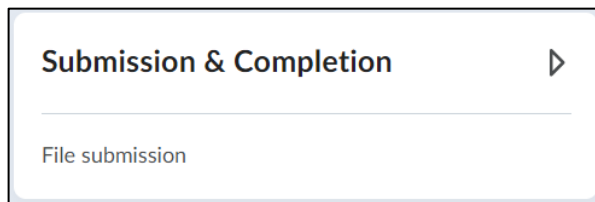# Create an Assignment in Content

Objective

By following the guide, you will be able to Create an Assignment in the Content section. Note: Individual assignments can also be created using the Assignments tool accessed through Course Admin. The Assignments tool may include more setting options.

Create an Assignment in Content

1. Click **Content** in the black navigation bar.
2. From Content, identify the module in which you want to add content.
3. On the left panel, click the module. (For example: Week 1)
4. Click the **Upload/Create** button.
5. In the dropdown menu, select **New Assignment.**
6. Select the 'Name' field and type a title. (For example: Assignment #1)
7. Using the 'Submission & Completion' dropdown menu, select how you would like students to submit the assignment:

   7.1.

   - Category: (optional)
   - File submission: Student attach a file in Brightspace.
   - Text submission: Students type response using HTML (WYSIWYG) Editor.
   - On Paper submission: Students turn in a paper in class.
   - Observed in person: Students demonstrate the assignment in class.
8. Click in the 'Instructions field (below the editing icons) and type instructions.
9. Click **Save**.
10. To add an attachment, select one of the following options. (below the Instructions).
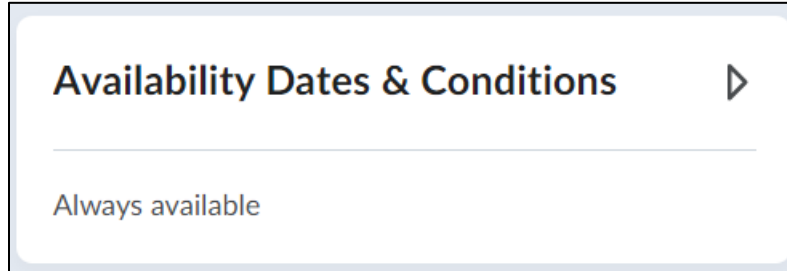

   - File Upload
   - Attach Link to Existing Activity
   - Attach Weblink
   - Attach from Google Drive
   - Attach from OneDrive
   - Record Audio or Video

11. Select **Save.**

12. (Optional) Under the Activity Details tab (below the assignment Instructions & attachments), add date and restrictions.

    12.1. Select **Add dates and conditions.**

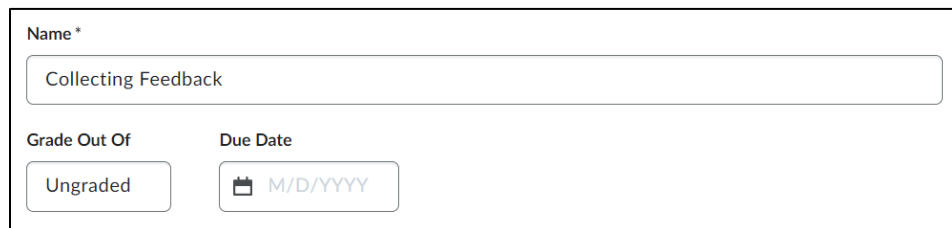**Availability Dates & Conditions** ▷

Always available

    12.2. Click **Add start date** to control when a student first can click and view the assignment. (Note: The link to the assignment is inactive UNTIL the start date. Students can still see the title in the Table of Contents.)

    12.3. Click **Add end date** to control when a student can no longer click and view the assignment. Students will NOT be able to submit the assignment. (Note: The link to the assignment is inactive AFTER the end date. Students can still see the title in the Table of Contents.)

Start Date

📅 M/D/YYYY

End Date

📅 M/D/YYYY

    12.4. To add a Due Date, this box is located under the Name of the forum.

Name *

Collecting Feedback

Grade Out Of   Due Date

Ungraded   📅 M/D/YYYY

13. (Optional) To control how submissions are collected, expand the 'Submission & Completion' dropdown menu. Select one of the options to change:

- All submission are kept (default)
- Only the most recent submission is kept
- Only one submission allowed

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Submissions

- ● All submissions are kept
- ○ Only one submission allowed
- ○ Only the most recent submission is kept

14. (Optional) To add a column in the gradebook, locate the Assessment section and click **Add a grade item,** select the box "ungraded" and enter a grade.

    14.1. Before

Grade Out Of	Due Date
Ungraded	📅 M/D/YYYY

    14.2. After

Grade Out Of		Due Date
5 points	🔑 In Grade Book ⌄	📅 M/D/YYYY

    14.3. Enter the maximum points for the assignment.

15. Save and close.

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