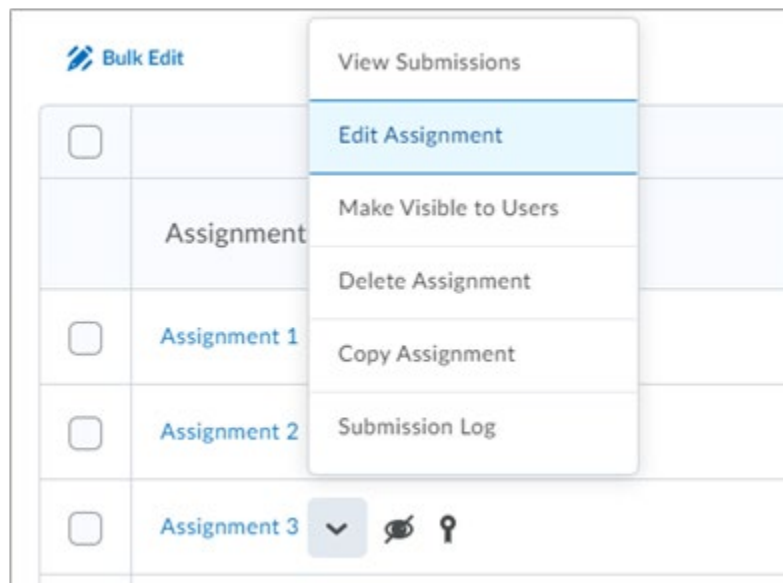# Editing Assignments

The instructions in this document outline how to modify previously created assignments. This is necessary when importing a course offering from a previous semester into the current semester, updating placeholders created through ETD's course template, or making changes during the semester. Typically, these modifications include the assignment's title, the description, attaching documents, adjusting the score, and/or changing dates.

Begin by navigating to the Assignments page in Brightspace.

You will see all your current assignments in this tab. Click the arrow next to the title of the assignment you wish to modify and choose Edit Assignment.

The screen that appears next will vary based on if you have Brightspace's new assignment experience enabled or disabled. This document will first outline how to edit assignments using the new experience, and then move on to the old assignment experience for those who have not yet made the switch over.

Note: The instructions related to the new assignment experience will be somewhat brief. More detailed information on using the new assignment experience is provided in ETD's blog post "The New Assignment Experience".

The New Assignment Experience

1. Begin by adding a name for your assignment. The name of the assignment should provide a small bit of context, and if specific assignments are mentioned in the syllabus or in other content areas, use the same name throughout to ensure consistency.

2. Choose how your assignment will be scored. An assignment placeholder created by ETD with the Course Template will have a default score of 10 points and will be linked to a generically named grade item. Please change the points value of your assignment to match how the assessment will be graded.

3. Provide a Due Date. A reminder that students can still submit documents after a due date. Their submission will be marked as late when you begin marking submissions.

4. In the "Instructions" box, add a simple text description here, or use the Insert Stuff or Quicklink Tools to add a video or link to existing course content.

5. The icons underneath the instructions box will allow you attach an instructions file or supplemental documents.

6. Under the "Availability Date & Conditions" panel, set a start date and end date if desired. Reminder that students will only be able to submit the assignment in the time frame between these dates. If used, an End date should be the same as or after a due date.

7. Release conditions and special access are also located under this panel. Release Conditions can provide more customized settings, like opening an assignment after a quiz has been completed. There is great flexibility in this setting. Special access can provide more flexibility such as an extended end date for students with accommodations.

8. Under the "Submission and Completion" panel you may adjust settings related to how your students will submit their assignment. In most cases leaving the default settings in place here will be sufficient. By default, all assignments are individual, this tab is where they can be changed to Group Assignments.

9. The last panel is the "Evaluation and Feedback" panel. Here you may add a rubric if desired. If you are using Rubrics, it is recommended to create rubrics through the rubric tool under Course Admin and ensure they are accurate before receiving assignment submissions. Changes should not be made to a Rubric if it has already been used to grade an assignment, **changing the rubric will remove previous grades.**

10. By default, assignments are hidden from users to allow time to adjust settings before releasing the assessment to students. Make sure to turn on visibility (located along the bottom bar) so students can see the assignment.

11. Hit the blue "Save and Close" to finish editing.

The Old Assignment Experience

Properties tab

1. Add a name for your assignment. The name of the assignment should provide a small bit of context, and if specific assignments are mentioned in the syllabus or in other content areas, use the same name throughout to ensure consistency.

2. In the "Instructions" box, add a simple text description here, or use the Insert Stuff or Quicklink Tools to add a video or link to existing course content.

3. Under "Attachments", it is possible to upload instructions or supplemental documents. Note: Group assignment settings will not be covered in this document.

4. Choose your preferred submission settings. In most cases leaving the default settings in place here will be sufficient. You may also add an email to be notified for each submission.

5. Under Evaluation and Feedback, an assignment placeholder will have a default score of 10 points and will be linked to a generically named grade item. Please change the points value of your assignment to match how the assessment will be graded.

6. If you are using Rubrics, it is recommended to create rubrics through the rubric tool under Course Admin and ensure they are accurate before receiving assignment submissions. Changes should not be made to a Rubric if it has already been used to grade an assignment, **changing the rubric will remove previous grades.**

Restrictions tab

1. By default, assignments are hidden from users to allow time to adjust settings before releasing the assessment to students. Make sure to **unselect** the "Hide from Users" box once dates have been added.

2. Provide a Start Date, Due Date and End date if desired. A reminder that students can still submit documents after a due date. Their submission will be marked as late when you begin marking submissions. An End Date makes an assignment submission folder unavailable and inactive for students. If used, an End date should be the same as or after a due date.

3. Release Conditions can provide more customized settings, like opening an assignment after a quiz has been completed. There is great flexibility in this setting.

4. Special access can provide more flexibility such as an extended end date for students with accommodations.

5. Save when completed.

***Tips:

Bulk Edit: simple changes to all can be done easily here. Some restrictions on what can be changed but it is often a time saving function for some changes.

Linking Assignments within Content: course sites using templates will have assignment placeholders linked in the Assessments submodule of the Syllabus & Course Center module. These links can be moved, or duplicate links can be created within relevant content modules. Add an existing assignment in Content by clicking the grey "Existing Activities" button and choosing the appropriate assignment.