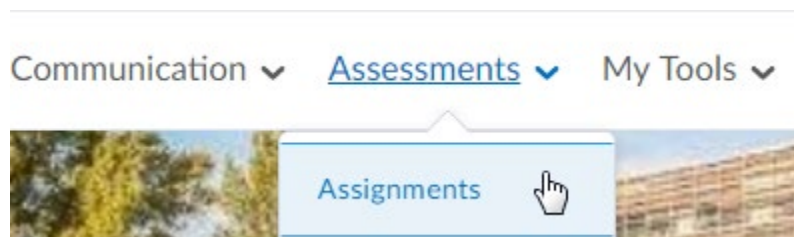


Brightspace Assignments

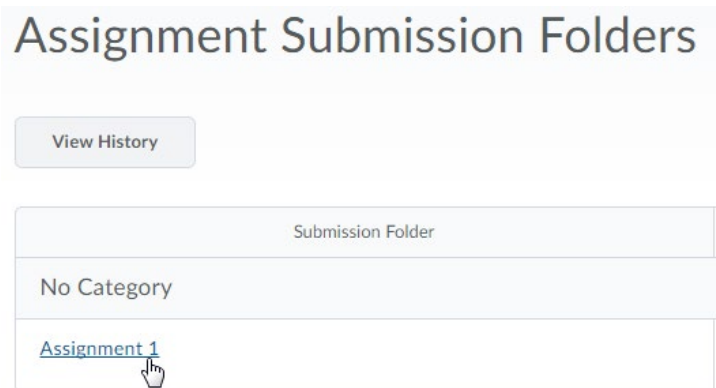
The Brightspace Assignments tool is used for submitting assignments like papers or projects.

Submitting to an Assignment Folder

The quickest way to access the assignments for a course is from the navigation bar, by clicking on Assignments in the Assessments menu.



From the list of assignment folders, select the one you want.



In an **Assignment** folder, you'll see folder information that explains the assignment. Depending on the assignment, you might be expected to attach files, or record an audio file directly into Brightspace.

Submit Assignment

Files to submit *

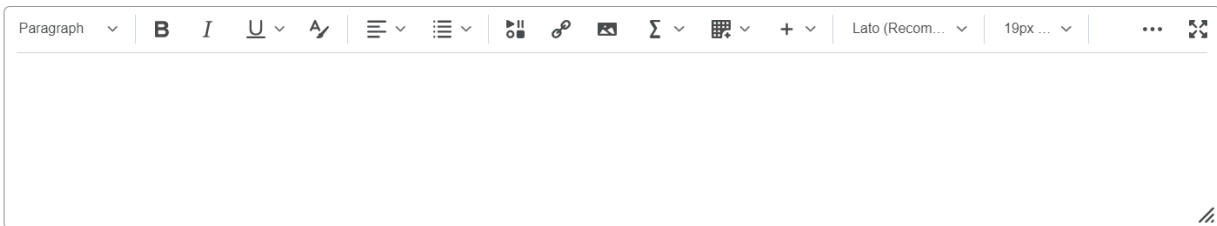
(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File

Record Audio

Comments

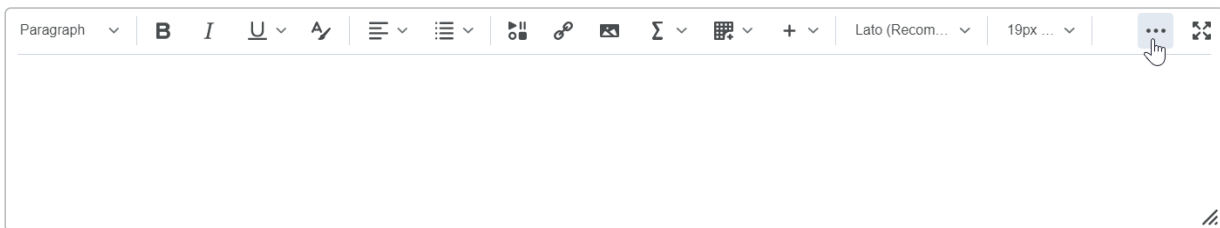


Submit

Cancel

In the **Brightspace Editor** (labelled Comments here), there is a toolbar with a number of options. If you can't see everything, click the ellipsis (three dots) to show the missing options on the next line.

