



Brightspace Assignments Workshop

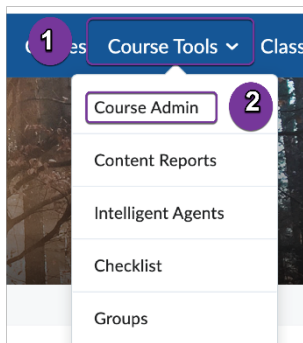
Exercises

Log into brightspace.uwindsor.ca. Use your Sandbox course site to complete these exercises.

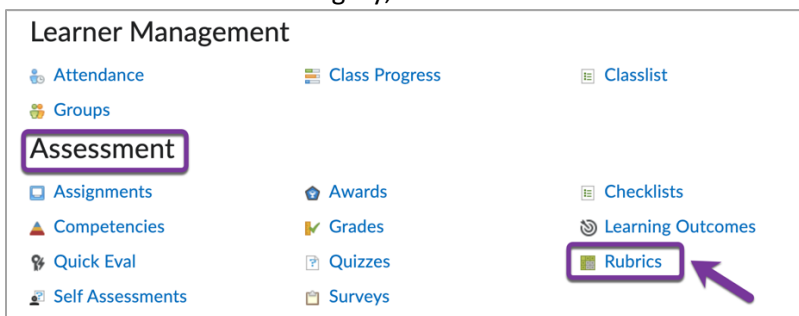
Exercise 1 – Create a Rubric

Brightspace saves as you create your rubric. There is no “save” button.

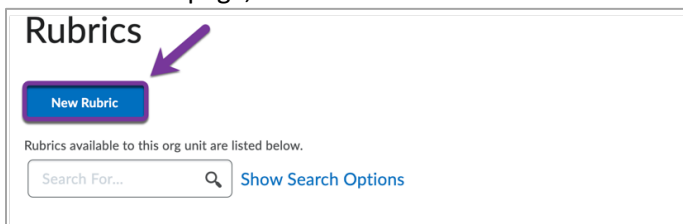
1. In the Nav bar, select **Course Tools > Course Admin**



2. Under the **Assessment** category, select **Rubrics**.



3. On the **Rubrics** page, select **New Rubric**.



4. On the **Edit Rubric** page, enter your rubric details:
 - i) In the **Name** field, type a unique name that enables you to identify it in a list. Consider whether this rubric will be reused or imported into other courses when you choose a name.
 - ii) Select **Draft** for your rubric **Status** (top right) until the rubric is completed and ready to be used.
 - iii) Select **Analytic** for **Type**.

iv) Select **Points for Scoring**.

5. Enter the criteria you intend to assess against, one on each line of the rubric, replacing the **Criterion 1, Criterion 2, Criterion 3** placeholder text.
6. If you need another row, add a new row by clicking **Add Criterion** and enter titles until you have the number you need. For this example, leave it at three criteria. Ex. **Historical Accuracy, References, Grammar**
7. Define levels on the rubric by typing in the level name, replacing Level 4, Level 3, Level 2, and Level 1, and entering the points per level. For this example, use **Poor, 0; Fair, 1; Good, 2;** and **Excellent, 3**, for the levels and points.
8. Add a description to one of the cells. Ex. Describes origins of names in the correct time period... Add Initial Feedback to one of the level-criterion cells under Initial Feedback. Ex. Under Excellent, enter **Well done! All names were placed in the correct time period.**

9. In the **Overall Score**, enter the **Levels** you want to appear in the overall, or summary, score. Usually, they are the same as the levels in the rubrics. Also, enter the totals per level.

10. At the bottom of the rubric page, click **Options** and define additional rubric attributes:
 - o Set the **Rubric Visibility** to **Rubric is always visible to learners**.
 - o Enter a **Description** to help identify the version of a rubric when its name is being reused for a current rubric. The first two rows of the Description appear in the Rubric Selection dialog. Ex. **Historical figures assignment rubric**

Options 1

Rubric Visibility

Rubric is visible to students 2

Rubric is hidden from students

Include rubric feedback in overall feedback

Rubric is hidden from students until feedback is published

Score Visibility

Hide scores from students

Description 3

Add a description for your personal reference. It will not be shared with students.

