

## Assignments and Grades in Brightspace

### FACULTY

1. To create an assignment first click the corresponding title in the toolbar at the top of brightspace. Then click “new assignment”.

**Course Home**   **Content**   **Discussions**   **Assignments**

2. Add a name to the assignment, then add a grade or due date if it is relevant to your project.

3. In the textbox below you can write instructions, add links, insert videos, and more! If you want to upload instructions click the insert stuff button, my computer, choose file, and then upload.

Name \*

Grade Out Of      Due Date

Instructions

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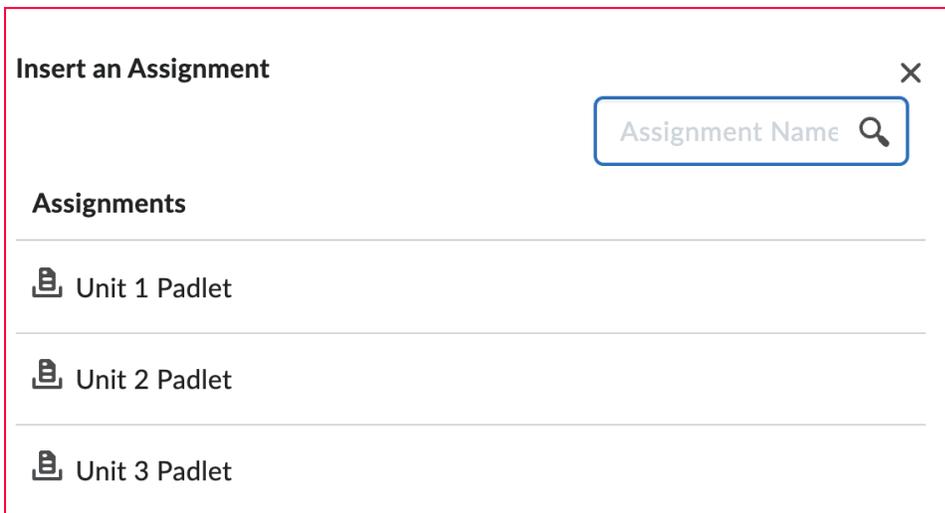
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4. When you're satisfied with the assignment you have created, click save and close. Make sure to toggle on visibility if the assignment is ready for your students to view.



5. To link this assignment to a specific unit click content in the toolbar. Then select the unit you want to add the assignment to, choose "add existing", then "assignments", and then click the correct assignment to add to the unit.

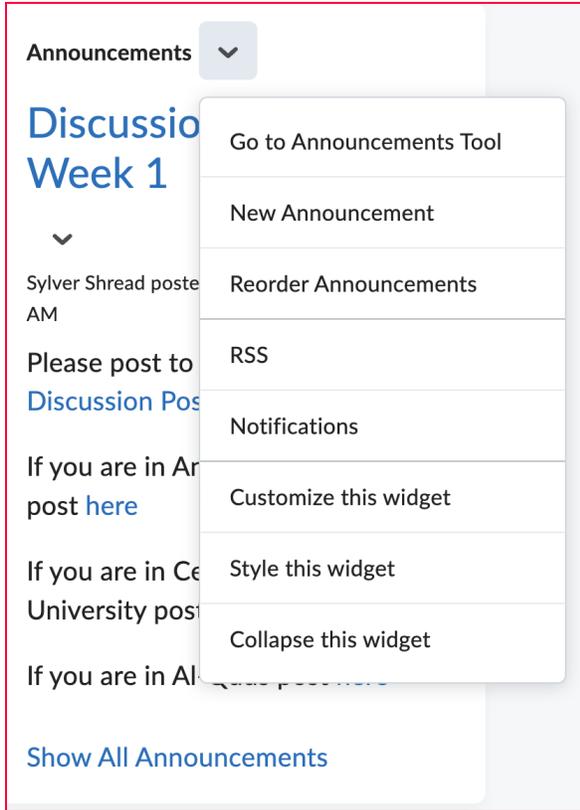


6. Alternatively you can build a specific assignments through the content page by selecting the correct unit, then “add new”, then “assignments”, and then you will be brought to the same assignment creation page where you can build an assignment that will automatically link to the unit you are building it within.

7. To make sure your students are aware of the assignment you can add it to the calendar by clicking on the calendar heading on the main course page, then selecting “create an event”, “add content”, choose the specific unit where the assignment can be found, and finally choose the correct assignment. You can also add a description and due date to the calendar announcement.

The screenshot displays the OSUN calendar interface. On the left, there is a date selector for "Aug 9, 2022" with navigation arrows and a dropdown for "All Calendars (14)". Below this are three buttons: "Create Event" (highlighted in blue), "Set Dates", and "Import Events". A table below these buttons shows time slots for "all day", "8:00 AM", "9:00 AM", "10:00 AM", and "11:00 AM". On the right, there is a monthly calendar view for "August 2022" with navigation arrows. The calendar shows days of the week (Sun to Sat) and dates. The date "9" is highlighted in a blue box, indicating the current date.

8. Alternatively you can also add an announcement to the course home page by clicking the menu expander next to announcements. Then click “new announcement” and create your description and add a link to the assignment.



9. Assignments are linked to grades on brightspace. To create your own unique grading system click grades, then choose “setup wizard” which will allow you to choose how to grade on your brightspace course.

