

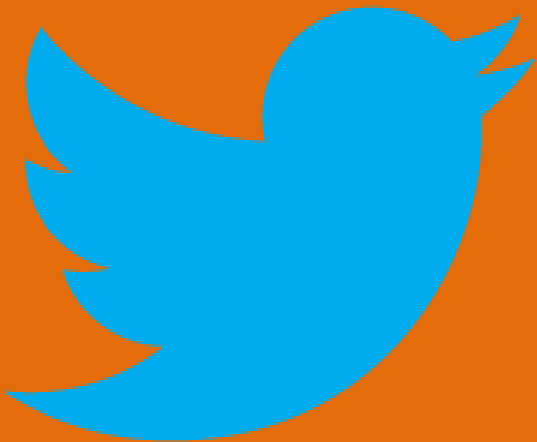
# Assignment Tool:

## Collect and Grade Student Work

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# Join the Conversation

**#edtech**  
**@xulacat**



# Prerequisites

- Attend one of the Intro to Brightspace training sessions

OR

- Familiar with the navigating in the Brightspace Learning Environment



# Agenda

- Create an Assignments Submission Folder
- Submit a file
- Evaluate and leave feedback
- View Assignments' submissions log
- Demonstration of how Assignments Tool is used in a Psychology course

# Assignments Tool

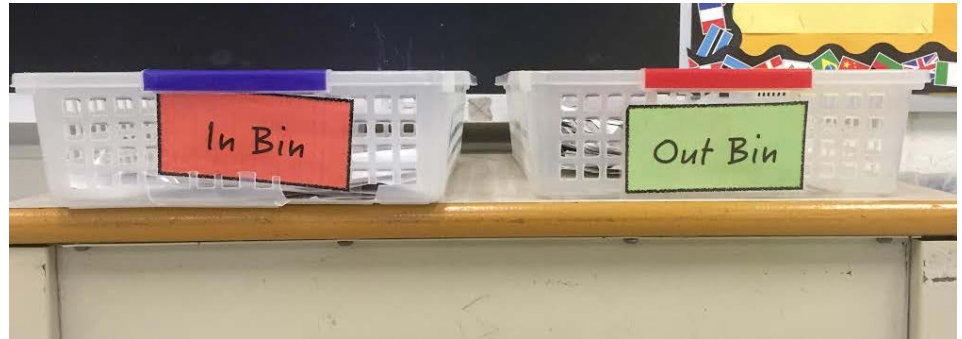
Central location for the collection and submission of assignments.

## *Students can...*

- ✓ Submit assignments
- ✓ Leave comments
- ✓ Review rubrics and feedback

## *Instructors can...*

- ✓ Review submitted assignments
- ✓ Assess (rubrics, grades) and leave feedback



Like “Hand In/ Hand Out” bins, but more effective because it’s all done online!

# Assignments Tool

## Benefits:

- All assignments are submitted to one location (no lost emails, papers, etc.)
- Students know where to
  - Find information about Assignment criteria
  - Submit Assignments
  - Find graded Assignments
- Instructors can attach rubrics directly to the Assignments for students to review

# Assignment Submission Folders

- Creating an assignment means you are creating a submission folder to collect assignments
- Individual and Group submission folders
- Decide on assignment options before creating submission folder
  - Some options can not be changed once saved
- All submission folders are hidden by default