Paragraph B I U A Text alignment icons Lato (Recom... ⌵

Historical figures assignment rubric

11. Scroll back to the top of the rubric, select the chevron beside the **Edit Rubric** heading, and select **Preview**. You will see what the final rubric will look like.
12. Click **Close** to close this preview.

Edit Rubric ⌵ 1

Name*

Untitled

Statistics

Preview 2

Type: Analytic Scoring: Points Reverse Level Order

13. Change the **Status** to **Published**.
14. Click **Close** to exit the rubric.

Edit Rubric ⌵ 1

Status: Published 2

Name*

Untitled

Type: Analytic Scoring: Points Reverse Level Order

...	Excellent 3 pt	Good 2 pt	Fair 1 pt	Poor 0 pt	>
Historical Accuracy	Describes origins of names in the correct time				/ 3

Close 3

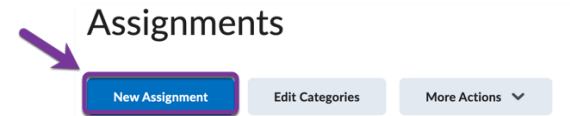
Exercise 2 – Create an Assignment

To save your progress when creating or editing an assignment, click **Save**.

- 1) On the navbar, click **Assignments**.



- 2) On the **Assignments** page, click **New Assignment**.



- 3) Enter a **Name** for the assignment. (**Assignment 1**)
- 4) Enter “9” for the **Grade Out Of**. The grade item is automatically added to your gradebook.
- 5) Set a **Due Date**.
Note: The default **Due Date** time is set to 11:59 PM.
- 6) Enter assignment instructions.
- 7) Below the text box, you can choose to upload any files, link to any existing activities or external weblinks, and record and/or upload any audio or video notes.

The screenshot shows the assignment creation interface. Callout 1 points to the 'Name' field containing 'Assignment 1'. Callout 2 points to the 'Grade Out Of' field containing '9' points. Callout 3 points to the 'Due Date' field with a calendar icon and 'M/D/YYYY' placeholder. Callout 4 points to the 'Instructions' text area with a rich text editor toolbar. Callout 5 points to the bottom section containing file upload and recording options: 'Record Audio' and 'Record Video'.

- 8) Expand **Availability Dates & Conditions** and do the following:
 - i) Set a **Start Date** and an **End Date**. For this exercise, set the start date in the past and the end date in the future.
Note: The default time for an assignment **Start Date** is set to 12:00 AM. The default **End Date** time is set to 11:59 PM.
 - ii) Collapse **Expand Availability Dates & Conditions** to see the summary text displaying the selected start and end date information.

The screenshot shows the 'Availability Dates & Conditions' section. Callout 1 points to the expand/collapse arrow. The section is expanded to show 'Start Date' and 'End Date' fields, both with calendar icons and 'M/D/YYYY' placeholders. Callout 2 points to the 'Start Date' field, and callout 3 points to the 'End Date' field.

- 9) Expand **Submission & Completion** and do the following:
 - i) For this example, the assignment will be an Individual assignment. Note: Unless you have groups created in your site, you will not be able to change the **Assignment Type** from **Individual**.
 - ii) If you would like to categorize your assignments to organize them for yourself, from the **Category** drop-down menu, select **New category**, enter a **Name** for your category, and click **Create**.
 - iii) Select the **Submission Type** as **File Submissions**.
 - iv) Set the number of **Files Allowed Per Submission** as **One File**.
 - v) Under **Allowable File Extensions**, click in the box for the dropdown menu and select **Annotatable Files** from the list.
 - vi) Collapse **Submission & Completion** to see the summary text displaying your selection.

Submission & Completion 1

Category: Assignments
File submission

Assignment Type 2
Individual Assignment
No groups exist. Create new groups in the Groups tool.

