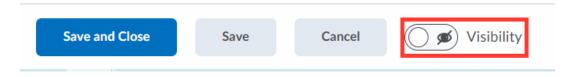
• and turn on **Anonymous marking**.



10. Once you have selected the settings you want, click on **Save and Close**.

Save and Close	Save	Cancel

11. By default, the Assignment will be hidden from Students. You can toggle on visible before you Save and Close (toggle next to the cancel button)





or after saving - click on the down arrow next to the title and select **Make Visible to Users**.

ignment	View Submissions	
Assignment	Edit Folder	ctic
	Make Visible to Users	
lk Edit	Delete Assignment	
	Copy Assignment	
No Category	Submission Log	
Test Assignment	✓ Ø	

Viewing Assignment Submissions

1. Go to Assessments > Assignments.



- 2. Click on the Drop-down Arrow near the Assignment title.
- 3. Click on View Submissions.



ignment	View Submissions	
Assignment	Edit Folder	ctic
_	Make Visible to Users	E.
lk Edit	Delete Assignment	
	Copy Assignment	
No Category	Submission Log	
Test Assignment	✓ Ø	

4. Here you will see a list of your students you have submitted an Assignment, as well as the date and time of their submission.

Search	For C Show Search Options		
O Dov	wnload 🛭 🛫 Email 🗧 Mark as Read 🔤 Mark as Unread 🍵 Delete 🐁 Publish Fee	edback	
\bigcirc	Last Name 🔺 , First Name	Submission Date	Delet
\bigcirc	Student - 1, Demo 🔶	Ģ	Evaluat
		May 24, 2022	î
	Assignment 1.docx (11.71 KB)	1418y 24, 2022	
	 ▶ Sssignment 1.docx (11.71 KB) ▶ Sssignment 1 Part 2.docx (11.72 KB) 	3:40 PM	
\bigcirc		3:40 PM	Evaluat

5. Open their submission by either a) selecting the file that they have uploaded or b) by selecting the student name, then selecting the file. If



the student has multiple submissions, you can toggle between submissions by clicking the drop-down menu near the student's name.

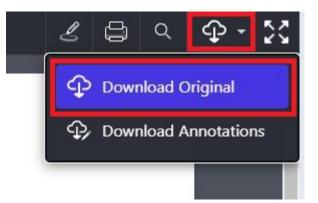
R	Demo Student - 1	User Submissions	~
Subm	nission 1	User Submissions Submission 1 Assignment 1 Part 2.docx	
Uneva	luated Tuesday, May	Assignment 1.docx	
Ē	Assignment 1 Par DOCX • 11.7 KB	t 2	

6. The submission will open as a PDF. You can use the annotation tools provided by Brightspace to evaluate the assignment, as well as use a Rubric, enter in a grade, and leave feedback for the student.

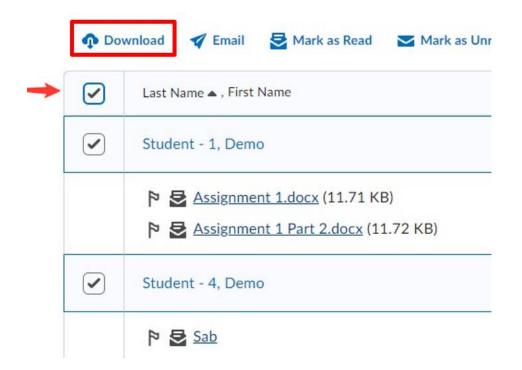
	പ്
st? (Multiple Choice)	⊳ .al
<pre>i elliptical orbit around a star. it? (Multiple Selection)</pre>	h. (
1 elliptical orbit around a star. (ygen.(True/False)	
Irue/False)	
iver)	
according to distance from the sun,	~ ≣ ~ + ~ x
ipelling. thes with choice 1	

7. You can download the assignment by clicking on the Cloud icon in the annotation panel near the top of the assignment. Select to download as the original file type (word, excel, etc.) or as PDF (with annotations).





8. If you wish to grade the assignments offline, bulk download the assignments by navigating to the submissions page, where all students are listed. Select all students by clicking the top left box on the list of students. Then select Download, located just above the box.