# Assignment Submission Folders

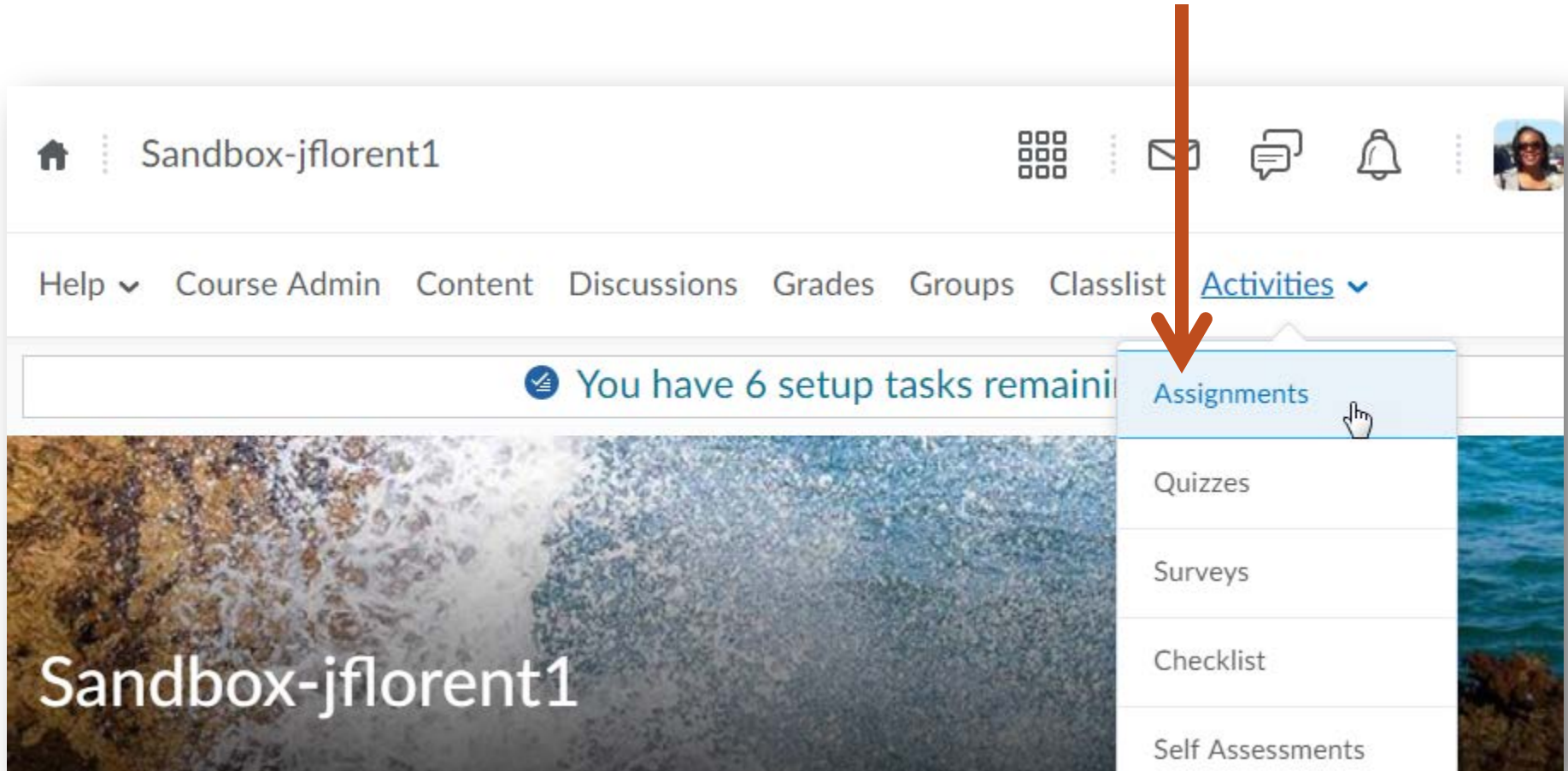
- Restrict access to submission folders
  - Date and time
  - Group membership
  - Special access permissions
- Use categories to organize assignment submission folders
- Due dates automatically populate in the calendar
  - Helps students stay on track



# Assignment Submission Folders

- Grading options
  - Can associate a Rubric with assignment submission folder
  - Grade columns **ARE NOT** automatically created in the Gradebook
- Assignment submissions can be checked for plagiarism using Turnitin Feedback Studio

# Create an Assignment



The screenshot shows the Brightspace user interface for a course named "Sandbox-jflorent1". The top navigation bar includes a home icon, the course name, a grid icon, and icons for email, chat, and notifications. Below this is a secondary navigation bar with links for Help, Course Admin, Content, Discussions, Grades, Groups, Classlist, and Activities. The "Activities" link is highlighted with a blue underline and a dropdown arrow. A large orange arrow points from the top of the page down to the "Assignments" option in the dropdown menu. The dropdown menu also lists Quizzes, Surveys, Checklist, and Self Assessments. A notification banner above the main content area states "You have 6 setup tasks remaining". The main content area features a large image of a rocky coastline with the text "Sandbox-jflorent1" overlaid.