Category 3
Assignments

Submission Type 4
File submission

Files Allowed Per Submission
 Unlimited
 One File 5

Allowable File Extensions 6
Annotatable Files

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

10) Expand **Evaluation & Feedback** and do the following:

- i) Click **Add rubric** and select **Add Existing**.
- ii) Select the rubric you just created.
- iii) To display annotation tools in the document viewer, under **Annotation Tools**, ensure the **Make annotation tools available for assessment** check box is checked.

Evaluation & Feedback 1

Rubrics
 Add Rubric 2

Learning Objectives
 No learning objectives
[Manage Learning Objectives](#)

Annotation Tools
 3 Make annotation tools available for assessment

Anonymous Marking
 Hide student names during assessment

13. To make your assignment visible to students, click on the **Visibility** toggle.

Note: If this **Visibility** is not turned on when creating the assignment, the assignment is hidden from students by default.

14. Click **Save and Close**.

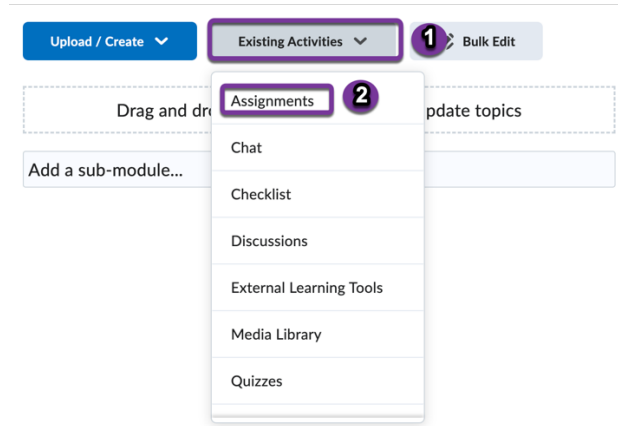
2 **Save and Close** Save Cancel Visibility 1

Exercise 3 – Add assignment to relevant module/topic in Content

1. In the Nav bar, select **Content**.



2. Select the appropriate module in the left-hand **Table of Contents**.
3. Select the **Existing Activities** button.
4. From the drop-down menu, select **Assignments**.
5. Select the assignment you have just created in Exercise 2. You will now see it listed in the module.

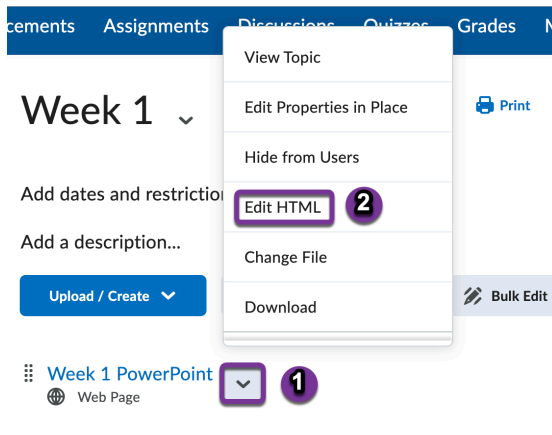


OR, to include it within a file you have created, that may include some context around the assignment:

1. In the Nav bar, select **Content**.

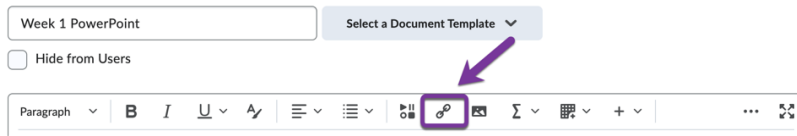


2. Select a module from the left-hand **Table of Contents** that has a file you created (The file will appear as a “Web Page” in the module.)
3. Select the chevron beside the title of the file and select **Edit HTML File** from the drop-down list.

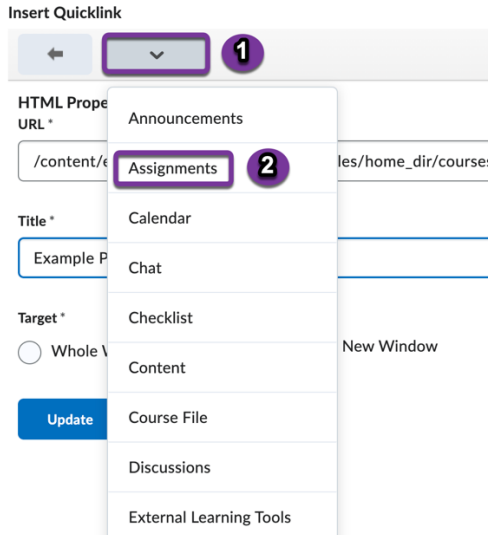


4. Click into the text box where you would like the link of the assignment to appear.
5. Select the **Insert Quicklink** button in the editor.

