



## Assignments

### Quick-Start Guide: MMC Brightspace

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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:

← Back to Assignments
test2
← User 1 of 1

[← Back to User Submissions](#) ×

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By: Test5 Tester Submitted: Nov 19, 2020 9:14 AM

Rubrics

No Rubric Selected.

[\[Associate Rubric\]](#)

[\[Create Rubric\]](#)

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Download

# Lorem ipsum

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Vestibulum neque massa, scelerisque sit amet ligula eu, congue molestie mi. Praesent ut varius sem. Nullam at porttitor arcu, nec lacinia nisi. Ut ac dolor vitae odio interdum condimentum. **Vivamus dapibus sodales ex, vitae malesuada ipsum cursus convallis. Maecenas sed egestas nulla, ac condimentum orci.** Mauris diam felis, vulputate ac suscipit et, iaculis non est. Curabitur semper arcu ac ligula semper, nec luctus nisi blandit. Integer lacinia ante ac libero lobortis imperdiet. *Nullam mollis convallis ipsum, ac accumsan nunc vehicula vitae.* Nulla eget justo in felis tristique fringilla. Morbi sit amet tortor quis risus auctor condimentum. Morbi in ullamcorper elit. Nulla iaculis tellus sit amet mauris tempus fringilla.

Maecenas mauris lectus, lobortis et purus mattis, blandit dictum tellus.

- **Maecenas non lorem quis tellus placerat varius.**
- *Nulla facilisi.*

Score

/ 100

Grade Item: [test2](#) 📊

Student View Preview

- / 100 ▾

Feedback

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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](#)

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**Contact Brightspace Support**

Email: [brightspace@mmm.edu](mailto:brightspace@mmm.edu)