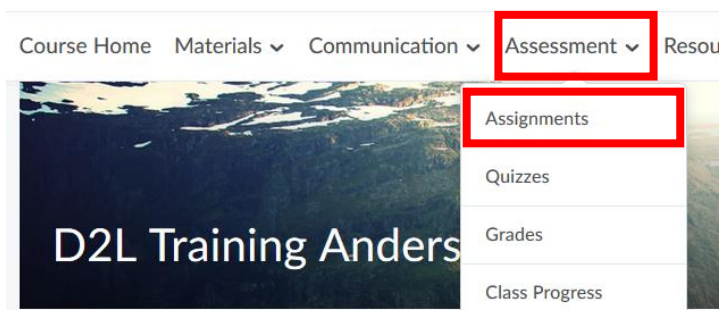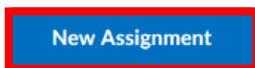# Creating an Assignment in D2L Brightspace

This will show how to create an assignment in D2L Brightspace.

➢ From the course navigation bar, click **"Assessment"** and then click **"Assignments"**:

➢ Click the **"New Assignment"** button:

➢ Enter a **"Name"** for the assignment:

Name *

➢ Enter the desired **"Instructions"** for the assignment:

Instructions

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➤ You can **"Add Attachments"** or record audio to the assignment:

Add Attachment ⌄   Record Audio

➤ Select the **"Assignment Type"**:

Assignment Type
- ⦿ Individual assignment ❔
- ◯ Group assignment ❔

Group Category   Course Groups ⌄

If you select "Group Assignment", you will need to choose which group from group dropdown menu.

➤ Select the **"Submission type"** from the dropdown menu:

Submission type

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

"File Submission": require learners to upload and submit a file to the assignment.

"Text submission": allows learners to post text, images or a link to their work in a textbox within the assignment.

"On paper submission": allows you to represent physical assignments and their grades in Brightspace Learning Environment.

"Observed in Person": allows you to represent observed presentation or behavioral assessment and their grades in Brightspace learning Environment.

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Note: Selecting "On paper submission" or "Observed in person" will create a marked as completed section. Allowing you to have learners identify completion, completion set upon evaluation or automatically on the due date.

➢ Select **how many files** the learner would be allowed to submit:

Files Allowed Per Submission

- ⦿ Unlimited
- ◯ One file

➢ Select from the following regarding the **submissions**:

Submissions
- ⦿ All submissions are kept
- ◯ Only the most recent submission is kept
- ◯ Only one submission allowed

➢ Enter **e-mail addresses** to inform learners they made a submission:

Notification Email

➢ Choose or create a **"Category"** for the assignment:

Category

No Category ⌄   [New Category]

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➢ Enter the **total point possible** the assignment is worth:

Score Out Of

➢ Choose or create a **"Grade Item"** for the assignment that will appear in the gradebook:

Grade Item

None ⌄   [New Grade Item]

➢ If desired, add a **Rubric** to this assignment by clicking on the following options:

Rubrics

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

Default Scoring Rubric

No default selected ⌄   ⓘ

➢ Allow users to add this folder to their **e-portfolio** by selecting the following option:

ePortfolio Artifacts

☑ Allow users to add this folder to their ePortfolio

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➢ You can use the **annotation tool** for this assignment by selecting the following option:

Annotation Tools

☑ Make annotation tools available for assessment

➢ Click the **"Save and Close"** button:

Save and Close

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