Evaluating Submissions

1. Using the assessment pane on the right side of the page, you can enter feedback for student work.



Demo Student - 1 sam	ple_question	is.txt 🥆	-	A 17 days late									
ack to User Submissions													
• Page 1 D of 1	\$	ର୍ ଉ	t I	۵		Þ	•		1 .	8	٩	÷	5
	1. Su *2. E 3. Pr ?Hint	un Earth roxima Cent	auri ial t	body moving in an ellipt		ır.							
Rubrics					പ്								
two for one 1 7 / 12 Level achieved: Level 2				٥	al								
two for one 2 Not scored				Þ	al								
Grading Rubric													
Overall Grade													
Overall Feedback													
	n 1999 - 19	≣ ~	+	~	8								

2. If student submission file was downloaded and annotated in word or a pdf software, it can be re-uploaded by selecting **File Upload**.

7	1	12			
	Feedbac		≡ ~	≣ ~	 20



3. Use the <u>built-in annotation tools</u> by selecting the different drawing, highlighting, text box, sticky notes, and shape tools from the annotation and navigation bar at the top of the assignment.



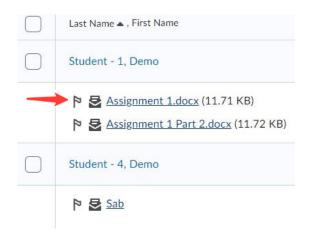
- 4. Enter the mark the student has received in the score box.
- 5. When the evaluation is complete select **Publish** or **Save Draft**.
 - a. Save Draft holds the mark and feedback until released.
 - b. **Publish** sends the mark and feedback to the student immediately.

Level achieved: I		
two for one 2 Not scored		⊳
Grading Rubric		
two for one 1 🗸	•	
Overall Grade		
7 / 12		
Overall Feedback		
Pa ~ <u>B</u> ~	≣ - ≣ -	



Annotation Tools

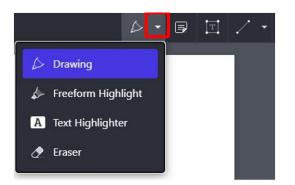
1. Click on a **submission** to open it.



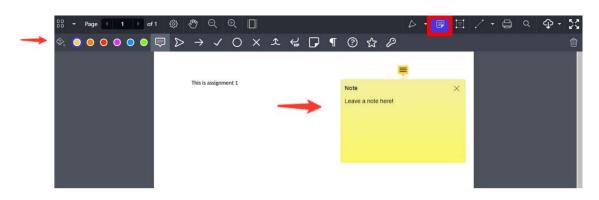
2. When the submission loads, you can access the annotation tools at the **top of the screen**.



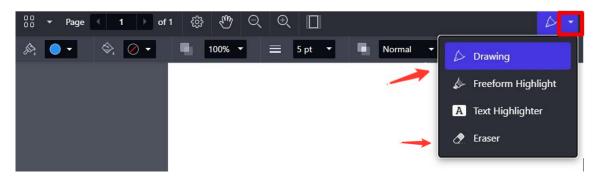
3. You have several tool options, including a drawing tool, two different **highlighters**, **notes**, insert **text**, and **draw objects**. From the Annotation tool bar, you also have the option to print and/or download the submission and options to changing the page layout.



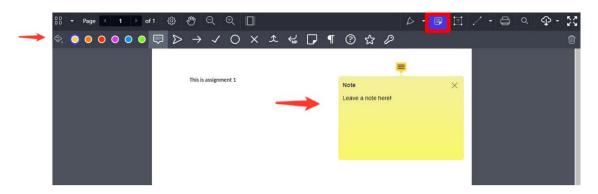




4. To use the drawing tool, select Drawing from the drop down menu, adjust colour and size as desired and then draw on the document. To remove markings, select the Eraser.

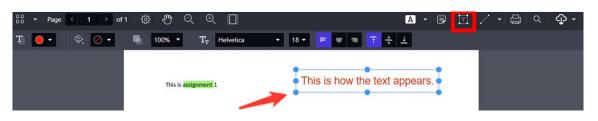


- 5. The **Freeform Highlighter** highlights text you scroll over. Whereas the second option, **Text Highlighter**, grabs actual test inside the document and highlights it.
- 6. To insert a comment, select the **Note** option and click on where you would like to place the note. Type comment in note. Click off of the note and it will be active whenever you hover over it.





