

Creating Assignments & Giving Feedback

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Facilitating Open Book exams through Brightspace

The Assignment tool in Brightspace allows you to create a dedicated space to which your students can upload and submit their work. Even if the assignment will be an observed student presentation, or something that has to be submitted on paper, creating an Assignment in Brightspace will still enable you to disseminate any instructions you might need to give the students about it, attach any documents or templates that the students might need in order to complete the assignment, and supply you with a space from within which you can give your students their feedback and grades.

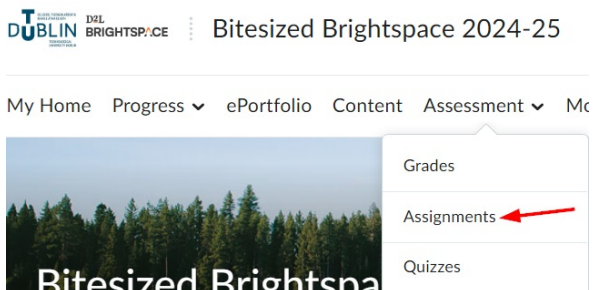
This assignment tool will be particularly useful if you are setting open book exams for your students. Through this tool you can make the exam paper available for download, and accept subsequent submissions. Dates and times can be set so as to control availability. The submitted documents can be downloaded or marked from within Brightspace using either a Rubric or inline marking tools.

This short guide will show you how to:

- Create an assignment
- Associate a rubric, or rubrics, with the assignment (optional)
- Set due dates, hide it from users, set release conditions, and access the special access settings
- Turn on the plagiarism checker (Turnitin)
- View Turnitin Similarity reports
- View and grade submissions
- Make your assignments easy to find

Create an assignment & Associate a Rubric

When you have logged into your module, click on Assessments>Assignments from the menu bar, then choose 'New Assignment'.



Assignments

New Assignment

Edit C

On the main assignment creation panel that opens for you (see screenshot below), you can:

- give the assignment a title
- note the score out of which the assignment will be graded (choose 100 here for every assignment if you will be using a weighted gradebook in that module)
- assignment due date (it's very important to note due dates as these due dates populate the student 'work to do' widget helping them to keep on top of their upcoming tasks)
- provide some instructions about the assignment
- upload files such as assignment briefs or templates
- link to existing activities in your module
- add weblinks
- attach files help in OneDrive
- record audio or record video introductions or instructions

Expand the panels to the right to set the following criteria:

- Availability dates and conditions
 - set assignment start dates and end dates
 - set assignment release conditions such as this assignment is released to the students if they have reviewed specific content, or if they have posted in the discussion board etc.
 - give some students special access to the assignment, meaning those students can submit to the assignment outside of the normal availability dates set, or they are the only students who see the assignment in the module.
- Submission and completions settings
 - choose the assessment type - individual or group
 - assign the assignment to a category of assignments if you have chosen to organise your assignments under categories on the assignments page
 - choose the type of submission - file submission; text submission; on paper submission; or observed in person
 - choose whether you wish to keep all submissions made or only the most recent ones, or choose if only one submission is allowed
 - provide your email address if you wish to receive an email notification each time a submission is made
- Evaluation and Feedback
 - if you have a rubric already built in Brightspace, you can select it and associate it with this assignment from this settings panel. Alternatively, you can come back and do this later when you have built the rubric, if you want to use one. If you would like to know more about rubrics and how to create one, [see instructions here](#).
 - click if you want to make annotation tools available to yourself when you are marking the assignments at a later date
 - decide if you wish to hide the students' names when marking at a later date. Warning: you may not be able to reverse this decision once made.
 - Manage and adding Turnitin. Warning Turnitin must be activated before any submission are added. Only submissions that have been made after Turnitin is set will be checked

Once all of your selections have been made, click the Save and Close button

[← Back to Manage Assignments](#) | **New Assignment**

Name *

Score Out Of:

Due Date:

Instructions

Availability Dates & Conditions ▶

Always available

Submission & Completion ▶

File submission

Evaluation & Feedback ▶

No rubric added

The assignment has now been created. To see the completed assignment, click on Assessments>Assignments from the menu bar. To edit any of the assignment settings, delete the assignment, or view submissions etc., click the dropdown menu from the menu arrow visible beside the assignment name.

