

Assignments Quick-Start Guide: MMC Brightspace

The **Assignments** tool allows you to create and edit assignments, view and grade student submissions inline, and return submissions to your students with accompanying grades and feedback.

Creating an Assignment

To create an assignment in your course:

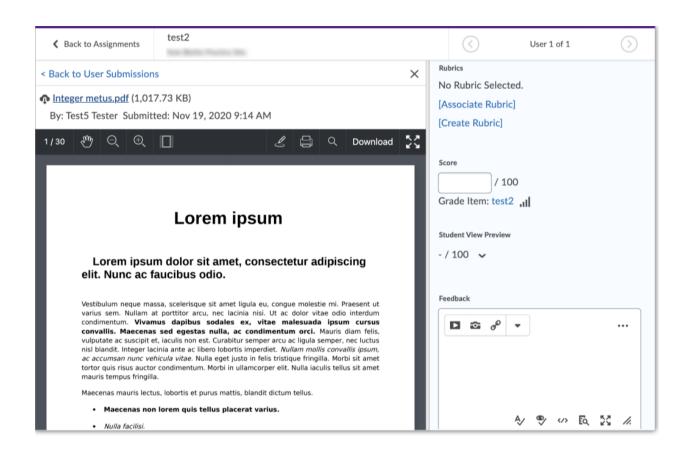
- 1. Select **Assignments** in your course's navbar.
- 2. Within the tool, click the blue **New Assignment** button at the top of the screen.
- 3. On the Assignment creation screen, enter:
 - The **Name** for your assignment.
 - The **Score** out of which you'd like this assignment to be graded (e.g., 100 pts).
 - The **Due Date** for your assignment.
 - **Instructions** for your assignment.
 - Additionally, you can choose to add attachments, links, Google Drive content, or create audio/video content to include in the assignment.
- 4. In the right-hand gutter, you will find expandable sections for optional assignment capabilities. These include:
 - Availability Dates & Conditions these include start/end dates for the assignment, release conditions, or special access accommodations for specific site members.

- **Submission & Completion** -- these include submission type (whether it's an individual or group assignment) as well as options around how many and what types of submissions will be accepted.
- Evaluation & Feedback -- these include optional rubrics, anonymity settings for submissions, and MMC's TurnItIn integration.
- 5. When ready, select **Save** or **Save and Close**.

Grading and Returning Submissions

Once you have received submissions to your assignment, you can grade and return these submissions to your students. To do so:

- 1. Select the number in the **New Submissions** column for your assignment, or click on the dropdown next to the assignment name and click **View Submissions**.
- 2. You will be taken to the grading pane for your assignment:



From here, you can:

- View and annotate the submission in the preview panel on the left. Annotations will be visible to students when you return the submission.
- Grade with a rubric, if you have one.
- Enter a score for the submission.
- Provide feedback via the rich-text editor. You can also record video feedback from here.
- 3. You may then save this grading progress as a Draft or Publish this to send the grade to the Grades tool and return the submission to the student.

Additional Resources

For additional information, refer to the Brightspace Help Pages:

Create and Manage Assignments

Copy an existing assignment