7. Text can be inserted by clicking on the text box and then clicking on the document.



8. After you've completed the annotations, you can assign a score and add any other feedback that you wish.

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verall Feedb Paragraph		B	~ = ~	i≣ ~	+ ~		5
aragraph	~	<u>R</u>	× = ×	i≣ ~	+ ~	•••	53

9. Selecting the **Publish** button will automatically send the feedback to the student while **Save Draft** will hold the feedback until you are ready to submit to students.

Publishing Assignment Feedback

 To **Publish** saved feedback on Assignments, navigate to the submissions page. Each Assignment will be logged if feedback has been saved as a draft or published as well as with the date and time.



2. **Select all students** by selecting the upmost checkbox, at the top of the list of students.

Assignments > Test Assignment > Folder Submissions Test Assignment - Folder Submissions

Publist	All Feedback	Edit Folder	Email Users Without Submissions	Add Feedback F
Users	Submiss	sions		
View	By: User	~ Apply		
Searc	h For	Q Show Sear	rch Options	
	wnload 🛛 🗹 Em	nail 🛃 Mark as Read	d 🔀 Mark as Unread 📋 Delete	Publish Feedback
	Last Name A ,		d 🛛 Mark as Unread 📑 Delete	🗞 Publish Feedback
		First Name	d 💆 Mark as Unread 📑 Delete	R Publish Feedback
	Last Name Student - 1, I	First Name		Publish Feedback
	Last Name Student - 1, 1	First Name Demo	кв)	Publish Feedback
	Last Name Student - 1, 1	First Name Demo <u>nment 1.docx</u> (11.71 <u>nment 1 Part 2.docx</u> (кв)	Publish Feedback

3. Select Publish Feedback and click Yes.

Confirmation

Users will receive feedback on publishing. Do you want to continue?



4. The status of each assignment will be changed to **Published**.

\Box	Last Name 🔺 , First Name	Submission Date Delete
\bigcirc	Student - 1, Demo	Published: May 25, 2022 12:51 PM Feedback Read: May 25, 2022 3:43 PM
	 ▶ Assignment 1.docx (11.71 KB) ▶ Assignment 1 Part 2.docx (11.72 KB) 	May 24, 2022 3:40 PM
\Box	Student - 4, Demo	Published: May 25, 2022 3:53 PM
	P 🗟 Sab	Jan 24, 2022 11:50 AM



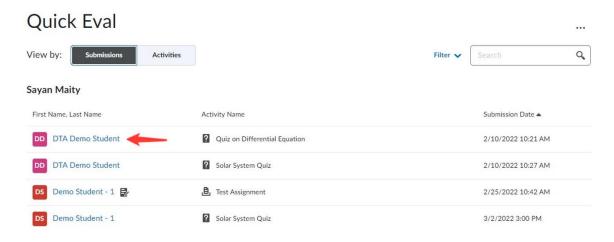
Using Quick Eval

This is a short intro of the Quick Eval Tool and how you can use it to track pending assessments.

 To access to the Tool, go the Brightspace homepage by clicking on the home button and click on Quick Eval from Assessments > Quick Eval on the Navigation Bar.

Assessment: 🗸	
Discussions	
Assignments	
Quizzes	
Quick Eval	
Rubrics	

- 2. Once you open the Quick Eval tool, you will see a list of all the assignments that are pending assessment.
- 3. You can see the **student's name** as well as the **Assignment name**, the **course**, and the **submission date**.





4. You can filter the submissions by selecting the **Filter button** near the top right of the screen. You can filter by assignment, course, or date.

Filter By	
Activity Name Date)ate
	.0:21
Search by Activity Name Q	.0:27
Test Assignment	0:42
Socratic Tool Assignment Test	.0.42
Solar System Quiz	00 PI
Quiz on Differential Equation	D2 PI

5. On the **Submission page** you can see submissions listed by student name. You can toggle over to the **Activities page** which will then list submissions by Activity (assignment) item.