Edit HTML File



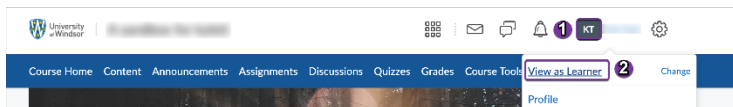
6. Select **Assignments** in the pop-up list.
7. Select the assignment you just created in Exercise 2. You will see the link appear in the text box.



8. Select **Save and Close**.

Exercise 4A –View and submit as Learner

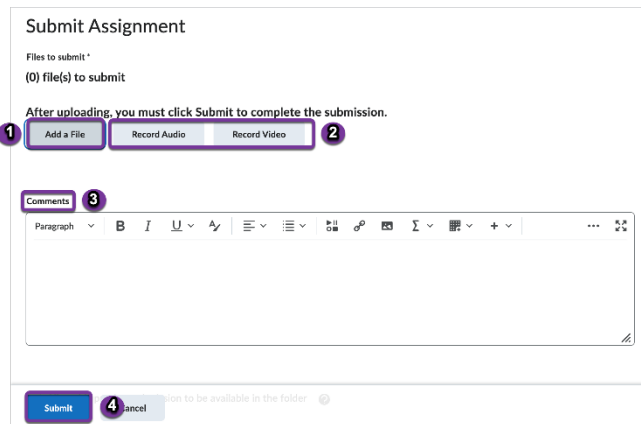
1. In the mini-nav bar, click your name on your profile card and select **View as Learner**. You will switch into a student role and see the course home page.



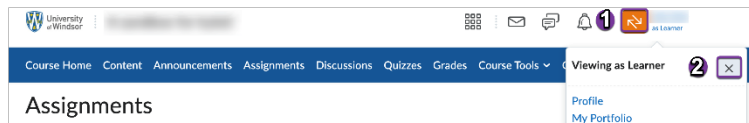
2. Select **Assignments** in the Nav bar.



3. Select the Assignment you created in Exercise 2.
4. You will see the assignment instructions and rubric. Scroll down and click **Add a File**.
5. Select **My Computer**, select **Upload** and find a file on your computer to upload, then click **Add**. Students can also choose to **Record Audio** or **Record Video** to include with submission.
6. Include **Comments**, if you choose.
7. Click **Submit**.



8. Click on your name on your profile card and select the **X** to the right of it, to return to your instructor role.

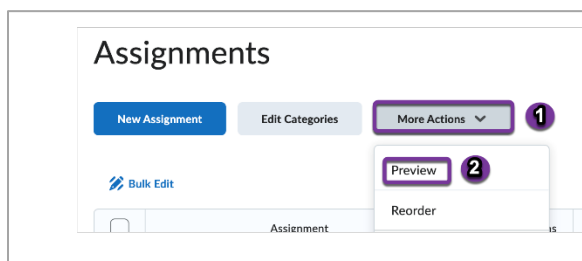


Exercise 4B – Preview Assignment that is closed to students

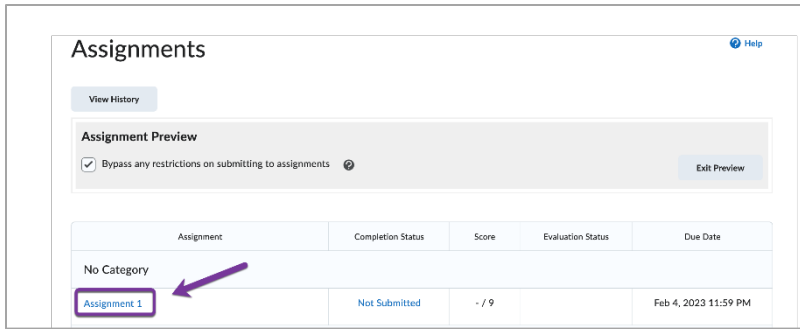
1. Click **Assignments** in the Nav Bar.