Home ... Sandbox-jflorent1

Help ▾ Course Admin Content Discussions Grades Groups Classlist Activities ▾

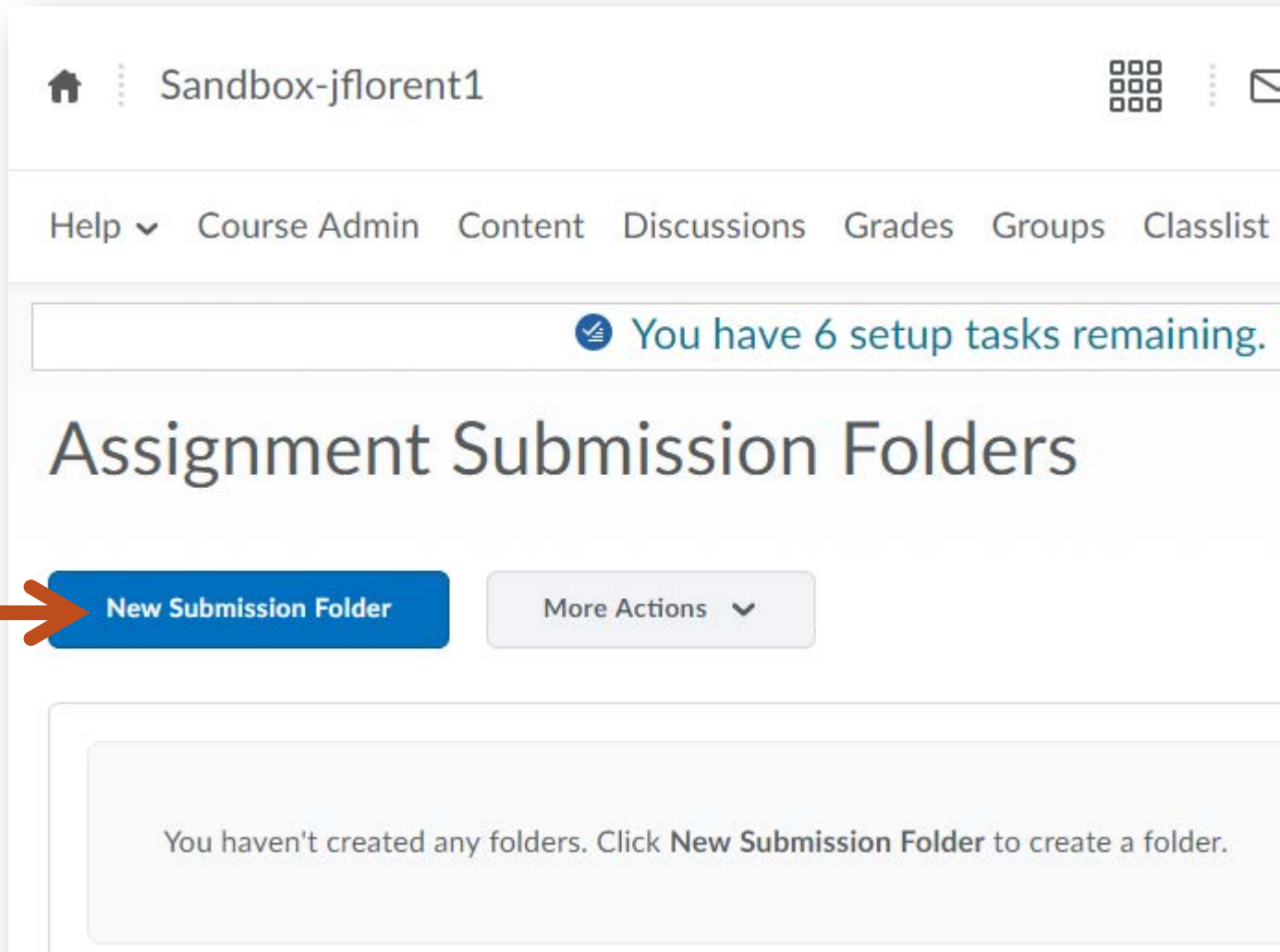
✓ You have 6 setup tasks remaining

**Assignments**

- Quizzes
- Surveys
- Checklist
- Self Assessments

Sandbox-jflorent1

# Create an Assignment




🏠 Sandbox-jflorent1

Help ▾ Course Admin Content Discussions Grades Groups Classlist

✓ You have 6 setup tasks remaining.