Qu	uick Eval					
View	by: Submissions Activities			Filter 🗸 Search		٩
Saya	n Maity					
ð	Test Assignment Assignment		2/7 Completed	2/7 Evaluated	2/7 Published	•
ß	Test Assignment Assignment • Due: 2/7/2022 11:59 PM		Evaluate All	Submission List	••• More Actions	0
â	Socratic Tool Assignment Test Assignment	1 New Submissions	1/7 Completed	0/7 Evaluated	0/7 Published	•
?	Quiz on Differential Equation Quiz	1 New Attempts	2/7 Completed	1/7 Evaluated	1/7 Published	•

- 6. Here you can see how many submissions there are for a particular assignment, how many have been evaluated, and how many are published. To <u>view all submissions for a particular assignment</u>:
 - a. Hover your mouse over the **Evaluated** section.

BTILL				
🕒 Test Assignment				
	2/7	2/7	2/7	0
Assignment	Completed	Evaluated	Published	0

b. Then click on the **Submission List icon** that appears. This will bring you directly into the Assignment submission folder where you can proceed with evaluating the assignments.

島 Test Assignment	(Submission List
Assignment	Evaluate All	Submission List More Actions

- 7. There is also an option to <u>dismiss an assignment from the Quick Eval</u> <u>tool</u> until a future date. To do so:
 - a. Hover mouse over the assignment.



b. Click on more actions and choose **Dismiss until**.

B. Test Assignment Assignment	Evaluate All	Submission List	••• More Actions	•
L. Test Assignment Assignment • Due: 2/7/2022 11:59 PM	1/7 Completed	1/7 Evaluated	Publish All Dismiss until	-

c. Select the date you wish to dismiss until and click on Dismiss Activity.

Dismiss Activity

Dismissing an activity hides it from Quick Eval, but won't affect the activity		
Dismiss until		
O Next submission		
A specific date	-	
Forever		
Dismiss Activity	Cancel	

d. This will remove the pending assessments from the Quick Eval tool until this future date. The assessments can always be accessed from the Assignment submission folder, even if they have been dismissed from Quick Eval.

How do students find Assignment Feedback?

After feedback is published, students can view the feedback by going to:

- 1. Assessments > Assignments.
- 2. And clicking on **Unread/read** under Evaluation Status next to assignment.



Assignments

View History			
Folder	Completion Status	Score	Evaluation Status
No Category			
Test Assignment	3 Submissions, 4 Files	6 / 10 - 60 %	Feedback: Unread

3. Overall Feedback and Score will be visible to students here. Selecting **View Inline Feedback** will load the document that was annotated, and they can view annotations directly on the screen.

Submission Feedback				
Overall Feedback				
This is the feedback the students will see!				
Score 6 / 10 - 60 %				
Feedback Date May 26, 2022 10:44 AM				
Folder Test Assignment				
Submission ID	Submission(s)	Inline Feedback	Date Submitted 🕶	
843439	Assignment 1 Part 2.docx (11.72 KB)		May 24, 2022 3:40 PM	
	Assignment 1.docx (11.71 KB)	View Inline Feedback		

Supported file types in Assignment

The following file types are supported by the annotations tool in Assignments

- .doc
- .docx
- .rtf
- .odt
- .ppt
- .pps
- .pptx
- .ppsx

- odp.
- .xls
- .xlsx
- .txt
- .jpg
- .jpeg
- .png
- .tif

- .tiff
- .gif (once converted to PDF, only the first frame of the .gif displays)
- pdf



The following file formats are compatible with the Assignments document viewer:

Extension	File type	Notes
HTM, HTML, MHT, MHTML	Web document	Brightspace Learning Environment strips the <title> tag and text within
the tag from user created web
documents</td></tr><tr><td>RTF, PPT, PPS, PDF, DOC,
DOCX, PPTX, XML, XLS,
TXT, WPD</td><td>Text document</td><td>Converts to PDF, but can
download in original format</td></tr><tr><td>JPG, JPEG, PNG, GIF, BMP,
TIF, TIFF</td><td>Image</td><td></td></tr><tr><td>SWF, MPG, MPEG, RM,
MP3, MP4, M4V, M4A, AVI,
WAV, RAM, ASF, MOV, RA</td><td>Media</td><td>The extensions MP4, M4V, and M4A
allow users to drag entire albums,
video podcasts, and movies from
iTunes</td></tr></tbody></table></title>

Further Support

If you need further support with Brightspace, please contact the **Software** and **Application Support Centre** at <u>sas@smu.ca</u>.

Regular hours: <u>Monday – Friday, 9AM – 5PM</u>. Summer session hours: <u>Monday – Friday, 9AM – 4:30PM</u>.