Assignments

<input type="checkbox"/>	No Category	<ul style="list-style-type: none"> View Submissions Edit Assignment Hide from Users Manage Exemptions Delete Assignment Submission Log
<input type="checkbox"/>	Mid term lit review	▼

Turn on the plagiarism checker for this assignment & view reports

If you would like the submitted documents checked for plagiarism, then you can choose to turn on the plagiarism checker, Turnitin, for this assignment. This must be done before any submissions are received, in the Evaluation & Feedback section. Once set it will automatically check any submissions. you can see this report in submissions.

Users		Submissions		
<input type="text" value="Search For..."/> <input type="button" value="Show Search Options"/>				
<input type="button" value="Download"/> <input type="button" value="Email"/> <input type="button" value="Mark as Read"/> <input type="button" value="Mark as Unread"/> <input type="button" value="Delete"/>				
<input type="checkbox"/>	Submission(s)	Turnitin Similarity Report	Submission Date	Last Name ▲ First Name
<input type="checkbox"/>	<input type="button" value="🔍"/> <input type="button" value="📧"/> submit_report.docx (601.1 KB) ▼	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> 4 % <div style="width: 40px; height: 10px; background-color: #28a745; margin-left: 5px;"></div> </div>	17 April 2024 14:10	████████████████████ ████████████████████

Turnitin Similarity Report



To view the Similarity reports returned for your students' submissions, click on the Turnitin Similarity Report. This will open up the Turnitin site Feedback studio and the report. you have a selection of views information at your disposal.

The next section of this document explains how to access the submission feedback page if you don't have the plagiarism checker turned on.

View submissions, grade & give feedback.

When you have logged into your module, click on Assessments>Assignments from the menu bar. Choose the dropdown arrow before the submission name and click 'view submissions' from the options that appear.

Assignment - Submissions

Publish All Edit Assignment Email Users Without Submissions Add Feedback Files Submission Log More Actions

Users Submissions

Search For... Show Search Options

Download Email Mark as Read Mark as Unread Delete Publish Feedback

<input type="checkbox"/>	Last Name	First Name	Submission Date	Delete
<input type="checkbox"/>	HyFlex, Adam			Go to Evaluation Draft Saved
<input type="checkbox"/>	Assignment 1-1-1-1-1.pdf (222.8 KB)		15 December 2023	

This will open the following screen for you.

< Back to User Submissions

HyFlex Teaching_a_summary.docx (22.08 KB)

By: Submitted: 12 May 2021 12:42 PM

1/3

CAPSTONE ASSIGNMENT: Reflective Piece Analytic Rubric

Overall score has not been set

Score: / 100

Grade Item: Open Book Exam 1 May 12th

Student View Preview

0 / 100 - 0%

Feedback

Pa... **B** [List Icon] [More Icon]

Add Attachment Record Audio Record Video

Publish Save Draft

There are a number of different options on the evaluate screen.

1. A markup toolbar will appear giving you the option of annotating the submitted document.

2. The grade can be typed into the score box. If you have set up your gradebook, this grade will automatically be transferred to the gradebook for you once you have clicked the 'Publish' or 'Save Draft' button.
3. Feedback can be typed into the feedback box to the right of the screen. Feedback can also be given by adding attaching a file, or recording audio (1 min) or recording video (3 mins) directly through Brightspace. Audio or video files created outside of Brightspace could also be uploaded instead.
4. If you had associated a rubric (or rubrics) with this assignment, then it would be listed within the panel above the score field and you could click on it to open it and use it to mark the submission.
5. If you wish your students to see their grade and feedback immediately as you mark, then click Publish. However, most users tend to click 'Save Draft' until all the submissions have been marked and then, from the previous screen, select all the submissions and click 'Publish Feedback'. This publishes all of the feedback in one go.

There are a number of places in Brightspace from where students can access their feedback. [This page directs students on how to do that.](#)

Make your assignments easy to find

Students can access their assignments via Assessments>Assignments on the module menu bar. However, out of sight could mean out of mind. So, it's a good idea to organise your assignments so that a 'tile' called 'Assignments' shows on the module landing page for your students to see when they log into your module. To set this up and make links to the assignments, you need to:

- Click on 'Content' from the module menu bar
- On the left, 'Add a unit' and call it 'Assignments'
- Inserting an image to the description box of the new unit just created will replace the default tile image
- To add a link to an assignment you've already created, click the button 'Existing Activities' and choose 'Assignments'.
- Click on the assignment titles that you wish to link to from your new content unit.



Additional help can be sought from the D2L's Brightspace End User Support Team. Contact them via the Help link on the menu bar when you log into Brightspace.