## Assignment Submission Folders

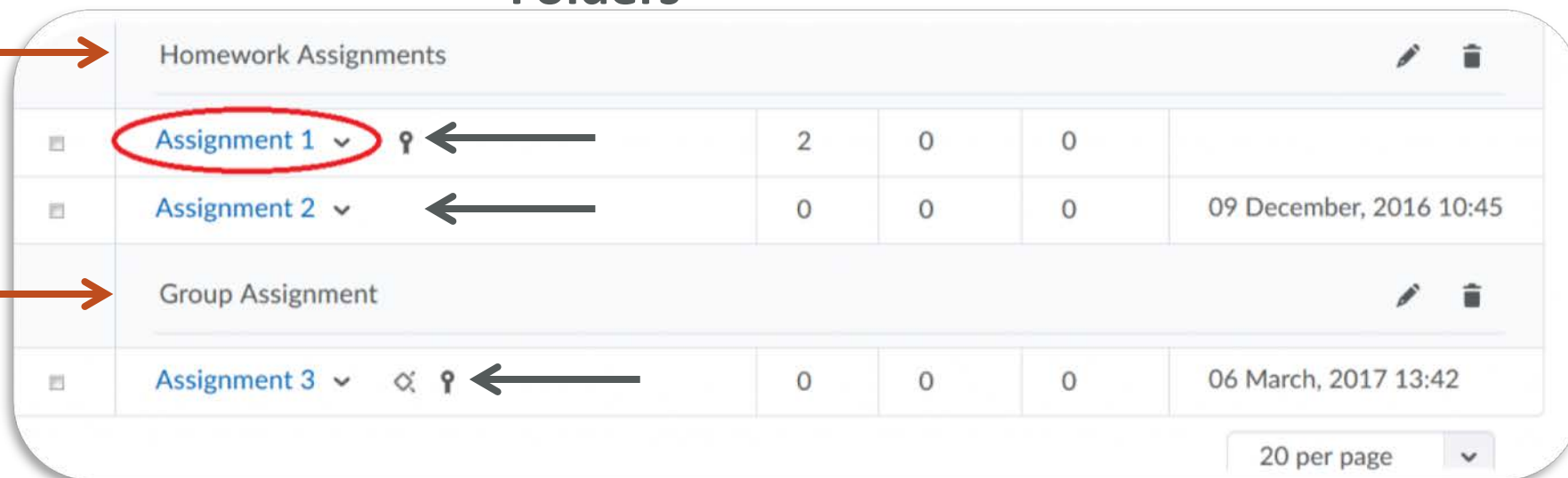
 **New Submission Folder** More Actions ▾

You haven't created any folders. Click **New Submission Folder** to create a folder.







# Assignments Submission Folder Example

Categories

Submission  
Folders



The screenshot shows a list of assignment submission folders in Brightspace. An orange arrow points to the 'Homework Assignments' header. Another orange arrow points to the 'Group Assignment' header. A red circle highlights 'Assignment 1' in the first row. Black arrows point to the lock icon and the submission count column for 'Assignment 1'. A third black arrow points to the lock icon for 'Assignment 3' in the third row. The bottom right corner shows a '20 per page' dropdown menu.

Homework Assignments								
<input type="checkbox"/>	Assignment 1 ▾		←	2	0	0		
<input type="checkbox"/>	Assignment 2 ▾		←	0	0	0	09 December, 2016 10:45	
Group Assignment								
<input type="checkbox"/>	Assignment 3 ▾			←	0	0	0	06 March, 2017 13:42

20 per page ▾

# Submit an Assignment Example - Students


## Submit Files

Files to submit \*




(1) file(s) to submit

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

Add a FileRecord AudioRecord Video




 [The Millennial Muddle.docx](#) (33.31 KB) ✕  
Source: My Computer

### Comments





Paragraph

**B** *I* U





Font Famil






Size




...







SubmitCancel



Note: Students will receive a submission receipt when they successfully submit an assignment.


# View Assignment Submissions

## Assignment Submission Folders

Help

New Submission Folder

More Actions ▼

 Bulk Edit

<input type="checkbox"/>	Submission Folder	Total Files	Unread Files	Flagged Files	Due Date
	No Category				
<input type="checkbox"/>	Assignment 1 (Sec 1) ▼ 🔑	0	0	0	Oct 25, 2016 11:30 PM
<input type="checkbox"/>	Final Project (Sec 1) ▼ 🔑	0	0	0	Mar 14, 2017 11:30 PM
<input type="checkbox"/>	Research Summary ▼	1	1	0	
<input type="checkbox"/>	Turnitin LTI ▼	0	0	0	
<input type="checkbox"/>	abc-test ▼	0	0	0	
<input type="checkbox"/>	Test assignment 3	0	0	0	Jul 31, 2017 1:57 PM
<input type="checkbox"/>	Assignment 3 ▼	0	0	0	