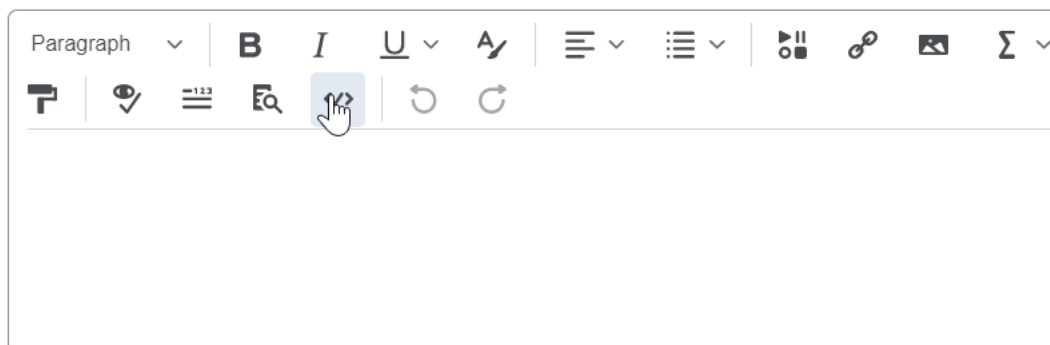
Comments



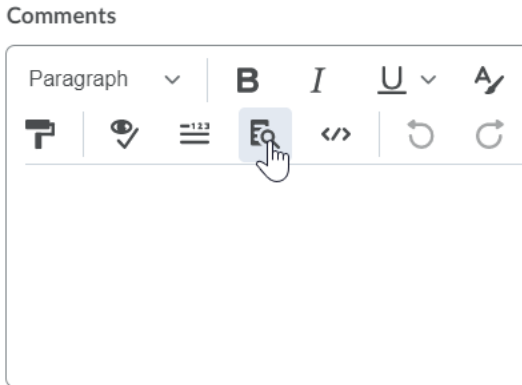
You can insert pictures or media, create links to external websites, format text with bold, italics or underline, use text justification or lists, change font face, size or colour, or insert equations or tables.

If you want to enter HTML directly, click this button to bring up the **HTML source editor**.

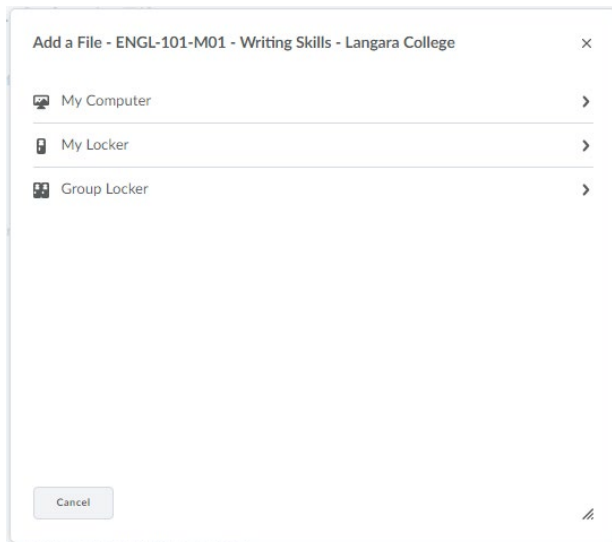
Comments



You can also **Preview (right)** your text as it will appear when posted, or toggle the entry box to full-screen mode.



Attaching a file is simple. You just click **Add a File**, and the Add a file window will appear. You can add files from your hard drive, or from your file locker or Group locker, if this is a group assignment.



To attach files from your computer, click My Computer, navigate to the file on your hard drive that you want to attach, and click Open. When you're done adding files, click Add to attach it to the Assignment. Once you've completed the assignment, just click **Submit**.

Seeing Assignment Feedback

You can see submitted assignments by clicking on the link in the **Submissions** column.

Assignment Submission Folders Help

[View History](#)

20 per page

Submission Folder	Score	Submissions	Feedback	Due Date
No Category				
Assignment 1	8 / 10 - 80 %	3	View	
Assignment 2 <small>Closed Mar 25, 2014 1:14 PM</small>	9 / 10 - 90 %	1	View	2014 1:00 PM
test	- / -	0	-	

20 per page

Assignment Submission Folders

[View History](#)

Submission Folder	Score	Submissions	Feedback	Due Date
No Category				
Assignment 1	8 / 10 - 80 %	3	View	
Assignment 2	9 / 10 - 90 %	1	View	Mar 25, 2014 1:00 PM

In Assignments, you can see your grade next to the assignment. If there's feedback, there will be a link in the **Feedback** column. By clicking on this you can see your grade as well as any comments your instructor may have made on your submission. Your instructor might also attach files to feedback, also available from Feedback.

Listening to Audio Recordings in Assignment Feedback

To play back these recordings, you must download or open the attached HTML file.

From **Assessments > Assignments**, click the Feedback link in the Assignment.

Evaluation Status

Feedback:

[Unread](#)

Click on the HTML file attached to the feedback.

[Assignments](#) > [View Feedback](#)

Feedback for Assignment 1

Score

 8 / 10 - A-

Feedback Date

Oct 15, 2020 15:17

Attached Files

 [assignment feedback.html](#) (415 Bytes)

Download All Files

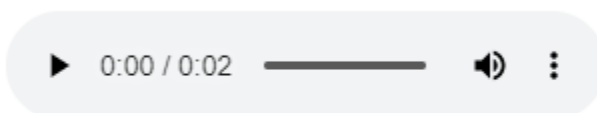
Open assignment feedback.html

Depending on your browser, you may be offered one or two options: to download the file and then open it, or to simply open it in a new browser tab or window. Either will do. If downloading the file, most browsers will show the completed download in the bottom left or top right corner of the window. Click on it to open.

Click "click to view" to see the player.

[Click to view](#)

Click the play button to listen to the recording.



And whenever you have unread feedback on an assignment, it will show up as a notification in the **Updates** widget on your **Course Home** page.