2. Click **More Actions** and select **Preview** from the drop-down menu. (Note: **Bypass any restrictions on submitting to assignments** is selected by default. This allows you to view an assignment even when it is not available to students. If you want to see if your dates are set correctly, uncheck this option to see what students will actually see.) Leave **Bypass any restrictions on submitting to assignments** selected.

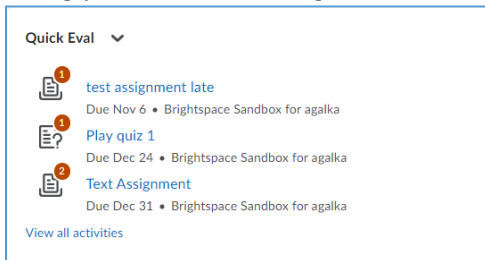


3. Select the assignment you created in Exercise 2 to view it as a student would.



Exercise 5-Grade an Assignment

When you receive a submission for an assignment for one of your students, you will see a new notice in the Quick Eval widget on your home page or in the Quick Eval tool. You can click on the assignment name to bring you to the new assignments to be graded.

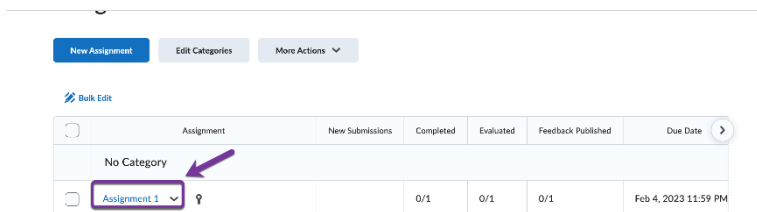


When students submit assignments, you can also open your Assignments tool to see a column labelled New Submissions with the number of new submission for your assignments. Click on the number to bring you to the assignment to be graded.

<input type="checkbox"/>	Assignment	New Submissions	C
	No Category		
<input type="checkbox"/>	Group Assignment	2	1
<input type="checkbox"/>	Text Assignment	2	1
<input type="checkbox"/>	Assignment 1		0

Your View as Learner or preview submission will not appear in the Quick Eval or New Submissions column.

1. To find your View as Learner submission, in the **Assignments** tool click on the name of the assignment you used in Exercises 4.



2. Click the **Submission** tab. You should see your name in the Last Name, First Name column for your submitted assignment. Note that you will not see any comments you added in the **Comments** text box while submitting.
3. Click on the submission file to open it.

Assignment 1 - Submissions

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

Users **Submissions** ①

Search For... Show Search Options

Download Email Mark as Read Mark as Unread Delete

Submission(s)	Submission Date
<input type="checkbox"/> This is my assignment.docx (18.41 KB) ②	Nov 11, 2022 12:46 PM

- Use the annotation tools to annotate the submission file in the left panel.
 - Use the drawing tool to draw a line under a word.
 - Use the note tool to add a sticky note.
 - Use the Text tool and type text on the page.

← Back to Submissions Assignment 1
A sandbox for...

← Back to User Submissions

① ② ③

- In the right panel, click on the name of the rubric to open it and begin to use it. Provide a score for each criterion by selecting the appropriate level.
- See that the **Overall Score** reflects the changes you have made and the **Overall Grade** has calculated the grade.
- Write some feedback into the **Overall Feedback** text box.
- Save Draft** so the student does not see their grade until you have marked all of the assignments and release the grades to all students by **Publish All Feedback**.

Rubrics

Assignment 1 ①
Not scored

Criteria

Historical Accuracy
 × ②
 Add Feedback

References
 × ②
 Add Feedback

Grammar
 × ②

Overall Grade ③
 / 9

Overall Feedback ④
 Great job!

⑤
 Publish Save Draft