View Submissions

Edit Submission Folder

Delete Folder

Submission Log

1





# Hands-on Activity Structure





# Brightspace Training Courses

## Student's Perspective



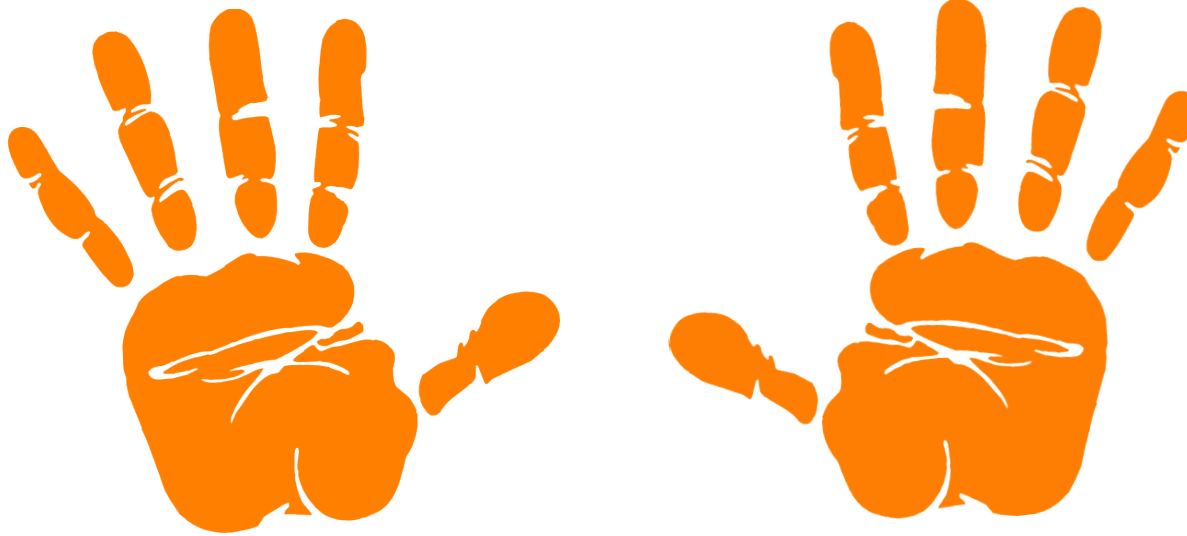
**Brightspace Instructor  
Training**

## Instructor's Perspective



**“Sandbox-username”**

# Hands-on Activity



# Brightspace App



Assignment  
Grader

Gives instructors on-the-go access to submitted assignments and tools for providing detailed feedback.

# Assignment Grader App

- iPad
  - iOS 8.1 or later
  - Works with Apple Pencil (optional)
- Android 4.4 or later



Assignment  
Grader

# Using Brightspace in an Advanced Research - Psychology Course

Dr. Elizabeth Yost Hammer

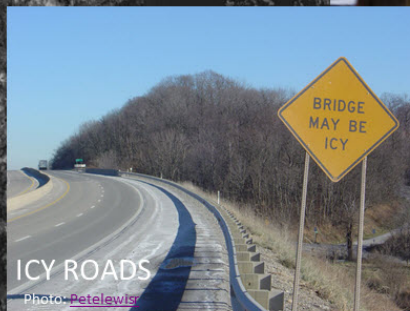
# Training & Help for Students

- Please point your students to help resources
  - Student Resources  
**In the NavBar on main landing page**
  - CAT FooD  
**[cat.xula.edu/food](http://cat.xula.edu/food)**
  - D2L's Documentation  
**[documentation.brightspace.com](http://documentation.brightspace.com)**
  - 24/7 End-user Support
    - Email**
    - Live Chat**



# Instructional Continuity

The threat of disasters is real...



HURRICANES



<http://xulacat.wikispaces.com/Instructional+Continuity>



# Next Steps

- Sign up for Brightspace training
- Setup your profile, notifications, and account settings
- Experiment and explore Brightspace features and functions
- Migrate course or build course from scratch





# Master Course Shells

- Faculty can:
  - Build a new course
  - Build out your course before the actual courses are made available for the upcoming semester
- Look for announcement on how to request



# Import/Export/Copy Components

- You DO NOT have to build your courses from scratch each semester.



# Help Resources

- CAT FooD  
[cat.xula.edu/food](http://cat.xula.edu/food)
- D2L's Documentation  
[documentation.brightspace.com](http://documentation.brightspace.com)
- D2L's Community  
[community.brightspace.com](http://community.brightspace.com)
- 24/7 End-user Support  
Email  
Live Chat



# Product Ideas Exchange (PIE)

- Submit new ideas for product changes
- Vote on existing ideas
- Goto [community.brightspace.com](https://community.brightspace.com)  
and click on Products Ideas Exchange link



# Additional Resources

- One-to-one help through CAT+  
Appointment: [jflorent.youcanbook.me](https://jflorent.youcanbook.me)  
Email: [jflorent@xula.edu](mailto:jflorent@xula.edu)  
Phone: ext. 7418
- CAT+ training sessions  
[cat.xula.edu/events](https://cat.xula.edu/events)





# Brightspace Faculty Share Showcase

Coming soon to the  
Orange Room

# Follow CAT+FD



@xulacat

# Photo Credit

- No Internet by Marcelo Gracioli
- Help by Neal Sanche



# Questions

